

Ministry of Defence

Project Title: Transportation Services To Ferry Gurkha School Children For Gurkha Security Unit (GSU) – Five (5) Years Contract With An Option Of Three (3) Years Extension

Ref: MINDEF/DFA/RC/253(3)

SECTION 2

REQUIREMENT

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1 SCOPE OF SERVICES

1.1 Transportation Services Contract Period. The Contractor shall enter into a five (5) years contract with the Government.

1.1.1 The contract term shall commence on the date of issuance of the Certificate of Acceptance after passing acceptance inspections as per Paragraph 2.2.

1.1.2 If the Contractor's services and performance are satisfactory at the end of the initial lease term of 5 years, the Government shall have an option to extend the leasing arrangement for 3 additional years at an agreed discounted rate.

1.1.3 The vehicles shall require additional acceptance inspections prior to executing any of the extension as para 1.1.2.

1.1.4 The Ministry of Defence through the Transport Department, Gurkha Security Unit (GSU) and Directorate of Finance and Acquisition (DFA) reserves the right to terminate/cancel the contract at any time by giving **one (1) month** notice if the Ministry of Defence no longer requires transportation services or the performance of services provided is unsatisfactory according to the criteria has been set by the Ministry of Defence.

1.2 Main Services. The Contractor shall provide transportation services as below:

Ser	Period	Service requirements
1	School Days (Monday to Thursday and Saturday)	Normal School Children

1.2.1 **Transportation of School Children on School Days.** The Contractor shall provide round trip (send and pickup) transportation service on school days for the following vehicles and locations to the school children of GRU as below:

Quantity and Type of Buses	Pick up point	Time	Drop off Point	Time	Remarks
1 X Medium Bus (22 Seater)	Sungai Akar Camp (SAC)	0630 hrs	St George's School	0715 hrs	Drop off Senior Students (14 Pax)
	Istana Edinburgh Married Quarter (IEMQ)	0640 hrs			Drop Off Junior Students (22 Pax)
	SAC with Escorts	1130 hrs		1230hrs	Pick Up Senior Students
	IEMQ with Escorts	1140 hrs		1230 hrs	Pick up Senior Students
	SAC Escorts	1630 hrs		1630 hrs	Pick Up KG Students (7 Pax)
	IEMQ Escorts	1645 hrs		1730 hrs	Pick Up Junior Students (15 Pax)

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Quantity and Type of Buses	Pick up point	Time	Drop off Point	Time	Remarks
1 X Medium Bus (22-25 Seater)	IEMQ with Escorts	0640 hrs	Sekolah Rendah Pulaie	0700 hrs	Drop off Students (23 Pax)
	Sekolah Rendah Pulaie	1200 hrs	IEMQ with Escorts	1230 hrs	Pick Up Students (23 Pax)
	IEMQ with Escorts	1300 hrs	Sekolah Rendah Pulaie	1315 hrs	Drop off Students (19 Pax)
	Sekolah Rendah Pulaie	1500 hrs	IEMQ with Escorts	1530 hrs	Pick Up Students (16 Pax)
	Sekolah Rendah Pulaie	1700 hrs	IEMQ with Escorts	1730 hrs	Pick Up Students (3 Pax)
1 X Mini Van (9-15 Seater)	IEMQ with Escorts	0640 hrs	Sekolah Sukan	0700 hrs	Drop off Students (7 Pax)
	Sekolah Sukan	1230 hrs	IEMQ with Escorts	1300 hrs	Pick Up Students (3 Pax) (Non-Muslim)
	Sekolah Sukan	1600 hrs	IEMQ with Escorts	1630 hrs	Pick Up Students (4 Pax) (Muslim)

1.2.2 All the students must be/are registered at Sungai Akar Camp, IEMQ.

This transportation service provided are provided to students going to and from home to school for students living in the Camp and the surrounding area only,

1.2.3 The Ministry of Defence reserves the right to move or change transport areas according to current needs during the service contract period.

