



Syarat-Syarat Tawaran

UNISSA / I / TK / MMKK / SNT / 01TAHUN / 2024 – 2025

Tawaran Perkhidmatan Penyediaan Dan Penyajian Makanan Dan Minuman Kolej Kediaman
Kampus Senek Tulong Universiti Islam Sultan Sharif Ali (UNISSA) Bagi Tempoh Satu (01) Tahun

Tarikh Tutup:
Selasa, 29 Mei 2024
Jam 2.00 Petang

1. Tawaran adalah dipelawa daripada syarikat-syarikat dan pembekal-pembekal tempatan yang BERDAFTAR di Negara Brunei Darussalam menurut Seksyen 16 dan 17 dari akta Nama-Nama Perniagaan (Business Names Act) dan tawaran ini layak bagi syarikat-syarikat dan Pembekal-Pembekal yang:

- mempunyai SUII HALAL yang sah dan dikeluarkan oleh Jabatan Hal Ehwal Syariah, Kementerian Hal Ehwal Ugama.
- Mempunyai SUII PENGENDALI MAKANAN yang sah dan dikeluarkan oleh Jabatan Perkhidmatan Kesihatan, Kementerian Kesihatan (Bahagian Kawalan Kualiti Dan Keselamatan Makanan).
- Mempunyai Surat Pengesahan bahawa syarikat / penender telah didaftarkan dan diawasi oleh Jabatan Perkhidmatan Kesihatan, Kementerian Kesihatan (Bahagian Kawalan Kualiti Dan Keselamatan Makanan) bagi MEMATUHI PRAKTIKAL GUIDELINES FOR MASS CATERING (Code of Hygiene Practice For Precooked And Cooked Foods in Mass Catering) yang telah dikeluarkan oleh National Standards Council Brunei Darussalam.
- Mempunyai kakitangan / pekerja yang telah menjalani pemeriksaan kesihatan badan dan sebenarnya telah mendapatkan SUII KESIHATAN yang sah dari Doktor Kerajaan dan mempunyai SUII-SUII SUNTIKAN yang sah & mematuhi eji-eji berkenaan jika telah mampus.

2. Syarikat-syarikat yang berdaftar sebagai SENDIRIAN BERHAD hendaklah menyatakan Sijil Pematuhan Cukai (Certificate of Tax Compliance – GTC) yang terbaharu / terkini satu sehingga tahun 2023 dan telah DISAHKAN oleh Bahagian Hasil, Kementerian Kewangan dan Ekonomi dan salinan Penyata Tahunan Annual Return Dan Annual General Meeting (yang terbaharu/terkini) bersama-sama dengan Borang Tawaran ini. Bagi mana-mana syarikat / pembekal yang tidak menyatakan dokumen-dokumen berkenaan maka Borang Tawaran ini akan DITOLAK.

3. Dokumen Borang Tawaran boleh diperolehi:

**UNIVERSITI ISLAM SULTAN SHARIF ALI (UNISSA)
BAHAGIAN KEWANGAN
TINGKAT 1, BANGUNAN PENTADBIRAN DAN KEWANGAN
SIMPANG 347, JALAN PASAR GADONG,
GADONG BE 1310
NEGARA BRUNEI DARUSSALAM**

*NOTA: Dokumen tawaran akan mengandungi Borang Tawaran, Spesifikasi dan/atau Syarat-Syarat Tawaran dan juga Borang Pengakuan Integriti Penender.

Pada waktu-waktu (termasuk memenuhkan Yuran Tawaran) seperti berikut :

**Isnin Hingga Khamis
8.30 Pagi Hingga 12.00 Tengah Hari
2.00 Petang Hingga 3.00 Petang**

**Sabtu
8.30 Pagi Hingga 10.00 Pagi**

Untuk sebarang pertanyaan lanjut, syarikat-syarikat yang berminat mengikut tawaran ini bolehlah bertanya terus ke Kaunter Kewangan UNISSA atau menghubungi +873 7326726.

4. Kadar Yuran Tawaran adalah BND50.00 (RINGGIT BRUNEI: LIMA PULUH SAHAJU) dan tidak akan dikembalikan kepada setiap syarikat-syarikat dan pembekal-pembekal sama ada yang berjaya atau yang tidak berjaya setelah menghantar tawaran yang sah.

5. Segala kehadah dalam Borang Tawaran mestilah ditulis dengan BETUL dan TERANG, jika tidak permohonan tawaran ini akan DITOLAK.

6. Permohonan Tawaran ini akan DITOLAK jika BAGI SETIAP SESARANG PERUBAHAN / PEMSETULAN pada Harga Tawaran yang menggunakan SLANGU.

7. BAGI SETIAP SESARANG PERUBAHAN / PEMSETULAN pada Harga Tawaran hendaklah DITANDATANGANI ASAL (initial) dan COP SYARKAT.

