



**MINISTRY OF DEFENCE  
NEGARA BRUNEI DARUSSALAM**

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**QUOTATION DOCUMENT**

*for*

**TWELVE (12) MONTHS MAINTENANCE OF THE PASSENGER LIFT  
AT SPECIAL FORCES REGIMENT, PENANJONG GARRISON**

**QUOTATION NO : JPPK / SH / 08 / 2026-2027**  
**MINDEF / DFA / FY2026 / ITAU / Q / 002-RPK**  
**CLOSING DATE : 20 AUGUST 2026**  
**CATEGORY : KPME02**

**QUOTATION SUBMISSION**

**QUOTATION BOX NO: 3 (DDWS)  
BANGUNAN ARKIB ARAS BAWAH  
KEMENTERIAN PERTAHANAN  
BOLKIAH GARRISON, BB3510,  
NEGARA BRUNEI DARUSSALAM**



MINISTRY OF DEFENCE  
NEGARA BRUNEI DARUSSALAM

SUMMARY OF QUOTATION

*for*

**TWELVE (12) MONTHS MAINTENANCE OF THE PASSENGER LIFT AT  
SPECIAL FORCES REGIMENT, PENANJONG GARRISON**

**JPPK / SH / 08 / 2026-2027**

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**INSTRUCTIONS TO TENDERERS**

**1 Quotation Document**

- 1.1 There is no quotation fee for this project. These documents can be obtained by downloading from the Ministry of Defence website (<http://www.mindef.gov.bn>).
- 1.2 This quotation is open to contractors registered with the Ministry of Development, Negara Brunei Darussalam under **Category KPME02** and shall be the **sole distributor of SCHINDLER lift**. The Contractors shall furnish a valid and updated **Ministry of Development's Registration Certificate** and other relevant certification, and documentation stated herein together with their Quotation document. **Non-compliance with the conditions in any respect shall render the Quotation liable for rejection.**
- 1.3 The Tenderers who only possess a Builder's Licence (*Sijil Pembina*) issued by the Authority on Building Control and Construction Industry (ABCI), Brunei Darussalam, under the aforementioned categories shall be **disqualified** from participating in this quotation and quotation shall be considered **void**.
- 1.4 The Government is not liable for payment to the Tenderers for any costs, losses, or expenses incurred by the Tenderers in preparing their Quotation.
- 1.5 The Tenderers **MUST** submit with their quotation a complete list of the following appendices:

| Appendix | Description                                                                                                                                                                                                                                        |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -        | <b>Price Confirmation Letter shall include:</b> <ul style="list-style-type: none"><li>• Tendered price is sufficient,</li><li>• Fully understand the work scope, and</li><li>• Enough manpower and equipment throughout Contract period.</li></ul> |
| A        | Certificate of Site Inspection                                                                                                                                                                                                                     |
| B        | List of previous jobs experience of a similar nature                                                                                                                                                                                               |
| C        | List of current jobs in Brunei                                                                                                                                                                                                                     |
| D        | Proposed list of jobs to be sub-contracted                                                                                                                                                                                                         |
| E        | Information on the distribution of approved labour quota                                                                                                                                                                                           |
| F        | Proposed list of equipment and vehicles to be used for this project                                                                                                                                                                                |
| G        | Proposed manpower allocation and additional labour quota required                                                                                                                                                                                  |

## 2 Articles of Agreement and Condition of Contract

- 2.1 The articles of agreement and conditions of contract to be incorporated into the contract document for this project shall be **'CONTRACT FORM FOR MINOR SERVICES'** as currently practiced in Government projects within Negara Brunei Darussalam.

## 3 Scope of Works

- 3.1 The main feature of the scope of works to be undertaken by the successful Tenderer is generally the **maintenance of the passenger lift** as further detailed in the Specifications attached herein.
- 3.2 All Tenderers are to liaise and contact with the **Estate Manager of Penanjong Camp** at +673-4229234 or +673-8653356, for further information prior to preparation of Quotation to ascertain on the scope of works.

## 4 Site Location

- 4.1 The location of the site is within the protected area of **Special Forces Regiment, Penanjong Garrison**. The Tenderers are advised to seek assistance from the Estate Manager for a visit to have satisfied themselves as to the local conditions and the full extent of the scope of works prior to submitting their Quotation.

## 5 Site Visit

- 5.1 The Tenderers shall be deemed to have visited the site in preparing the Quotation to ascertain the full extent of the works involved, the nature of the working conditions, and to thoroughly acquaint themselves with any site restrictions, obstructions, or other details liable to affect their Quotation. The Tenderer shall allow for all such conditions in the Quotation, and no claim for additional payment arising from lack of information or acknowledgement of the above will be entertained.
- 5.2 The Tenderers shall be responsible for making the necessary arrangements with the Government's Representative for the site visit, including the date and time. The Tenderers are advised to visit the site location and fully acquaint themselves with the nature, extent, and practicality of the works. Prior to visiting the site location, the Tenderers should make an appointment and contact the Estate Manager.
- 5.3 The site visit is **mandatory**, and the Government reserves the right to reject any Quotation submitted by a Tenderer who fails to comply with this requirement. Confirmation of the site visit shall be recorded in Appendix A, duly signed by both the Estate Manager and the Tenderer.

