



## Syarat Dan Peraturan Sebut Harga

**Bilangan Sebut Harga :**  
KHEU / KW / JSH / 002 / 2024-2026

**Tajuk Sebut Harga :**  
Tawaran Sebut Harga Bagi Mencetak, Membekal Dan Menghantar Kepala Surat, Sampul Kertas, Manila Card Fail Bagi Kementerian Hal Ehwal Ugama Bagi Tempoh Tiga (3) Tahun.

**Tarikh Tutup Tawaran :**  
28 Ogos 2024M,  
Jam 2.00 Petang.

1. Syarikat atau penender hendaklah mengisi dokumen sebut harga dengan lengkap dan teratur serta menyatakan tajuk dan bilangan sebut harga dengan jelas di luar sampul surat yang ditutup rapi seperti di bawah:

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**Kepada:-  
Pengerusi  
Jawatankuasa Sebut Harga  
Tingkat 1, Bahagian Kewangan  
Kementerian Hal Ehwal Ugama  
Jalan Menteri Besar  
Negara Brunei Darussalam**

2. Syarikat atau penender hendaklah menghadapkan dokumen sebut harga dengan memasukkan ke dalam sampul surat yang ditutup rapi, tanpa mendedahkan identiti syarikat atau penender.
3. Pembayaran yuran sebut harga berjumlah BND5.00 (Ringgit: Lima Ringgit Brunei Sahaja) boleh dibayar semasa menghantar borang sebut harga atau melalui aplikasi 'BIBD Online Payment'. Pembayaran hendaklah di **screenshot** dan dicetak dan seterusnya disertakan dalam sampul surat semasa menghantar Borang Sebut Harga berkenaan. Bagi sebarang pertanyaan mengenai pembayaran yuran bolehlah menghubungi atau menghantar teks Whatsapp ke talian hotline (Hasil & Pembayaran): +673 8338400.
4. Syarikat atau penender yang gagal memasukkan dokumen sebut harga ke dalam peti sebut harga yang dikhaskan selepas 2.00 petang pada tarikh tutup sebut harga adalah dikira batal.
5. Syarikat atau penender yang tidak mengisi dengan lengkap dokumen sebut harga atau tidak memberikan keterangan dengan jelas akan dikira batal.
6. Syarikat yang ikut serta hendaklah memastikan jumlah harga tawaran / sebut harga pada "Bill of Quantity" dan borang sebut harga hendaklah kedua-duanya selaras. Harga tawaran yang tidak selaras adalah dikira batal;
7. Hanya pen berwarna biru dibenarkan untuk digunakan untuk mengisi dokumen sebut harga.
8. Jika ada terdapat sebarang perubahan di dalam dokumen sebut harga, Jumlah yang salah atau sebarang pembetulan hendaklah dibetulkan dengan keterangan atau jumlah yang betul, ditandatangani serta dibubuh cop syarikat berkenaan.
9. Bagi syarikat / pemborong yang berminat untuk mengikuti tawaran sebut harga hendaklah menyertakan dan menghadapkan salinan **Sijil Pendaftaran 16 & 17** yang dikeluarkan oleh Pendaftaran syarikat-syarikat, Jabatan Peguam Negara, Negara Brunei Darussalam. Keutamaan akan diberikan kepada syarikat / Pemborong yang mempunyai **Alamat Perniagaan Yang Senang Dihubungi**.

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

Closing Date: 28-Aug-2024

MINISTRY OF RELIGIOUS AFFAIRS

Quotation Terms And Conditions

Price Mention Number: KHEU/KW/JSH/002/2024-2026

Quote Title:

Quotation Offer For Printing, Supplying And Sending Letterhead, Paper Envelopes, Manila Card File For The Ministry Of Religious Affairs For A Period Of Three (3) Years.

Bid Closing Date : 28 August 2024M, 2.00 PM.

1. The company or tenderer must fill out the quotation document in a complete and orderly manner and clearly state the title and number of quotations outside the tightly sealed envelope as below:

Price Mention Number: KHEU/KW/JSH/002/2024-2026

Quote Title:

Quotation Offer For Printing, Supplying And Sending Letterhead, Paper Envelopes, Manila Card Files For The Ministry Of Religious Affairs For A Period Of Three (3) Years.

To:- Chairman

Level 1 Quotation Committee, Finance Division of the Ministry of Religious Affairs Jalan Menteri Besar Negara Brunei Darussalam

2. The company or tenderer must present the quotation document by putting it in a tightly sealed envelope, without revealing the identity of the company or tenderer.

3. Payment of the quotation fee amounting to BND5.00 (Ringgit: Five Brunei Ringgit Only) can be paid when submitting the quotation form or through the 'BIBD Online Payment' application. Payment must be screenshotted and printed and then included in the envelope when sending the Quotation Form. For any questions regarding the payment of fees, you can contact or send a Whatsapp text to the hotline (Revenue & Payment): +673 8338400.

4. Companies or tenderers who fail to enter the quotation document into the quotation box reserved after 2.00 pm on the closing date of the quotation will be deemed void.
5. Companies or tenderers who do not fill out the quotation document completely or do not provide clear information will be considered invalid.
6. Participating companies must ensure that the total price of the offer / quotation on the "Bill of Quantity" and the quotation form must both be consistent. Bid prices that do not match are considered void;
7. Only blue colored pens are allowed to be used to fill out quotation documents.
8. If there is any change in the quotation document, the wrong amount or any correction must be corrected with the correct information or amount, signed and affixed with the company's stamp.
9. For companies / wholesalers interested in following the quotation offer should include and present a copy of the Certificate of Registration 16 & 17 issued by the Registration of Companies, Attorney General's Department, Brunei Darussalam. Priority will be given to companies / wholesalers who have a business address that is easy to contact.
10. Any questions regarding this quote can contact the Finance Division, Ministry of Religious Affairs at +673 8338400.

11. All offers must be placed in the offer box at the address below :-

Quote Offer Box Quote Chairman

1st Floor, Ministry of Religious Affairs Finance Division

Jalan Menteri Besar Negara Brunei Darussalam