



**ASSET MANAGEMENT SECTION
MINISTRY OF FOREIGN AFFAIRS
NEGARA BRUNEI DARUSSALAM**

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

**HEAD OF ASSET MANAGEMENT
MINISTRY OF FOREIGN AFFAIRS
JALAN SUBOK
BRUNEI DARUSSALAM**

- C. Quotation shall be deposited in the Quotation box located at the Ground Floor, Ministry of Foreign Affairs, Jalan Subok. Negara Brunei Darussalam.
- D. Contractors who are unable to submit quotation 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 **Wednesday, 21 April 2021** before **12.00 p.m)**.
- 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. Upon submission, please kindly submit a copy of **Form 16, 17** and **MOD certificate**.
- H. All prices are to be quoted inclusive of minimum **validity period** of **12 weeks (3 months)** from closing date of quotation

Title : SUPPLY, DELIVERY AND INSTALL HEAVY DUTY RACKING AT MINISTRY OF FOREIGN AFFAIRS

I. GENERAL CONDITIONS:

Scope of Work

The Contractor shall provide everything deemed necessary such as materials, labour, plant and equipment, supervision and transportation etc., 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.

Contact Person: Suhara / Masehi

Telephone no: 2261177 Ext 154 / 169

Making Good Any Damages

Any existing work damaged shall be made good at 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 Contractors 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 to 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 of building materials on the compound shall be cleaned immediately. The Contractor shall ensure that materials and tools stored on 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.

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SCHEDULE OF PRICES

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

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1.0	HEAVY DUTY BOLTLESS RACK SHELVING				
1.1	Supply, delivery and install heavy duty steel shelving rack system complete with 5 levels of 12mm thk plywood shelving (Loading capacity of 1000 Kgs UDL per level) c/w frame & cross bracing and secured safely to the wall/floor Size: 900W x 2700L x 3000H mm Location: ICC Berakas, Rear Filing Store	4	Nos.		
1.2	Supply, delivery and install heavy duty steel shelving rack system complete with 5 levels of 12mm thk plywood shelving (Loading capacity of 450 Kgs UDL per level) c/w frame & cross bracing and secured safely to the wall/floor Size: 450W x 1200L x 2400H mm Location: ICC Berakas, Rear Filing Store	10	Nos.		
Total Carried to Quotation Form					

Note:

Kindly submit and attach catalogue and specifications of the proposed item

**ASSET MANAGEMENT SECTION,
MINISTRY OF FOREIGN AFFAIRS**

QUOTATION FORM

Title : **SUPPLY, DELIVERY AND INSTALL HEAVY DUTY RACKING AT MINISTRY OF
FOREIGN AFFAIRS**

Quotation Ref: 01/ASSET.MFA/2021

- I/We the undersigned having read and fully understood the instruction and specification regarding the above and willing to perform the works for a sum of :-

Brunei Dollars: _____
_____(B\$_____)

- I/We agree to complete the above works in _____ () weeks. 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 & Fax No. :	
Email :	
Date :	