## 6 Tenderers' Responsibilities

- 6.1 The Tenderers are held to have checked all the pages in this Quotation document, and the Tenderers are to refer to the Infrastructure Maintenance Unit (IMU) of Directorate of Development and Work Services (DDWS) for any missing page, or duplication. For this purpose, the Tenderers may reach the IMU by email at **ddws@mindef.gov.bn** or by telephone at **+673 2385345**.
- 6.2 No unauthorized alteration shall be made to the Quotation document otherwise the Quotation may be rejected. Any alteration or qualification made by the Tenderers shall be ignored and the original text shall be adhered to.
- 6.3 The Tenderers are instructed to treat this Quotation as strictly confidential and not reveal anything about this Quotation to the public.

## 7 Discrepancies Errors

- 7.1 Should the Tenderers find any discrepancies, deviations, errors, or omissions in the Quotation document prior to submitting their Quotation, they shall notify the Government in writing thereof before the closing date of the Quotation.
- 7.2 Where applicable, should the Tenderers make any errors in their extensions and/or in carrying forward to the **"Total Amount"** or any obvious pricing errors, such errors shall be so rectified and adjusted that when correctly calculated, the **"Total Amount"** shall represent **the same amount** as that quoted by the Tenderers in the "Form of Quotation".
- 7.3 In the event of any discrepancy between the Bills of Quantities, the Collection/Final Summary and the Form of Quotation, the Government reserves the right to correct any arithmetic errors and to adopt the lower amount as the Tenderer's evaluated offer, subject to the Tenderer's written confirmation. Upon such confirmation, the lower amount shall be deemed to be the Tenderer's final and binding offer.
- 7.4 Should the Tenderer fail or refuse to provide such confirmation, the Government reserves the right to reject the Quotation without further clarification. No claim, dispute or adjustment arising from such correction or adoption shall be entertained.
- 7.5 The total amount in the 'Form of Quotation' shall be stated clearly in both words and figures, and both shall correspond exactly. Where the 'Form of Quotation' does not state a total offer amount, or where there is any discrepancy between the amount in words and the amount in figures, the Quotation submission shall be deemed invalid, and the offer shall be void.

## 8 Addenda

- 8.1 Prior to the Closing Date, the Government may issue one or more addenda to clarify, amend or supplement the Quotation documents. Each addendum shall form an integral part of the Quotation documents and shall be binding on all Tenderers.
- 8.2 As the Quotation documents are made available through the MINDEF website, any addendum shall only be issued to Tenderers who have attended the mandatory site visit in accordance with **Para 5.3 of this Section** and have registered their attendance with the Government.
- 8.3 It shall be the sole responsibility of each Tenderer attending the mandatory site visit to obtain and acknowledge receipt of all addenda issued by the Government. The Tenderer shall submit the duly signed acknowledgement form for each addendum together with its Quotation.
- 8.4 Failure to acknowledge or submit any addendum issued by the Government, or submission of a Quotation that does not incorporate the requirements of such addendum, shall be deemed non-compliant with the requirements of the Quotation documents and shall be rejected without further clarification.

## 9 Information and Fully Priced Document

- 9.1 The Tenderers are to submit with their Quotation the information requested herein.
- 9.2 Failure to complete the 'Form of Quotation', 'Additional Information to be supplied by the Tenderers', and any Quotation without the accompanying fully priced Summary of Quotation is liable to disqualification.

## 10 Quotation to be on a Firm Price Basis

- 10.1 The Quotation shall be deemed to have been calculated on a firm price basis and shall not be subject to any price fluctuations in wage rates, or any other costs.

## 11 Submission

- 11.1 The Tenderers are to deliver **ONE (1) SET OF HARDCOPIES** and **ONE (1) SET OF SCANNED SOFTCOPY DOCUMENT** in **PDF format**, of the priced Quotation document duly completed including relevant certificates, appendices, and requested information. The scanned softcopy shall be stored on a **compact disk (CD)** and enclosed in the same envelope as the hardcopy submission.
- 11.2 The Quotation is to be lodged **no later than 08:00AM** to the Quotation submission address provided herein on the day and date as per stated on covering page of this Quotation document in a properly sealed envelope marked:

|                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Quotation For</b></p> <p style="text-align: center;"><b>JPPK / SH / 08 / 2026-2027</b></p> <p style="text-align: center;"><b>TWELVE (12) MONTHS MAINTENANCE OF THE PASSENGER LIFT AT<br/>SPECIAL FORCES REGIMENT, PENANJONG GARRISON</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 12 Validity

- 12.1 This Quotation shall remain valid for **nine (9) calendar months** from the closing date of Quotation and no Tenderers may withdraw their Quotation within that period unless extended on mutual agreement between the Government and the Tenderers in writing.

## 13 Undertakings

- 13.1 In the event of a contract being awarded, any undertakings made by the Tenderer either during the Quotation assessment and recommendation interviews or in any subsequent correspondence, shall be incorporated into and shall form part of the Contract

## 14 Completion Period

- 14.1 The successful Contractor shall carry out and complete the Works within **TWELVE (12) MONTHS** from the Commencement Date.