1.2.4 The Contractor must provide correct estimation on the time travel according to the area that has been set so as not to affect the attendance time of students to school.

1.2.5 **Ad-Hoc Transportation Services on Non-School Days, Public Holidays and School Holidays.** The Contractor shall provide ad-hoc transportation services with the Vehicles on non-school days, school holidays as well as public holidays as directed by the Ministry of Defence / GRU. These ad-hoc services shall form part of the existing contracted scope, and no additional charges shall apply other than the existing and agreed monthly charges. The Transport Department, GRU shall provide advance notice not less than 48 hours to the Contractor of the requirement for ad hoc transportation services.

1.2.6 The Contractor shall provide the services as listed below:

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a) Provide transportation services for officers, personnel and civil servants of the Ministry of Defence and/or GRU and guests from abroad on duty, attend courses, workshops, meetings and events related to activities organised by the Ministry of Defence/GRU at any time required.

b) Provide transportation services (transportation for officers, personnel and civil servants of the Ministry of Defence/GRU) for national events, religious, customs ceremonies and other events involving and related to the Ministry of Defence and GRU.

c) Provide transportation services for other relevant needs such as assisting the nation's need to curb the spread of infectious diseases.

1.2.7 **Period of Transportation Services.** The Contractor shall provide the transportation services exclusively to the Ministry of Defence on a full monthly basis from the months of January to November, and on a daily basis for the month of December. If usage exceeds 22 days in the month of December, the transportation services shall be considered to be confirmed for the full month.

1.3 Drivers and Warden/Attendant. The Contractor shall provide drivers and warden/attendant for the transportation service:

1.3.1 The Contractor must register and/or inform the name of the driver to the Transport Department.

1.3.2 Drivers are needed for all types of vehicles, whereas warden/attendant is needed for medium and large buses only.

1.3.3 The Contractor must ensure the driver and warden/attendant to continuously adhere to their Duties and Responsibilities as listed in paragraph 2.

1.4 The Contractor must always comply with the instructions directed by Transport Department, GRU and Ministry of Defence by providing the transportation services according to the place, day and time that has been set.

2 VEHICLE (SUBJECT TO VEHICLE TYPE)

2.1 All vehicles shall comply with the Specifications set out in **Annex A**. In particular:

2.1.1 The year of manufacture for the vehicles offered should not be earlier than 2020, i.e. should be 5 years old and below at the start of the contract targeted in 2025.

2.1.2 The vehicle must have a valid permit issued by Commercial Vehicles and Public Transport Licensing Division, Land Transport Department, Ministry of Transport and Infocommunications (MTIC), Brunei Darussalam.

2.1.3 The vehicle must have a valid vehicle licence.

2.1.4 The vehicle must pass the inspection and have a vehicle inspection certificate issued by the Land Transport Department (LTD) as well as pass the technical inspection by the technical inspector from the RBAF

2.1.5 The Contractor shall provide comprehensive insurance coverage for all leased vehicles, including 'Hire and Reward' Insurance, protection for passengers and coverage

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of repair costs in event of any accidents. Each vehicle is required to keep a copy of the appointment letter and a valid Hire and Reward Insurance for each vehicle.

2.1.6 The Contractor shall supply the Registration Number Plate in accordance with LTD requirement which is to be made of metal.

2.2 Acceptance Inspection. At the start of the contract, all vehicles (including any substitute vehicles prepared) should be roadworthy and are subject to passing the acceptance inspection carried out by the Technical Inspection Team of the Ministry of Defence.

2.2.1 Prior to the inspection, the Contractor is required to complete an Inspection Form and provide their license plate number to be registered under RBAF. Refer to **Annex B** for the Inspection Form:

- a. The physical condition of vehicle must always be safe to use on the road and all equipment works properly.
- b. The vehicle must be in good condition, safe, clean (inside and outside) for the passengers' comfort.
- c. The vehicle must be equipped with seat belt for all passenger seats
- d. The vehicle must be supplied with fire extinguisher certified by the relevant party.
- e. The vehicle must be supplied with complete first aid kit.
- f. The vehicle must be fitted with a fully functioning factory air-conditioning system.