8. Tawaran hendaklah diisi dalam BORANG TAWARAN YANG ASAL (TIDAK BOLEH di FOTOKOPI dan di SCAN). Tawaran yang telah diisi dengan LENGKAP hendaklah dimasukkan ke dalam PETI TAWARAN yang disediakan dan ditampal ke atas.

**PENDERUSA,
LEMBAGA TAWARAN KECIL, KEMENTERIAN PENDIDIKAN
BLOK 'A', TINGKAT 1, BANGUNAN (LAMA) KEMENTERIAN PENDIDIKAN
LAPANGAN TERBANG LAMA, BERAKAS, BE 3510
BANDAR SERI BEGAWAN
NEGARA BRUNEI DARUSSALAM**

Tawaran-tawaran hendaklah dimasukkan ke dalam
Peti Tawaran Lembaga Tawaran Kecil,
Kementerian Pendidikan

yang terletak di
Peti Tawaran

Lembaga Tawaran Kecil, Kementerian Pendidikan,
Bahagian Perkhidmatan Kewangan Dan Perbekalan,
Pusat Perkhidmatan Semampai
One Stop Center

Lantai Bawah Blok C, Bangunan Kementerian Pendidikan,
Jalan Lapangan Terbang Lama, Berakas, BE 3510
Bandar Seri Begawan, Negara Brunei Darussalam

9. Setiap tawaran bagi setiap SATU TAJUK TAWARAN hendaklah diampun di dalam SATU SAMPUK, SURAT TERTUTUP RAPI (SEALED). Di sampul surat berkenaan hendaklah ditulis BILANGAN TAWARAN dan TAJUK TAWARAN di sebelah KIRI ATAS seperti mana yang ditunjukkan serta TARIKH TUTUP IKLAN TAWARAN ini, tanpa menunjukkan sebarang identiti, nama atau logo syarikat / pembekal.

10. Tawaran hendaklah dikembalikan tidak lewat SELASA, 29 MEI 2024, JAM 2.00 PETANG. Tawaran yang lewat dihantar tidak akan diterima.

11. Salinan SUII, PENDAFTARAN SYARKAT / Nama-Nama Perniagaan (SUE, PERNAGAIAN 16 & 17 atau FORM X), salinan RESIT PEMBAYARAN dan lain-lain dokumen yang diperlukan HENDAKLAH DISERTAKAN BERSAMA TAWARAN.

12. SUII PENGIKTIRAFAN daripada Kementerian Kesihatan, Kementerian Hal Ehwal Ugama dan lain-lain yang berkenaan bagi kerja-kerja yang berkaitan HENDAKLAH DISERTAKAN BERSAMA TAWARAN.

13. Penender yang menang atau membatalkan tawaran atau kontrak setelah dibenarkan Tawaran Spesifik atau setelah tutup Tawaran akan dikenakan denda selaras dengan peraturan dan garis panduan yang diberikan oleh Lembaga Tawaran Negara, Kementerian Kewangan dan Ekonomi.

14. Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Beginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam tidak terikat untuk menerima tawaran yang paling rendah atau sebarang tawaran yang tidak munasabah.

15. Hanya syarikat yang terpilih dan berjaya sahaja yang akan dihubungi. Manakala, syarikat yang tidak dihubungi selepas SATU (01) BULAN daripada TARIKH TUTUP mengembalikan borang tawaran adalah DIANGGAP TIDAK BERLAYA.

[Disclaimer: The below text is machine translated. For accurate information kindly refer the above text in original language.]



Offer Terms:

UNISSA/LTK/MMKK/SNT/01 YEAR / 2024-2025

Offer of Food and Beverage Preparation and Serving Services for the Residence College Sinaut Tutong Campus of Islamic University Sultan Sharif Ali (UNISSA) For a Period of One (01) Year

Closing Date:

Tuesday, 28 May 2024

At 2.00 PM

1. Offers are invited from local companies and suppliers who are REGISTERED in Brunei Darussalam according to Section 16 and 17 of the Business Names Act and this offer is eligible for companies and suppliers who:
 - a) have a valid HALAL CERTIFICATE issued by the Sharia Affairs Department, Ministry of Religious Affairs.
 - b) Have a valid FOOD HANDLER CERTIFICATE issued by the Service Department Health, Ministry of Health (Quality Control And Food Safety Division).
 - c) Have a Letter of Confirmation that the tendering company has been recognized and certified by the Department of Health Services, Ministry of Health (Quality Control And Food Safety Division) to COMPLY

d) Have staff / employees who have undergone a physical health examination and have subsequently obtained a valid HEALTH CERTIFICATE from the Government Doctor and have valid INJECTION CERTIFICATES & renew the relevant certificates if they have