## 15 Delayed Completion

- 15.1 In the event that the Contractor fails to complete the Works within the period stipulated in the issued Work Orders, they shall pay Liquidated and Ascertained Damages (LAD) due to the delay to the Government.
- 15.2 The LAD shall be based on the rates stipulated in the Form of Quotation in accordance to the Work Orders, and it shall be imposed for each day the Works remain incomplete.

## 16 Termination of Contract for Convenience

- 16.1 The Tenderer shall note that the Government may at any time by giving not less than thirty (30) days prior notice to the Tenderer, terminate for convenience the Contract as a whole. This is in line with the clause stated in the Articles of Agreement and Condition of Contract.

## 17 Amendment of Quotation Prices

- 17.1 All prices shall be written in **permanent BLUE ink**.

- 17.2 The Government shall disqualify Quotations with the amendment of Quotation prices using **correcting fluid or other erasing agents**. Any amendment shall be made by duly crossing out the original figures and writing the amended figures above or adjacent to the original figures. All amendments shall be duly signed by the Tenderers.

## **18 Terms of Payment**

- 18.1 The payment shall be paid upon satisfactory completion of the Works in accordance with the approved Work Order(s) and necessary documentation.

## **19 Queries**

- 19.1 All Tenderers are to liaise with the **Estate Manager of Penanjong Garrison at +673-4229234 / +673-8653356** or the Infrastructure Maintenance Unit (IMU) at **+673-2384345** or through e-mail; **ddws@mindef.gov.bn** for further information prior to preparation of Quotation to ascertain the Scope of Work. Any ambiguities shall be referred to the Government's Representative whose decision shall be final.

## **20 Others**

- 20.1 The 'Instructions to Tenderers' in so as they affect the execution of the Contract and shall be deemed to form part of the Contract.



**DIRECTORATE OF DEVELOPMENT AND WORK SERVICES  
MINISTRY OF DEFENCE  
NEGARA BRUNEI DARUSSALAM**

**FORM OF QUOTATION**

**QUOTATION FOR : TWELVE (12) MONTHS MAINTENANCE OF THE PASSENGER LIFT  
AT SPECIAL FORCES REGIMENT, PENANJONG GARRISON**

**QUOTATION NO : JPPK / SH / 08 / 2026-2027**

1. Herein I/We \_\_\_\_\_  
the undersigned agree to quote for the above work as per specifications stated herein as follows:

**Total  
amount in  
words:** BRUNEI DOLLARS

**Total  
amount in  
figures:** B\$

[Initial &  
Tenderer's  
Company Stamp]

2. I/We, have read through the above document and its respective specifications and deemed to have a clear and full understanding.
3. I/We, confirm that the quotation has been calculated on a firm price basis and is inclusive of all necessary allowances to adequately cover price escalation of labour, materials and all other relevant items.
4. I/We, agree to undertake to have available labour and plant for emergency work at any time without additional cost to the Government.
5. I/We, agree that this quotation remains open for consideration and acceptance for nine (9) calendar months from the last date for submission of the same.
6. I/We, further agree, in the event of our acceptance of this quotation, we shall procure, at our own expense, fire insurance, public liability insurance and workmen's compensation insurance policies from a reputable insurer. These policies shall remain valid for the duration of the contract, with the exception that the public liability and workmen's compensation policies shall extend until the conclusion of the defects liability period.
7. I/We, hereby agree and note the following:

Commencement Date : Fourteen (14) days within Date of Letter of Award

Completion Date : Twelve (12) months from the commencement date

Liquidated and Ascertain Damages :  $\frac{\text{Amount of Work Order} \times 15\%}{\text{Work Order Completion Period (days)}}$

This Quotation is made on the \_\_\_\_\_ day of \_\_\_\_\_ 2026

SIGNATURE

**Tenderer**

\*.....  
in the capacity as \*\*.....  
duly authorised to sign this quotation on behalf \*\*\*.....  
.....  
Address: .....  
.....

**Witness:**

Signature: .....  
Designation:.....

---

\* Signature of the Authorised Signatory.  
\*\* Authorised Signatory's designation in the company  
\*\*\* Tenderer's company name.

[Tenderer's  
Company  
Stamp]



