



**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, 26 June 2019** 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.

Title : **SUPPLY AND DELIVERY OF FURNITURE FOR TRANSIT HOUSE AT MINISTRY OF FOREIGN AFFAIRS**

**I. GENERAL CONDITIONS:**

**Scope of the supply**

The scope of work is Supply of office furniture for Ministry of Foreign Affairs, Transit House Apartment as per detail given in the schedule of Price stated.

A catalogue or full product description should be added to the offer, fabric and wood samples should also be included. Please note that the submission of samples and catalogues cannot be after the closing date of the tender because they are part of the evaluation process.

**Delivery & Installation**

The supplies are required as soon as possible so you are advised to offer your best possible delivery time or before due to compact closure.

All items are to be delivered and installed (when applicable) within 15 days from the written acceptance of the offer. All the aspects of safe delivery and installation shall be the exclusive responsibility of the supplier.

**Validity of Quotation**

Your quotation should be valid for a period of at least 60 days from the date of your quotation.

**Guarantee/Warranty**

Guarantee/Warranty should have a least one year from the date of supply.

**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**

Quotation shall remain valid for a period of forty-five/thirty (45/30) calendar days after the deadline date specified in the Invitation.

The price quoted by the Supplier shall be fixed for the duration of the bid validity and the Purchase Order.

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.

Title : SUPPLY AND DELIVERY OF FURNITURE FOR TRANSIT HOUSE AT MINISTRY OF FOREIGN AFFAIRS

Delivery Location: BLOCK C1,  
3<sup>rd</sup> FLOOR,  
KAWASAN PERUMAHAN BERIBI

**SCHEDULE OF PRICES**

The Contractor shall supply and deliver 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. The proposal shall include colour brochure.

No	Description	QTY	Unit	Rate	Amount
1	Supply and delivery Queen size divan bed c/w headboard, mattress and 2 pillows	2	Sets		
2	Supply and delivery of single size divan bed c/w headboard, mattress and 1 pillow	4	Sets		
3	Supply and delivery of sofa set (6 seater: 3+2+1)	2	Sets		
4	Supply and delivery of coffee table	2	Sets		
5	Supply and delivery of dining set with 4 chairs	2	Sets		
	Total Amount Carried To Quotation Form				

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

**QUOTATION FORM**

Title : **SUPPLY AND DELIVERY OF FURNITURE FOR TRANSIT HOUSE AT MINISTRY OF  
FOREIGN AFFAIRS**

- 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 supply and deliver the above 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.

<b>Name and Signature :</b>	
<b>Position in Company :</b>	
<b>Name of Company :</b>	
<b>Company's Stamp / Chop :</b>	
<b>Address :</b>	
<b>Telephone &amp; Fax No. :</b>	
<b>Email :</b>	
<b>Date :</b>	