



**SECURITY DEPARTMENT,
MINISTRY OF FOREIGN AFFAIRS
NEGARA BRUNEI DARUSSALAM**

- A. Please complete and submit the Quotation Form provided.
- B. The quotation shall be addressed to :

**DIRECTOR OF SECURITY DEPARTMENT
MINISTRY OF FOREIGN AFFAIRS
JALAN SUBOK
BRUNEI DARUSSALAM**

- C. The quotation shall be deposited in the Quotation box located at the Ground Floor Main Building, Ministry of Foreign Affairs, Jalan Subok, Negara Brunei Darussalam.
- D. Contractors who are unable to submit quotations as required are requested to state their inability to quote by writing **"No Quote"** in the Quotation Form provided and to submit to the above address.
- E. Closing date for the submission of Quotation is on **Thursday, 13th August 2020 (before 2.00 pm)**
- F. The envelope containing the quotation shall **not** bear the name or address of the contractor and shall have on its top the **quotation title** and **reference number** together with the **closing date and time** of the quotation.
- G. All prices are to be quoted inclusive of the minimum **validity period** of **12 weeks (3 months)** from the closing date of the quotation.

**SECURITY DEPARTMENT,
MINISTRY OF FOREIGN AFFAIRS**

Title : **DISMANTLE, SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF ACCESS CONTROL DOORS AT MINISTRY OF FOREIGN AFFAIRS, JALAN SUBOK AND INTERNATIONAL CONVENTION CENTRE (ICC), BANDAR SERI BEGAWAN.**

Ref. Number : **MFA/SEC/02/2020**

I. GENERAL CONDITIONS

Scope of Work

The Contractor shall provide everything deemed necessary such as labours, equipment, tools, and materials, for the proper execution of the works according to the true intent of the Specification and Schedule of Works. Any ambiguities shall be referred to the Superintending Officer (S.O) whose decision shall be final.

Site Visit and Show-Around

The Contractor shall be considered to have visited the site and shall have taken into account all relevant aspects of the works. Where show-around is organized and deemed necessary, all contractors must be present and attend the show-around. The Government reserves the right to accept Quotations only from those Contractors who have attended the show-around.

****Site Visit****

Date: Thursday 6 August 2020
Time: 9.30am
Place: Ministry of Foreign Affairs, Jalan Subok, Bandar Seri Begawan
Contact Person: Haji Anuar bin Haji Suhaimi / Mohammad Firdaus bin Mohammad Zin
Telephone no: 2261177 Ext 382 / 201

Making Good Any Damages

Any existing work damaged shall be made good at the Contractor's own expense with materials and workmanship to match in every respect the surrounding work and shall be properly bonded, therefore.

Site Restrictions

The Contractor shall comply with all the regulations that might be imposed by the authorities concerned with regards to movements inside the compounds. The Contractors shall be solely responsible for seeing that his men follow these regulations.

Tidiness and Disturbance

Throughout the progress of the works, the Contractor shall maintain the site in a neat condition. Any spillage or debris of building materials on the compound shall be cleaned immediately. The Contractor shall ensure that the materials and tools stored on the site are kept safely. No claims for the loss of materials, tools, etc., will be entertained.

Defects Liability Period

The defects liability period after the satisfactory completion of work shall be six (6) calendar months during which period defect shall be made good by the contractor at his own expense.

Clearing On Completion

The Contractor shall leave every part of the works included in this contract in a clean, sound, and perfect condition, free from flaws, cracks, and settlements what so ever on completion of the works.

**SECURITY DEPARTMENT,
MINISTRY OF FOREIGN AFFAIRS**

Title : **DISMANTLE, SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF ACCESS CONTROL DOORS AT MINISTRY OF FOREIGN AFFAIRS, JALAN SUBOK AND INTERNATIONAL CONVENTION CENTRE (ICC), BANDAR SERI BEGAWAN.**

Ref. Number : **MFA/SEC/02/2020**

REQUIREMENT

Specification of access control

1. All activities will be recorded into a door controller panel, including recording the time, date, place, and name of the person.
2. Sending trigger alarms to a door controller panel if the door is opened by force or not closed tightly for a longer period and will provide information to the door controller panel.
3. Using the software from the laptop, Administrators can register, allow, and block access immediately.
4. All the activities from the door controller panel can be download to the laptop using the software.
5. All the proximity cards for the new controller must compatible with the current system.

SCOPE OF WORK

The Contractor shall provide the following services and the works shall include the following:-

1. Dismantle all the existing door access controller with all the necessary equipment at 3 different location
 - a. Fifth Floor, MFA [Right Wing, Main Building, Subuk]
 - b. Ground Floor, MFA [Left Wing, Annex Building, Subuk]
 - c. Logistic and Protocol Secretariat Office [ICC]
2. Supply and install a new door access controller with all the necessary equipment at 3 different location
 - a. Fifth Floor, MFA [Right Wing, Main Building, Subuk]
 - b. Ground Floor, MFA [Left Wing, Annex Building, Subuk]
 - c. Logistic and Protocol Secretariat Office [ICC]
3. The installation wiring for access control must be concealed in walls with pipe PVC.