## **SPECIFICATIONS**

### **1 GENERAL SPECIFICATIONS REQUIRED FOR ALL SCOPES AND SERVICES**

- 1.1 The specification for maintenance activities given for the subsequent Specifications shall act only as guidelines. As such the Contractor shall ensure such maintenance works are in compliance with the manufacturer's requirements and recommendations.
- 1.2 The Contractor, at all times, during the maintenance works shall ensure that the maintenance activities do not render the original and/or previous supplier/manufacturer's warranty void or invalid. The Contractor shall always refer to the terms and conditions of warranty/indemnity furnished by the original supplier/ manufacturer prior to performing any maintenance activities. Any defaults by the Contractor and associated damages arising due to violation of warranty/indemnity terms and conditions shall make the Contractor liable for payment to the Government for the associated damages. The Government shall notify the Contractor of such damages and shall make necessary adjustments to any payment due for the Contractor.
- 1.3 The Contractor shall only employ qualified, trained, certified and experienced personnel to perform in the type of work being undertaken.
- 1.4 All such maintenance works shall be carried out under the supervision of a competent foreman / supervisor nominated by the Contractor.
- 1.5 The Contractor shall obtain prior approval from the Authorised Officer on the employees used for such maintenance works.
- 1.6 The Contractor shall ensure that required level of labourers, technicians, mechanics and supervisors are maintained throughout the contract period.
- 1.7 However, the Authorised Officer may require the Contractor to increase or decrease the number of staff for a specific work to be carried out at any time during the contract and shall not affect the contract price.
- 1.8 The Contractor shall notify the Authorised Officer immediately without delay on defective parts that are deemed to be hazardous and/or considered to affect the equipment life. If the defect can be reasonably attributed to negligence or incompetence on the part of the Contractor, the repair shall be entirely at the Contractor's expense.
- 1.9 The Contractor shall provide all labour, plant, tools, equipment, and materials including consumables such as tapes, paints and cable lugs, support and fasteners and similar items that may be required for carrying out the execution of maintenance works.
- 1.10 The Contractor shall obtain and hold at their own expense sufficient common usage spares to enable them to carry out maintenance when scheduled, and minor repairs, with the minimum of delay. All spares used shall be from original spares from the manufacturer.
- 1.11 Where it is necessary to shut down equipment for routine maintenance this shall be done in liaison with the Authorised Officer in the place affected. This shall take the form of shutting down the equipment during normal working hours as per stipulated in Contract, at a time that/which will cause least disturbance to the occupants. In occasions where it is practical to shut down equipment only after normal working hours, the Contractor shall make prior special arrangements for access and security clearance with the Authorised Officer.
- 1.12 Service reports shall be submitted to the Authorised Officer within three (3) working days of a service being carried out. The service report is to show full detail of the service and is to state the exact condition of the equipment inspected. Any defects found during inspection are to be clearly described in the service report.

1.13 The guidelines for minimum requirements as set in each respective scope of works and services may have duplicating tasks / activities contained within different frequencies. In such case, the Contractor shall notify the Authorised Officer and propose / recommend the best frequency for the said task. The new frequency shall be implemented and updated upon approval by the Authorised Officer.

1.14 Health and Safety

1.14.1 The Contractor shall ensure that Health Safety Security and Environment (HSSE) requirements, policies and local regulations are strictly adhered to at all times during the Work throughout the Contract Period.

1.14.2 Workers involved in the above works shall be briefed by the Contractor's Safety Officer on prevailing HSSE and must strictly adhere to health and safety regulations, particularly adhering to Ministry of Defence Health and Safety Manual and regulations. Where recommended protective gloves, masks etc. shall be worn to avoid direct contact to body and inhaling chemicals, pesticides, fungicides, weed killers, etc. All costs incurred thereby in providing this equipment to the workers are to be borne by the Contractor and no extra payment shall be made for such provisions.

## 2 MAINTENANCE OF PASSENGER LIFT

2.1 General Conditions

2.1.1 The Scope of work includes the planned preventive maintenance of lift installations within the facilities and site boundary.

2.1.2 All general specifications apply. (Please refer to GENERAL SPECIFICATIONS REQUIRED FOR ALL SCOPES AND SERVICES).

2.1.3 All maintenance work shall be performed by qualified and experienced workmen in accordance with the recognized industry standards and under the supervision of the Contractor's qualified supervisor.

2.1.4 Where required the Contractor shall obtain necessary approvals for such workmen from the authorities such as Department of Electrical Services at their own cost.

2.1.5 Basic Care and Maintenance:

2.1.5.1 The Contractor shall ensure that the landing door tracks and car door tracks are clean and free of rubbish.

2.1.5.2 The Contractor shall ensure that all warning lights for maximum load capacity are displaying properly in order to avoid any overload of the lift car.

2.1.5.3 The Contractor shall conduct periodic check on lift car alarm bell and the two-way intercom system from the car to the help desk or security desk. All such checking shall obtain prior approval from the Authorised Officer and the respective Zone Supervising Officers. The Contractor while performing such exercise shall ensure that the respective Zone staff and visitors if any are informed of such exercise to avoid unnecessary panic.

2.1.5.4 The lift pit and the lift shaft shall be cleaned regularly to avoid fire hazard and to promote hygiene.

2.1.5.5 No alterations to the lift car interior decoration shall be done without prior approval from the Authorised Officer.

2.1.5.6 The Contractor shall ensure that the machine room is kept locked to prevent access by unauthorized persons.

2.1.5.7 The Contractor shall ensure that the machine room has sufficient ventilation / cooling to prevent the ambient temperature exceeding 38°C. For machine rooms that are principally cooled by air-conditioning/chiller systems, the systems should be thermostatically controlled to prevent the temperatures

dropping below 25°C in order to avoid condensation which may damage the lift equipment.

- 2.1.5.8 The Contractor shall ensure that the access to machine room is always clear.
- 2.1.5.9 Machine room shall be kept clean and where possible, apply a sealant to prevent dust accumulation. After cleaning, the gearing, motor, deflector sheave, speed governor, limit switches, etc. are to be wiped down with a rag lightly dipped in Kerosene.
- 2.1.5.10 The Contractor shall not permit the storage of material other than lift equipment in the machine room.
- 2.1.5.11 The Contractor shall ensure that the machine room is well lit and all statutory notices are displayed.