The Technical Inspection Team will sign a Certificate of Acceptance for all vehicles that have passed the acceptance inspection.

2.2.2 All vehicles shall also be subject to visual inspections by the Transport Department at the start of every school term, which includes reporting on the overall condition, quantity and license number of vehicles, namelist of drivers and wardens, and any changes from the previous inspection.

2.2.3 Any vehicles that have not been inspected or that do not pass the acceptance inspection by the Technical Inspection Team shall be rejected for any term arrangements under this Contract and must be replaced.

2.2.4 For the avoidance of doubt, all substitute vehicles provided to the Ministry of Defence for replacement purposes are subject to passing acceptance inspection.

2.3 The Contractor shall provide the registration details of the vehicles under this contract to the transport Department. The vehicles shall be registered under the **exclusive control** of the Ministry of Defence and not registered with other Ministries/Agencies.

2.3.1 It is not permitted to exchange any vehicles that have been contracted with the Government with other vehicles without the permission of Transport Department.

2.3.2 From January to November, the vehicles shall not be used by other Ministries/Agencies in particular to transport students not under the control of the Ministry of Defence, and also for other activities/services such as transporting people abroad.

2.3.3 In December, the Contractor may provide transportation services to others outside the scope of this Contract **provided that** the Contractor must inform such purposes and request for approval beforehand from the Ministry of Defence. Any Ad-Hoc Transportation Services required by the Ministry of Defence shall take always priority over such requests.

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2.4 It is not permitted to modify the vehicles including the position and number of seats available.

2.5 Maintenance and Warranty Support. Maintenance and warranty support will be borne by the Contractor throughout the contract period, including recovery/towing services.

2.5.1 For the avoidance of doubt, the Contractor shall be responsible and bear costs for repair or replacements of parts for any damage to the vehicle caused by technical failure and/or fair wear and tear (for example, battery/tyre etc.).

2.5.2 The Contractor shall every month test the functions of the vehicle under this contract and provide preventive maintenance services on the vehicle, including inspection, replacements of consumables, lubrication and carrying out of any mandatory engineering changes.

2.5.3 The Contractor shall keep a detailed maintenance history record and provide monthly reports of all maintenance service calls and actions for each vehicle.

2.5.4 The Contractor shall keep a copy of the following information/record for each vehicle as follows:

- a. Appointment letter.
- b. A valid 16/17 Business Registration License.
- c. A valid Hire and Reward Insurance for each vehicle.
- d. Driver driving license and identification card registered to the Mov & Tpt Office.
- e. A valid working visa (for foreign citizen).
- f. Approved passenger list.

2.5.5 The Contractor is responsible for the cleanliness of the vehicle by ensuring that it is free from germs as required by the Ministry of Health such as Hand Foot and Mouth Disease, Coronavirus or other diseases whereby all the cleaning costs are borne by the Vendor.

2.6 Availability of Vehicles. The Contractor shall ensure full availability of all vehicles and drivers at all times within the contract period (including the provision of equivalent substitute vehicles).

2.7 If the vehicle become unavailable for repair, maintenance or servicing:

2.8.1 The Contractor shall inform the Transport Department at least 3 working days in advance to make replacement arrangements with an equivalent, substitute vehicle.

2.8.2 In the event that the Contractor intends to change the vehicle that has been registered in the contract to facilitate the conversion process, the Contractor shall inform the Transport Department, GRU.

2.8.3 In the event that the Contractor intends to change the driver, the Contractor shall inform and register with the Transport Department, GRU.

2.8 If vehicle becomes defective, damaged, unserviceable or unavailable during performance / accident:

2.8.1 The Contractor shall replace the defective vehicle with an equivalent, substitute vehicle within 1 hour and ensure all passengers are safe.

