



ASSET MANAGEMENT SECTION

- 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, 19th February 2020 before 2.00 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. The Supplier is required to quote the proposed items (goods and services) which will best meet the requirement as per given in the enclosed Request for Quotation taking into consideration the following :-
- The use of correction fluid is not allowed in the Quotation
 - Any amendments made should be initialled with the supplier's stamp
- H. All prices are to be quoted inclusive of:
- Duties where applicable
 - as "Ship To Location" indicated in the Request for Quotation
 - minimum **validity period of 12 weeks (3 months)** from closing date of quotation
 - ex-stock or within 1 month from date of issuance of Award Letter.
- I. Ministry of Foreign Affairs hereafter referred to as the Client has and reserves the right:
- not to accept the lowest or any quotation

- b. to accept any quotation in whole or in part
 - c. penalise and cancel any order or contract from/with the Supplier if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Supplier.
- J. The Supplier will agree to supply any additional quantities, perform any work and provide any materials and services necessary to successfully complete the installation, commissioning of the required items even if such items are not mentioned or are misstated in the Supplier's proposed solutions.
- K. The Supplier must not make any public statement in relation to this quotation document or to the awarding of any consequent order for the supply of the required items.
- L. Any clarification of the requirement can be requested not later than 1 (one) working day before the closing of the quotation submission, For any clarification please contact **Masehi Ahmad** or **Hajah Hamdiah Haji Hussin** at telephone number **2261177 ext 169 or 125**.
- M. The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.
- N. After the goods have been delivered, a copy of the Delivery Order is required to be faxed to **2262810** with attention to **Hajah Hamdiah Haji Hussin**.

ASSET MANAGEMENT SECTION, MINISTRY OF FOREIGN AFFAIRS

Title : **RENTAL OF PHOTOCOPIER MACHINES FOR A PERIOD OF TWO (2) YEARS**

QUOTATION NO: 03/ASSET.MFA/2020

SCOPE OF WORK

The Supplier shall lease a minimum number of photocopiers as stated in Schedule of Prices for a period of 24 months.

The monthly Rental Charges shall include the following:-

- 1. rental of the Photocopier machine;**
- 2. cost of all technical repairs and maintenance services on site (excluding cost of spare parts);**
- 3. cost of consumables such as rollers, toners & printer drum;**
- 4. cost of insurance of the Photocopier;**
- 5. license fees to use the software and its new releases (if applicable);**
- 6. Installation of printing/scanning software**
- 7. cost of delivery (including transportation and installation);**
- 8. travel and other expenses that may be incurred by the prospective Supplier's employee,**
- 9. cost of relocation of the Photocopier (if necessary); and**
- 10. supply & usage of 1,000 copies of A4 paper per machine, per month.**

RENTAL TERMS AND CONDITIONS

- 1 Definitions
 - 1.1 "Consumables" means consumables items such as photocopier rollers, toners, printer drums and other related spare parts";
 - 1.2 "Client" means the **MINISTRY OF FOREIGN AFFAIRS**;
 - 1.3 "End User" means departments within the MINISTRY OF FOREIGN AFFAIRS;
 - 1.4 "Photocopier" means the Photocopier Machine specified in the Rental Order;
 - 1.5 "Rental Charges" means the rent payable to by the Client for the use of the Photocopier.
- 2 **The successful prospective Supplier shall enter an agreement with the Client for 24 months.**
- 3 The monthly Rental Charges shall include the following:
 - a) rental of the Photocopier;
 - b) cost of all technical repairs and maintenance services on site (excluding cost of spare parts);
 - c) cost of consumables such as rollers, toners & printer drums;
 - d) cost of insurance of the Photocopier;
 - e) license fees to use the software and its new releases (if applicable);
 - f) installation of additional printing/scanning software (if applicable);
 - g) cost of delivery (including transportation and installation);
 - h) travel and other expenses that may be incurred by the prospective Supplier' employee,
 - i) cost of relocation of the Photocopier (if necessary); and
 - j) supply of 1,000 copies of A4 paper per machine per month.
- 4 The prospective Supplier shall ensure the Photocopier supply are of excellent quality and are free from any defect arising from design, materials and workmanship.
- 5 **Rental Charges shall include 1,000 copies of paper per machine, per month. Any additional charges which may be incurred from the meter reading for usage of papers in excess of the above quantity shall be indicated clearly in the Schedule of Prices.**
- 6 The prospective Supplier shall supply the Photocopier as specified in Schedule of Prices
- 7 The prospective Supplier shall have the insurance coverage for the Photocopier as follows:
 - a) all usual risks relating to loss or damage from whatever cause arising (the Photocopier for its full replacement value);
 - b) lost, stolen, destroyed or damaged;
 - c) claim from any persons who may suffer damage to or loss of property on death or bodily injury arising directly or indirectly out of the presence, control or use of the Photocopier.
- 8 The prospective Supplier shall keep adequate stock of all spare parts of the Photocopier for the duration of the leasing period.