#### 2.1.6 Lift Operation and Response Time for Emergencies

| Work                                      | Frequency / Requirement                                                                                                                                                                                                           |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency Response (Passenger Entrapment) | Contractor shall respond within fifteen (15) minutes of receiving an emergency call, unless otherwise approved by the Authorised Officer. Passengers shall be safely released in coordination with security/help desk procedures. |
| Breakdown Response (Non-Emergency)        | Contractor shall attend to breakdowns (no entrapment) within two (2) hours of notification.                                                                                                                                       |
| Rectification Time                        | Minor faults shall be rectified within six (6) hours; major faults requiring replacement parts within forty-eight (48) hours, unless otherwise approved by the Authorised Officer.                                                |
| Lift Availability                         | Lifts shall maintain an operational availability of not less than 98% per calendar month, excluding downtime approved in advance by the Authorised Officer.                                                                       |
| Lift Operation                            | At least one (1) lift shall remain in service at all times in buildings with multiple lifts, unless otherwise authorised.                                                                                                         |

#### 2.1.7 Frequency

| TASK / COMPONENT | MONTH |   |   |   |   |   |   |   |   |    |    |    |
|------------------|-------|---|---|---|---|---|---|---|---|----|----|----|
|                  | 1     | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Passenger Lift   | D     | D | D | D | D | D | D | D | D | D  | D  | D  |
|                  |       | E |   | E |   | E |   | E |   | E  |    | E  |
|                  |       |   | F |   |   | F |   |   | F |    |    | F  |
|                  |       |   |   |   |   | G |   |   |   |    |    | G  |
|                  |       |   |   |   |   |   |   |   |   |    |    | H  |

#### 2.1.8 Guidelines for Minimum Requirements

| TASK D (MONTHLY)                |                                                                                                     |
|---------------------------------|-----------------------------------------------------------------------------------------------------|
| Component                       | Task description                                                                                    |
| Conventional Machine Room Lifts | Lubricate all bearings, oil rings, and oil chains; record and report any abnormal temperature rise. |
|                                 | Tighten or replace loose or worn relay load wires and contacts.                                     |
|                                 | Test and adjust brake clearance to ensure safe stopping.                                            |
|                                 | Function-test and replace faulty door switches, gate switches, and emergency stop switches.         |

| TASK D (MONTHLY) |                                                              |
|------------------|--------------------------------------------------------------|
| Component        | Task description                                             |
| Others           | Include and comply with all manufacturer's O&M requirements. |

| TASK E (TWO-MONTHLY)            |                                                                    |
|---------------------------------|--------------------------------------------------------------------|
| Component                       | Task description                                                   |
| Conventional Machine Room lifts | Grease speed governor and compensating pulley grease cups.         |
|                                 | Lubricate selector components for smooth travel.                   |
|                                 | Refill rail lubricator reservoir.                                  |
|                                 | Clean and oil hoisting ropes to prevent corrosion and reduce wear. |
| Others                          | Include and comply with all manufacturer's O&M requirements.       |

| TASK F (QUARTERLY)              |                                                                                                 |
|---------------------------------|-------------------------------------------------------------------------------------------------|
| Component                       | Task description                                                                                |
| Conventional Machine Room Lifts | Deep clean traction machine, M-G set, panels, governor, car top, sill, and pit.                 |
|                                 | Service and lubricate door hangers, rails, rollers, and ropes; adjust alignment where required. |
|                                 | Replace worn door shoes.                                                                        |
|                                 | Clean, lubricate, and adjust terminal and position switches, including rollers.                 |
|                                 | Replace faulty door/gate switches and contacts.                                                 |
|                                 | Test and calibrate limit switches for correct cut-off points.                                   |
|                                 | Service car control switches and push buttons; replace defective ones.                          |
| Others                          | Include and comply with all manufacturer's O&M requirements.                                    |

| TASK G (SIX-MONTHLY)            |                                                                                               |
|---------------------------------|-----------------------------------------------------------------------------------------------|
| Component                       | Task description                                                                              |
| Conventional Machine Room Lifts | Clean and calibrate M-G set brushes, slip rings, and commutator; replace if excessively worn. |
|                                 | Lubricate electric brake pin to maintain smooth movement.                                     |
|                                 | Grease and adjust door operator pins, linkages, and levers.                                   |
|                                 | Service door closers; adjust spring tension to manufacturer's specification.                  |
|                                 | Remove dust/debris from hoistway, beams, rails, and counterweights.                           |
|                                 | Clean and inspect sheaves; replace if uneven wear is found.                                   |
|                                 | Clean brake wheel to ensure smooth braking.                                                   |
|                                 | Lubricate compensating rope tensioning pulleys.                                               |
|                                 | Inspect and replace worn commutator brushes of traction motor.                                |
|                                 | Overhaul and clean brake plunger and sleeve.                                                  |
|                                 | Test and adjust terminal and final limit switches and governor switches.                      |
|                                 | Blow clean traction machine and panels using an electric blower.                              |

| <b>TASK G (SIX-MONTHLY)</b> |                                                              |
|-----------------------------|--------------------------------------------------------------|
| <b>Component</b>            | <b>Task description</b>                                      |
|                             | Test rectifier voltage and replace faulty rectifiers.        |
| <b>Others</b>               | Include and comply with all manufacturer's O&M requirements. |