2. Companies registered as SINDIRIAN BERHAD must include a Certificate of Compliance Tax (Certificate of Tax Compliance COTC) which is up to 2023 and has been CERTIFIED by the Revenue Division, Ministry of Finance and Economy and a copy of the Annual Returns and Annual General Meeting (the latest) together with this Offer Form . For any company / supplier that does not include the relevant documents, this Offer Form will be REJECTED

3. Bid Form documents can be obtained:

SULTAN SHARIF ALI ISLAMIC UNIVERSITY (UNISSA)
DEPARTMENT OF FINANCE
FLOOR 1, ADMINISTRATION AND FINANCE BUILDING
SIMPANG 347, JALAN PASAR GADONG,
GADONG BE 1310
COUNTRY OF BRUNEI DARUSSALAM

**NOTE: The bid document will contain the Bid Form, Specifications and/or Bid Conditions and also the Tenderer's Integrity Declaration Form.

At times (including receiving the Offer Fee) as follows:

Monday to Thursday
8.30 AM to 12.00 PM
2.00 PM to 3.00 PM

Saturday
8.30 AM to 10.00 AM

For any further questions, companies interested in following this offer can ask directly to UNISSA Finance Counter or call +673 7326726.

4. The Offer Fee Rate is BND50.00 [BRUNEI RINGGIT: FIFTY ONLY] and will not returned to each of the successful or unsuccessful companies and suppliers after submitting a valid bid.

5. All requirements in the Offer Form must be written CORRECTLY and CLEARLY, otherwise This offer application will be REJECTED.

6. This Bid Application will be REJECTED if FOR ANY CHANGES / CORRECTIONS on the Bid Price using 'BLANCO'.

7. FOR ANY CORRECTION CHANGES to the Bid Price must be SIGNED ORIGINALLY (initial) and COMPANY STAMP.

8. Offers must be filled in in the ORIGINAL OFFER FORM (CANNOT BE PHOTOCOPIED and SCANNED). Bids that have been COMPLETELY filled in must be placed in the BID BOX provided and addressed to:

CHAIRMAN,
SMALL OFFER BOARD, MINISTRY OF EDUCATION
BLOCK 'A', FLOOR 1, MINISTRY OF EDUCATION (OLD) BUILDING
LAMA AIRPORT, BERAKAS, BB 3510
BANDAR SERI BEGAWAN
BRUNEI DARUSSALAM

Offers must be entered within
Small Tender Board Tender Box,
Ministry of Education

which is located in
the Offer Box

Small Bid Institute, Ministry of Education,
Financial Services And Supplies Division,
Local Service Center
One Stop Center
Lower Floor of Block C, Ministry of Education Building,
Old Airport Road, Berakas, BB 3510
Bandar Seri Begawan, Brunei Darussalam.

9. Each offer for each ONE OFFER TITLE must be kept in ONE SEALED ENVELOPE. On the envelope, the NUMBER OF OFFERS and TITLE OF OFFER must be written on the TOP LEFT side as advertised and the CLOSING DATE OF THE ADVERTISEMENT OF THIS OFFER, without showing any identity, name or logo of the company/supplier.

10. Offers must be returned no later than TUESDAY, 28 MAY 2024, AT 2.00 PM. Late bids will not be accepted.

11. Copy of COMPANY REGISTRATION CERTIFICATE / Business Names (BUSINESS CERTIFICATE 16 & 17 or FORM X), a copy of PAYMENT RECEIPT and other required documents SHOULD BE INCLUDED WITH THE OFFER.

12. CERTIFICATE OF RECOGNITION from the Ministry of Health, Ministry of Religious Affairs and others applicable for related works SHOULD BE INCLUDED WITH THE OFFER.

13. A tenderer who rejects or cancels an offer or contract after the Bid authorization has been obtained or after the Bid has been closed will be fined in accordance with the rules and guidelines provided by National Tender Board, Ministry of Finance and Economy.

14. The Government of His Majesty His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam is not bound to accept the lowest offer or any unreasonable offer.

15. Only selected and successful companies will be contacted. Meanwhile, companies that are not contacted after ONE (01) MONTH from the CLOSING DATE to return the offer form are CONSIDERED UNSUCCESSFUL.

d) Have staff / employees who have undergone a physical health examination and have subsequently obtained a valid HEALTH CERTIFICATE from the Government Doctor and have valid INJECTION CERTIFICATES & renew the relevant certificates if they have

2. Companies registered as SINDIRIAN BERHAD must include a Certificate of Compliance Tax (Certificate of Tax Compliance COTC) which is up to 2023 and has been CERTIFIED by the Revenue Division, Ministry of Finance and Economy and a copy of the Annual Returns and Annual General Meeting (the latest) together with this Offer Form . For any company / supplier that does not include the relevant documents, this Offer Form will be REJECTED

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