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2.8.2 The Contractor shall endeavor to replace the vehicle with another vehicle at the expense of the vendor and inform immediately to the Transport Department.

2.8.3 The Contractor shall be responsible to provide recovery and towing services, including any requirement to dispatch a suitably qualified service engineer or technician. The Contractor shall make repairs and/or replace parts of the vehicles as necessary to restore any defective vehicles to operation.

2.8.4 Depending on the situation, the vehicle may be driven by the user upon requirements. In this regard, if there is an accident or damage to the vehicle while it is being driven by the user then the cost of repair will be borne by:

- a. The user if the accident or damage is caused by the negligence of the driver.
- b. The vendor if the accident or damage is not due to negligence or due to other factors such as wear and tear, bad weather, vehicles being hit by other road users (subject to the results of the investigation) and so on. The vendor shall ensure sufficient insurance coverage is provided for such situations.

3 DRIVER & WARDEN/ATTENDANT

3.1 Driver's Rule:

3.1.1 The driver must have a valid class 6 driving license issued by Land Transport Department (LTD), Ministry of Transport and Infocommunications (MTIC).

3.1.2 Drivers over the age of 60 must undergo a health examination before being allowed to drive a school bus.

3.2 Warden/Attendant Rule:

3.2.1 The bus warden / attendant age must not exceed 60 years old.

3.2.2 If the driver appointed is a male, then a female warden shall be appointed for the same vehicle.

3.3 Both driver and warden/attendant must comply with the Rules & Responsibilities as follows:

3.3.1 Foreign drivers and warden/attendant must have a valid Work Pass and/or Work Permit obtain written permission from the Land Transport Department (LTD), Ministry of Transport and Infocommunication (MTIC).

3.3.2 To be in good health and certified fit to work by the Health Officer from the Ministry of Health, Brunei Darussalam.

3.3.3 To always on time and comply with every instruction given by the Ministry of Defence.

3.3.4 To always comply with any latest and existing Road Rules and Regulations of Brunei Darussalam.

3.3.5 To have a good personality and clean from any criminal record.

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3.3.6 To be well disciplined, polite, dressed neatly and appropriately while on duty and always show good behavior in terms of conversation and interaction with students/passengers

3.3.7 To ensure vehicles are always in a safe, hygiene/clean and in comfortable condition to carry passengers.

3.3.8 To park and/or wait at the school car park or suitable area.

3.3.9 To safely fetch students according to the home address given in list or at the waiting area that has been assigned and send the students to the schools that have been specified in the contract

3.3.10 To ensure the safety of students who have to cross the road while boarding from the bus (while picking up and sending students).

3.3.11 To ensure the safety i.e. wearing seat belts and comfort of students/passengers before travelling.

3.3.12 To ensure students/passengers board and disembark the vehicle safely and in an orderly manner.

3.3.13 To ensure the number and names of students boarding the vehicles are the same as the list provided by Transport Department, GRU.

3.3.14 To always comply with all instructions issued by the Ministry of Defence through the Transport Department, GRU.

3.4 While on duty, both the driver and warden/attendant are **strictly prohibited** from:

3.4.1 To permit students who are not listed in the list provided by the Transport Department, GRU to board the bus

3.4.2 To drop off students in other places other than the area of the student's house or school or other destinations, other than those directed by the Transport Department, GRU

3.4.3 To use mobile phone or any form of tablet while driving.

3.4.4 To bring and/or consume prohibited items i.e. drugs, alcohol, smoking, weapon, pornographic material, etc or equivalent behavior.

3.4.5 To have sexual affairs with the passenger or other workers, or equivalent unlawful behavior.

3.4.6 To threaten or use force to student/passenger.

4 GENERAL TERMS

4.1 The Contractor shall provide a point of contact to coordinate on matters relating to this contract, the services rendered and compliance with agreed conditions.

4.1.1 If the point of contact is not the owner of the company, a valid and legal letter of appointment must be included.

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4.1.2 If the appointed point of contact is a foreigner, a valid Work Pass must be attached.