| <b>TASK H (YEARLY)</b>                         |                                                                                           |
|------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Component</b>                               | <b>Task description</b>                                                                   |
| <b>Conventional<br/>Machine<br/>Room Lifts</b> | Calibrate and adjust weight-sensing device for accuracy.                                  |
|                                                | Conduct a load test of the safety gear to confirm proper engagement.                      |
|                                                | Refill oil buffers and replace seals if leakage is found.                                 |
|                                                | Clean and replace worn hall buttons and contacts.                                         |
|                                                | Check, tension, and lubricate compensating chains or ropes.                               |
|                                                | Grease bearings of door motor, generator, and sheaves.                                    |
|                                                | Replace worn guide shoes.                                                                 |
|                                                | Clean and tighten all floor and cabin connection boxes; inspect cable entries for damage. |
|                                                | Tighten screws and fasteners in all control panels.                                       |
|                                                | Clean landing inductor switch with blower.                                                |
|                                                | Perform a full functional test of all safety devices.                                     |
| <b>Others</b>                                  | Include and comply with all manufacturer's O&M requirements.                              |

### 3 SCHEDULE OF LIFT INSTALLATION

- 3.1 The detailed Schedule of the Lift Installation shall only be provided to Tenderer(s) who attend the mandatory site visit and shall be issued by the **Work Services Section, Penanjong Garrison.**
- 3.2 The schedule is provided for indicative and reference purposes only. Tenderers shall inspect and verify all existing fire alarm installations and site conditions before submitting their Quotation.
- 3.3 Any discrepancies between the schedule and the actual site conditions after the award of the Contract shall not constitute grounds for any claim for additional payment or variation.

## **BILL OF QUANTITIES**

| ITEM          | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | QTY | UNIT | RATE (BND) | AMOUNT (BND)     |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|------------|------------------|
| 1             | <b><u>All items are to be priced and considered necessary for the satisfactory completion of the works which shall include items below:</u></b><br>(The value of any items which have been left unpriced shall be deemed to be included in the prices or rates of other items within the respective bill.)                                                                                                                                                                                              | -   | -    | -          | Note             |
| a)            | The Contractor shall arrange by themselves for visiting the site to ascertain for themselves the extent, limitation, constraints and accessibility to and from site.                                                                                                                                                                                                                                                                                                                                    | -   | -    | -          | Note             |
| b)            | Prices deemed inclusive of compliance with the preliminary requirements specified in the latest Public Works Department (P.W.D) General Specification for Building and Construction Works.                                                                                                                                                                                                                                                                                                              | -   | -    | -          | Note             |
| c)            | Prices deemed inclusive of the provision of payment of premiums for providing and maintaining insurance policies for workmen's compensation, public liability and works against fire throughout the contract period with the exception that the public liability and workmen's compensation policies shall extend until the conclusion of the defects liability period. The limit of indemnity for the public liability policy is B\$ 1,000,000.00 per accident with the number of accidents unlimited. | -   | -    | -          | Note             |
| d)            | The Contractor is also required to adhere all specific requirements in carry out maintenance works and any necessary protection of the works. Provide three (3) full sets of date-and-time-stamped postcard size progress and record photographs to the Government, before, during and after completion of the work.                                                                                                                                                                                    | -   | -    | -          | Note             |
| e)            | Prices deemed inclusive of transportation cost throughout the course of the project duration to and from site and all necessary equipment and protections for the execution of this work.                                                                                                                                                                                                                                                                                                               | -   | -    | -          | Note             |
| f)            | The Contractor shall submit <b>service reports</b> for each maintenance work being carried out as proof of service. Records must be endorsed by the Authorised Officer and submitted for payment processing. Failure to submit the endorsed reports shall result in <b>non-payment</b> .                                                                                                                                                                                                                | -   | -    | -          | Note             |
| 2             | <b><u>MOBILIZATION &amp; DEMOBILIZATION</u></b><br>Allow for mobilization of all necessary staff, technicians, operators, labourers, etc. for the execution of the project, maintain and demobilize of completion of the works.                                                                                                                                                                                                                                                                         | -   | -    | -          | Note             |
| To COLLECTION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |      |            | <b>Inclusive</b> |

| NO.           | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                      | QTY | UNIT | RATE (BND) | AMOUNT (BND)     |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|------------|------------------|
| 3             | <b><u>SITE CLEANLINESS</u></b>                                                                                                                                                                                                                                                                                                                                   |     |      |            |                  |
| i             | Allow for provision of sufficient labour and tools for immediate cleaning off all affected roads and drains due to the works executed by the Contractor. The Contractor is also required to clean and remove rubbish, spoils debris, etc. at the end of working day and also cleaning upon completion and make good all existing surrounding elements disturbed. | -   | -    | -          | Note             |
| ii            | The Contractor shall provide necessary care and protection to existing facilities. Any damages arise under this work shall be made good and rectified at the Contractor own expense to the satisfaction of DDWS.                                                                                                                                                 | -   | -    | -          | Note             |
| iii           | No claim shall be entertained on the Contractor's failure or ignorance of all the clauses within this bill.                                                                                                                                                                                                                                                      | -   | -    | -          | Note             |
| iv            | The Contractor shall include in their quoted price for all costs and charges incurred by complying with all safety regulations of the Government appertaining to all persons employed on or visitors to the sites including those employed by the sub-contractors.                                                                                               | -   | -    | -          | Note             |
| 4             | All maintenance work for passenger lift below shall be in accordance with Scope of Works and Services and Specifications and Facilities and as per manufacturer's recommendation for maintenance and operation. The maintenance for all works under this Bill shall be for the entire contract period or thereafter as instructed by Authorised Officer.         | -   | -    | -          | Note             |
| 5             | All services prior to the above period that are related to attending to any work requests, recording or monitoring work requests, co-ordination with the previous Contractor for liaising with their defects liability obligation shall be deemed to be part of the management cost in this quotation document.                                                  | -   | -    | -          | Note             |
| To COLLECTION |                                                                                                                                                                                                                                                                                                                                                                  |     |      |            | <b>Inclusive</b> |