- 9 The prospective Supplier shall deliver the Photocopier to the End User within one (1) month from the date of receipt of Award Letter from the Client. Upon the delivery of the Photocopier, the Government shall have the right to conduct an inspection to ensure the Photocopier is conformed to the specification as stated in the Award Letter.
- 10 The prospective Supplier shall install the Photocopier at the End User's site within two (2) days after it has been delivered.
- 11 The prospective Supplier shall conduct the Photocopier manufacture standard installation tests and shall provide the End User the copies of the installation tests' scripts applicable to the Photocopier and its results.
- 12 Once the Photocopier has successfully passed the installation tests, the Photocopier shall be accepted by the End User within five (5) working days. If Photocopier has failed to pass the installation tests, the End User reject the Photocopier and require the Supplier at Supplier' own cost to provide the End User with Photocopier having capabilities at least equivalent to or better than the supplied Photocopier.
- 13 The Rental Charges will be paid to the prospective Supplier (the following month) against the presentation of the following:
 - a) the original invoice;
 - b) the relevant service request / delivery order; and
 - c) the relevant acceptance stamp ;
- 14 The prospective Supplier shall provide to the End User one (1) copy of the operating manual and training on how to operate the Photocopier.
- 15 Maintenance Services
 - a) The prospective Supplier shall have the technical and logistic capability to maintain the Photocopiers supplied.
 - b) The response time shall be two (2) hours from the notification of a fault and Photocopier downtime shall be limited to a period of one (1) day.
 - c) The prospective Supplier shall at no costs to the Government, provide a **loan Photocopier** of same or similar specification if the prospective Supplier cannot repair a faulty or defective Photocopier within 1 day or if the prospective Supplier determine that it is necessary to remove the Photocopier to the prospective Supplier' premises for repair or service the Photocopier as a consequence the Photocopier cannot be use used by the Client or End User.
- 16 The prospective Supplier shall ensure that its service technicians have the expertise and ability to provide the maintenance services.
- 17 The prospective Supplier shall ensure the maintenance services shall be carried out with all due care.
- 18 The prospective Supplier shall keep confidential all information, whether written or verbal, relating the business affairs of the Client.
- 19 If the prospective Supplier fails or is not able to deliver the Photocopier on the date specified, the Client shall be entitled to the right to claim from the prospective Supplier by way of liquidated damages for each day of such delay, a sum equal to 5% (five percent) of the 1 month Rental Charges in respect of the delayed delivery or delayed performance of obligations up to a maximum of 50% (fifty percent) of such Rental Charges.

- 20 Upon the expiry of the hire period, the Client shall return the Photocopier to the Prospective Supplier in good order. The cost of the removal of the Photocopier and re-delivery shall be borne by the Prospective Supplier.
- 21 The Client shall not responsible for the Rental Charges if the Photocopier is not collected by the Supplier upon expiry.

ASSET MANAGEMENT SECTION, MINISTRY OF FOREIGN AFFAIRS

QUOTATION FORM

RENTAL OF PHOTOCOPIER MACHINES FOR A PERIOD OF TWO (2) YEARS

- I/We the undersigned having read and fully understood the instruction and specification regarding the above and willing to rent the photocopiers for an total sum of (for a period of 24 months):-*

Brunei Dollars : _____

(B\$ _____)

- I/We agree to deliver and install the photocopiers within **one (1) month**. 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 :	

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

Title : **RENTAL OF PHOTOCOPIER MACHINES FOR A PERIOD OF TWO (2) YEARS**

SCHEDULE OF PRICES

The Supplier shall supply all materials, labour, tools and everything deemed to carry out works as specified to the following.

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	<p>Monthly rental charges for heavy-duty photocopier machine</p> <p><u>Note:</u></p> <p>Rental Charges shall include <u>1,000 copies</u> of paper per machine, per month. Any additional charges which may be incurred from the meter reading for usage of papers <u>in excess of the above quantity</u> shall be indicated clearly below:-</p> <p>Excess paper copy charge \$____copy (A4)</p> <p>Excess paper copy charge \$____copy (A3)</p>	11	no		
2	<p>Monthly rental charges for colour photocopier machine</p> <p><u>Note</u></p> <p>Rental Charges shall include <u>1,000 copies</u> of paper per machine, per month. Any additional charges which may be incurred from the meter reading for usage of papers <u>in excess of the above quantity</u> shall be indicated clearly below:-</p> <p>Excess paper copy charge \$____copy (A4)</p> <p>Excess paper copy charge \$____copy (A3)</p>	1	no		
Total					
Total Amount (Total x 24 months) Carried to Quotation Form					

Note:

Rental charges shall include the supply and usage of 1,000 copies of A4 paper per machine, per month.

COMPLIANCE TABLE

The prospective Supplier shall complete a clause-by-clause commentary on the Client's Terms and Conditions demonstrating the Vendors compliances or a statement of deviations and exceptions to those Terms and Conditions.

		COMPLIANCE RESPONSES (<i>please tick ✓</i>)			IF PARTIAL STATE DEVIATION
		FULL	PARTIAL	NONE	
1	Heavy-Duty Photocopier				
	Automatic Document feeder				
	Print solution 600 x 600 dpi, 2400 x 600 dpi				
	Copying speed: 40 pages per minute				
	Copying size: A6 to A3				
	Enlargement and reduction				
	Digital Sorter with electronic sort function				
	Duplex module				
2	Colour Photocopier				
	Automatic Document feeder				
	Print solution 600 x 600 dpi, 2400 x 600 dpi				
	Copying speed: 7 pages per minute				
	Copying size: A6 to A3				
	Enlargement and reduction				
	Digital Sorter with electronic sort function				

Signature & :
Officer's Name _____

Address : _____

Date : _____
email : _____

Company : _____
Stamp : _____

Tel. No. : _____
Fax No. : _____