4.2 For coordination of day-to-day matters and general operations in the Garrisons/Camps, the Contractor shall liaise with respective Transport Department in each Garrison/Camp.; whereas, for overall contract management and administration, the Contractor shall liaise directly with the Transport Department.

4.3 Transport Department reserves the right to terminate this contract or agreement if it is found that the Contractor does not comply with all conditions and instructions given by the Government.

4.4 Transport Department reserves the right to withhold any claim for payments if it is found that there are unacceptable problems arising by the Contractor.

4.5

5 PAYMENT TERMS

5.1 The Contractor shall list out the monthly rental costs from the month of January to November, and the daily rental costs for the month of December. The month of December shall be charged per day of usage up to a cap of 22 days, where the monthly rental cost will apply if usage exceeds 22 days in December. This costing will apply to all type of services as stated at para 1.2.

5.2 This transportation services will be under yearly expenditure of **GRU**.

5.3 For this Contract, the Directorate of Finance and Acquisition, MINDEF (DFA) shall issue Purchase Order yearly according to the approved yearly contract cap.

5.4.1 The Contractor shall track the yearly expenditure and take care not to exceed the yearly / overall contract cap without an approved Variation Order executed by DFA.

5.4 At the start of each month, the Contractor shall submit Service Entry Sheet (SES), user will proceed to accept the SES in the SAP/GUI in TAFIS 2.0 Material Management Module. Service Entry Sheet Process Flow:

5.4.1 Service Order endorsed by user describing the rented vehicles and their license plates should be uploaded in the Government Vendor Portal (GVP);

5.4.2 Service Order describing any short-term rental services rendered in that month, the rented vehicles and their license plates; and

5.4.3 Maintenance services report on the rented vehicles.

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ANNEX A – SPECIFICATIONS

Technical Specifications (Strict Compliance Required)			
1	Types	Medium Bus (22 - 24 Seaters)	Mini Van (09 – 15 Seates)
2	Seating	24 (passengers) + 1 (driver) seats.	15 Seater including driver
3	Color	Preferably light colour	Preferably light colour
4	Additional Requirements (Additional)	Air Conditioning –surround	Air- Conditioning
		A/C	
		Seat Belts - Inertia reel for driver and front passengers.	Seat Belts - Inertia reel for driver and front passengers.
		Lap type for all other passenger	Lap type for all other passenger
		First Aid Kits	First Aid Kits
		Fire Equipment - A fitted hand held 0.5 BCF type	Fire Equipment - A fitted hand held 0.5 BCF type
		Radio as factory fitted	Radio as factory fitted
Generic Requirements (Strict Compliance Required)			
5	Year of Manufactured	The year of manufacture for the vehicles offered should not be earlier than 2017, i.e. should be 8 years old and below at the start of the contract targeted in 2025. During the execution of the contract, any vehicles that reach an age of 15 years old must be replaced.	The year of manufacture for the vehicles offered should not be earlier than 2017, i.e. should be 8 years old and below at the start of the contract targeted in 2025. During the execution of the contract, any vehicles that reach an age of 15 years old must be replaced.
6	Registration plate	The contractor shall retain the civilian registration plate. Once the vehicle passes the vehicle mandatory inspection, the plate will allocated to the Ministry of Defence during contract and not allowed to use it elsewhere	The contractor shall retain the civilian registration plate. Once the vehicle passes the vehicle mandatory inspection, the plate will allocated to the Ministry of Defence during contract and not allowed to use it elsewhere
7	General Requirements	All vehicles should be roadworthy and are subject to passing the acceptance check carried out by the Technical Inspection Team of the Ministry of Defence. The vehicles mandatory inspections are set out at Annex D	All vehicles should be roadworthy and are subject to passing the acceptance check carried out by the Technical Inspection Team of the Ministry of Defence. The vehicles mandatory inspections are set out at Annex D