| NO.           | DESCRIPTION                                                                                                                                            | QTY | UNIT   | RATE (BND) | AMOUNT (BND) |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|------------|--------------|
|               | <b><u>PASSENGER LIFT</u></b>                                                                                                                           |     |        |            |              |
| 1             | Performance of <b>CATEGORY D (MONTHLY)</b> maintenance works as per scope and specifications all in accordance with manufacturer's recommendation:     |     |        |            |              |
| a)            | Special Forces Regiment Headquarters (1 no.)                                                                                                           | 12  | Months |            |              |
| 2             | Performance of <b>CATEGORY E (TWO-MONTHLY)</b> maintenance works as per scope and specifications all in accordance with manufacturer's recommendation: |     |        |            |              |
| a)            | Special Forces Regiment Headquarters (1 no.)                                                                                                           | 6   | Times  |            |              |
| 3             | Performance of <b>CATEGORY F (QUARTERLY)</b> maintenance works as per scope and specification all in accordance with manufacturer's recommendation:    |     |        |            |              |
| a)            | Special Forces Regiment Headquarters (1 no.)                                                                                                           | 4   | Times  |            |              |
| 4             | Performance of <b>CATEGORY G (SIX-MONTHLY)</b> maintenance works as per scope and specifications all in accordance with manufacturer's recommendation: |     |        |            |              |
| a)            | Special Forces Regiment Headquarters (1 no.)                                                                                                           | 2   | Times  |            |              |
| 5             | Performance of <b>CATEGORY H (YEARLY)</b> maintenance works as per scope and specifications all in accordance with manufacturer's recommendation:      |     |        |            |              |
| a)            | Special Forces Regiment Headquarters (1 no.)                                                                                                           | 1   | Time   |            |              |
| To COLLECTION |                                                                                                                                                        |     |        |            |              |



| ITEM                                 | DESCRIPTION              | AMOUNT (BND)     |
|--------------------------------------|--------------------------|------------------|
|                                      | <b><u>COLLECTION</u></b> |                  |
| 1                                    | <i>From Page 14</i>      | <b>Inclusive</b> |
| 2                                    | <i>From Page 15</i>      | <b>Inclusive</b> |
| 3                                    | <i>From Page 16</i>      |                  |
| <b>To FORM OF QUOTATION (Page 7)</b> |                          |                  |

.....  
**CONTRACTOR SIGNATURE**

.....  
**CONTRACTOR CONTACT NO.(H.P)**

.....  
**COMPANY STAMP**

.....  
**(OFFICE)**

.....  
**DATE**



## CERTIFICATE OF SITE INSPECTION

In respect of the Quotation for **JPPK/SH/08/2026-2027 – TWELVE (12) MONTHS MAINTENANCE OF THE PASSENGER LIFT AT SPECIAL FORCES REGIMENT, PENANJONG GARRISON** between the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam, represented by the Ministry of Defence (hereinafter referred to as the “Government”) and \*.....  
 .....  
 (hereinafter referred to as the “Contractor”).

We, the Contractor, hereby certify, represent and warrant that we have fully inspected the site with the Government’s authorised representative, and are well aware of the existing/expected conditions and matters, which may affect the cost of the performance of the Works as required for the above Contract.

All inherent site condition reasonably foreseeable have been considered and priced accordingly in the Tender.

**SITE INSPECTED BY:**  
**CONTRACTOR**

**VERIFIED BY:**  
**GOVERNMENT**

.....  
*[Signature]*

.....  
*[Signature]*

Name: ..... Name: .....

.....

Position: ..... Position: Estate Manager / For Estate Manager

Date: ..... Date: .....

.....  
*[Company Stamp]*

.....  
*[WSS Stamp]*

---

\*The Contractor’s Company name

**PENGALAMAN KERJA DAHULU SERUPA DENGAN PROJEK INI**  
**(PREVIOUS EXPERIENCE OF A SIMILAR NATURE)**

*Penender hendaklah menyatakan kerja-kerja terdahulu yang telah siap yang serupa dengan projek ini.*

Tenderers must give details of their experience on works of a similar nature.

| No. | Nama Projek<br>(Name of Project) | Nama Kerja<br>(Description of Work) | Harga Kontrak<br>(Contract Value) | Tarikh Kontrak<br>Mula dan Siap<br>(Date of contract<br>commencement and<br>completion) | Nama Majikan<br>(Name of Employer) |
|-----|----------------------------------|-------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------|------------------------------------|
|     |                                  |                                     |                                   |                                                                                         |                                    |