Others

1. The supplier shall give a warranty of the access control system in its entirety for one year from the date of the completion of installation and acceptance from MFA.
2. During the warranty period, the supplier shall maintain the equipment and repair / replace **once every three months** all the defective components at the installed site at no additional charge.
3. The supplier must prepare schematic layout drawings of services and control equipment.
4. All the dismantled access control equipment will be retained to MFA for disposal.

**SECURITY DEPARTMENT,
MINISTRY OF FOREIGN AFFAIRS**

Title : **DISMANTLE, SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF ACCESS CONTROL DOORS AT MINISTRY OF FOREIGN AFFAIRS, JALAN SUBOK AND INTERNATIONAL CONVENTION CENTRE (ICC), BANDAR SERI BEGAWAN.**

Ref. Number : **MFA/SEC/02/2020**

SCHEDULE OF PRICES

The Contractor shall supply all materials, labour, tools, and everything deemed to carry out works as specified to the following. All measurements stated herein are meant to be rough guidance only. Contractors are advised to **visit the site** before submitting the Tender.

ITEM	DESCRIPTION	QTY	UNIT	RATE (B\$)	AMOUNT (B\$)
	<u>FIFTH FLOOR, RIGHT-WING, MAIN BUILDING</u>				
1.0	Dismantle all the existing door access equipment and supply and install a new door access controller at the designated areas.	1	Lot		
1.1	Door Controller c/w backup battery	1	Nos		
1.2	Proximity Card Reader	4	Nos		
1.3	Electromagnetic Door Lock (600 LB)	2	Nos		
1.4	Magnetic Door Contact	2	Nos		
1.5	Emergency Door Release	2	Nos		
1.6	Override Keyswitch	2	Nos		
1.7	Door Bell	1	Nos		
	<u>GROUND FLOOR, LEFT-WING, ANNEX BUILDING</u>				
2.0	Dismantle all the existing door access equipment and supply and install a new door access controller at the designated areas.	1	Lot		

2.1	Door Controller c/w backup battery	1	Nos		
2.2	Proximity Card Reader	4	Nos		
2.3	Electromagnetic Door Lock (600 LB)	2	Nos		
2.4	Magnetic Door Contact	2	Nos		
2.5	Emergency Door Release	2	Nos		
2.6	Override Keyswitch	2	Nos		
2.7	Door Bell	1	Nos		
	<u>LOGISTIC AND PROTOCOL SECRETARIAT OFFICE</u>				
3.0	Dismantle all the existing door access equipment and supply and install new door access controller at the designated areas.	1	Lot		
3.1	Door Controller c/w backup battery	1	Nos		
3.2	Proximity Card Reader	4	Nos		
3.3	Electromagnetic Door Lock (600 LB)	2	Nos		
3.4	Magnetic Door Contact	2	Nos		
3.5	Emergency Door Release	2	Nos		
3.6	Override Keyswitch	2	Nos		
3.7	Door Bell	1	Nos		
4.0	SOFTWARE FOR DOOR ACCESS CONTROLLER	1	Lot		
5.0	LAPTOP FOR PROGRAMMING THE DOOR ACCESS CONTROLLER AND PROXIMITY CARD With a minimum requirement of Processor i5, 14" screen, 8GB RAM, 512GB SSD HD, OS Windows 10 and installed with Microsoft Office	1	Lot		

6.0	CONFIGURATION, COMMISSIONING, TRAINING ADMINISTRATOR AND END USER	1	Lot		
Total Amount Carried To Quotation Form					

**SECURITY DEPARTMENT,
MINISTRY OF FOREIGN AFFAIRS**

QUOTATION FORM

Title : **DISMANTLE, SUPPLY, DELIVERY, INSTALLATION, AND
COMMISSIONING OF ACCESS CONTROL DOORS AT
MINISTRY OF FOREIGN AFFAIRS, JALAN SUBOK AND
INTERNATIONAL CONVENTION CENTRE (ICC), BANDAR
SERI BEGAWAN.**

Ref. Number : **MFA/SEC/02/2020**

- I/We the undersigned have read and fully understood the instruction and specification regarding the above and willing to perform the work/services for one (1) year for a sum of :-*

Brunei Dollars: _____

(B\$ _____)

- I/We agree to commence the above works within _____ day(s) upon receiving approval and confirmation. This period making allowances for all possible causes of delay which can reasonably foresee and not merely representing the number of working days required.*

Name and Signature :		
Position in Company :		
Name of Company :		
Company's Stamp / Chop :		
Address :		
Telephone No. :		Fax No. :
email :		
Date :		