*Tandatangan Penender:*  
(Signature of Witness):

.....  
*Tarikh:* .....  
(Date)

*Tandatangan Saksi:*  
(Signature of Tenderer):

.....  
*Tarikh:* .....  
(Date)

SENARAI KERJA-KERJA YANG SEDANG DIBUAT DI-NEGARA BRUNEI DARUSSALAM  
(LIST OF CURRENT JOBS IN NEGARA BRUNEI DARUSSALAM)

| No. | Nama Projek<br>(Name of Project) | Nama Majikan<br>(Name of Employer) | Harga Kontrak<br>(Contract Value) | Tarikh Siap<br>(Date of Completion) | Peratus Siap<br>(Percentage Completed) |
|-----|----------------------------------|------------------------------------|-----------------------------------|-------------------------------------|----------------------------------------|
|     |                                  |                                    |                                   |                                     |                                        |

Tandatangan Penender:  
(Signature of Witness):

.....  
  
Tarikh: .....  
(Date)

Tandatangan Saksi:  
(Signature of Tenderer):

.....  
  
Tarikh: .....  
(Date)

**SENARAI KERJA-KERJA YANG AKAN DI SUB-KONTRAK**  
**(PROPOSED LIST OF JOBS TO BE SUB-CONTRACTED)**

**The tenderer must submit original letter of support from each of the sub-contractor which should clearly state the scope of works undertaken by the respective sub-contractor and tender validity.** All the proposed domestic sub-contractors must be registered with Ministry of Development under **at least Class III. Domestic sub-contractor executing mechanical and electrical works** also must have valid registration with the Department of Electrical Services, Ministry of Energy, Brunei Darussalam. For Electrical works, the Tenderer must submit copies of the DES Identification Cards for the respective specialist personnel registered with the Department of Electrical Services as part of the Tender submission.

| SUMMARY OF DETAILS OF PROJECT TEAM |                                                   |              |                           |
|------------------------------------|---------------------------------------------------|--------------|---------------------------|
| Ref                                | Name of Main Contractor / Domestic Sub-Contractor | MOD Category | Scope of Works Undertaken |
| 1                                  |                                                   |              |                           |
| 2                                  |                                                   |              |                           |
| 3                                  |                                                   |              |                           |
| 4                                  |                                                   |              |                           |
| 5                                  |                                                   |              |                           |

*Tandatangan Penender:*  
 (Signature of Witness):

*Tandatangan Saksi:*  
 (Signature of Tenderer):

.....  
*Tarikh:* .....  
 (Date)

.....  
*Tarikh:* .....  
 (Date)

**MAKLUMAN MENGENAI DENGAN PENGGUNAAN QUOTA BURUH**  
**(INFORMATION ON THE DISTRIBUTION OF APPROVED LABOUR QUOTA)**

*Nombor Rujukan Quota Buruh yang telah dibenarkan:* .....  
 (Approved quota reference number)

*Tarikh dibenarkan:* .....  
 (Date of approval)

*Jumlah dibenarkan:* .....  
 (Approved total number)

*Senarai kerja-kerja yang sedang menggunakan Quota Buruh & jumlahnya:*  
 (List of current jobs using the approved labour quota and its total)

| <b><i>Bil.<br/>(No.)</i></b> | <b><i>Nama Projek<br/>(Name of Project)</i></b>                                 | <b><i>Jumlah Tenaga Manusia<br/>(No. of quota used)</i></b> |
|------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------|
|                              |                                                                                 |                                                             |
|                              | <b>Jumlah:<br/>(Total)</b>                                                      |                                                             |
|                              | <b><i>Baki yang belum digunakan:<br/>(Balance of labour quota not used)</i></b> |                                                             |

*Penender dikira memasukkan harga bagi menyediakan wang tahanan kepada Pejabat Buruh bagi pekerja-pekerja asing mereka dan tidak ada tambahan harga akan diberi bagi perkara ini.*  
 (The tenderers are deemed to include costs of providing deposits to Labour Department for their foreign workers and no claims will be entertained on this matter).

*Tandatangan Penender:*  
 (Signature of Witness):

*Tandatangan Saksi:*  
 (Signature of Tenderer):

.....

.....

*Tarikh:* .....  
 (Date)

*Tarikh:* .....  
 (Date)

**SENARAI PERKAKAS-PERKAKAS & KENDERAAN YANG AKAN DIGUNAKAN UNTUK PROJEK**  
**PROPOSED LIST OF EQUIPMENT TO BE USED FOR THIS JOB (IF SUCCESSFUL)**

| <b><i>Bil.<br/>No.</i></b> | <b><i>Jenis<br/>(Type)</i></b> | <b><i>No. Model<br/>(Model No.)</i></b> | <b><i>Muatan<br/>(Capacity)</i></b> | <b><i>Jumlah<br/>(Quantity)</i></b> |
|----------------------------|--------------------------------|-----------------------------------------|-------------------------------------|-------------------------------------|
|                            |                                |                                         |                                     |                                     |

*Tandatangan Penender:*  
(Signature of Witness):

*Tandatangan Saksi:*  
(Signature of Tenderer):

.....

.....

*Tarikh:* .....  
(Date)

*Tarikh:* .....  
(Date)

*Tarikh:* .....  
(Date)