

**MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT
JABATAN PERDANA MENTERI
NEGARA BRUNEI DARUSSALAM**

QUOTATION NO.: JPM/MPEC/MISCMM/QTN/2021/SEP

PROVISION OF MISC'S MARKETING MATERIALS

Officer in Charge (O.I.C):

**MPEC Secretariat
Jabatan Perdana Menteri
Negara Brunei Darussalam**

TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)

1. Before tendering, the tenderer shall discuss with the Contract Administrator (C.A.), **Manpower Planning and Employment (MPEC) Secretariat, Jabatan Perdana Menteri** and shall also carefully examine the relevant Terms and Conditions of Contract, Designs, Specification and all other accompanying schedules, etc.

If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the C.A.. The C.A.'s decision shall be final and binding upon the Contract.

On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration :-

- (a) Valid Tenderer's Registration Certificate from the Ministry Of Development.
- (b) Business Enactment Act Section 16 & 17.
- (c) The Tender Form **MUST be signed by the Owner, or the Director of Shareholder(s) of the Company** stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development.
- (d) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry Of Transport and InfoCommunications. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated. Any tender which is incomplete or unsigned will render the tender to be rejected.

3. (a) Tenders and documents in connection therewith as specified above , must be delivered to the place at or before the time specified.
(b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
(c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

Tenders shall remain valid for **3 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Quotation offer will be void if the tenderer fail to enter the final tender price in the PART A - AGREEMENT of the Contract Agreement, Term and Conditions for Quotation Works form.
5. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.
6. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.
7. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.
8. No unauthorised alteration or use of 'blanco' in the tender documents is allowed, or the tender may be rejected. Any errors in price are to be struck off and initialled. Any discrepancy, error or omission in document shall be notify to the C.A. in writing thereof before the closing date of tender.
9. However, taking into account of the current Covid-19 situation, the Jabatan Perdana Menteri Finance Unit will be closed at the moment until further notice hence there will be no tender fee incurred to tenderer who wish to participate. Tender documents can be downloaded from Jabatan Perdana Menteri's website under "Tender Documents".
10. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.

11. The tender must be done in the official printed tender forms which is available on **JABATAN PERDANA MENTERI'S WEBSITE under Tender and Quotations section.**

The completed tender documents are to be lodged on or before

12 PM on 29 September 2021 in a sealed

enveloped addressed to :-

QUOTATION (QTN) BOX

**PENGERUSI JAWATANKUASA SEBUTHARGA
JABATAN PERDANA MENTERI
JALAN PERDANA MENTERI
BANDAR SERI BEGAWAN BB3913
NEGARA BRUNEI DARUSSALAM**


The top part of the sealed envelope must be written stating the following :-

Quotation No. : JPM/MPEC/MISCOMM/QTN/2021/SEP Quotation Closing Date : 29 September 2021

Title : PROVISION OF MISC'S MARKETING MATERIALS



**PRIME MINISTER'S OFFICE
NEGARA BRUNEI DARUSSALAM**

A 	1.
	2.
	3.
FOR OFFICIAL USE ONLY.	

Quotation For : **PROVISION OF MISC'S MARKETING MATERIALS**

Quotation No : **JPM/MPEC/MISCCMM/QTN/2021/SEP** Closed On : **29 September 2021** Receipt No. :

PART A - AGREEMENT

1.0 On behalf of _____
I, the undersigned, agree to carry out the above Works/Service/Supply* for a sum of B\$ _____
(Brunei Dollars _____)
within a period of 5 Days / Months* in accordance with the terms and conditions below.

2.0 Name & Signature : _____
As Owner /Director* (_____)
2.1. IC No. : _____
2.2 Name & Signature : _____
of Witness (_____)
2.3 IC No. : _____
2.4 Address : _____
2.5 Telephone No. : _____ Fax No. : _____ E-mail : _____
2.6 Date : _____

B
Company Stamp

FOR OFFICIAL USE ONLY.

3.0 On behalf of the Brunei Government, I accept your offer to carry out all/ items* _____
of the above for a sum of B\$ _____ (Brunei Dollars _____)
within a period of 5 Days / Months* in accordance with the terms and conditions below.

4.0 _____
(PENGIRAN HAJAH NURUL IHSAN BINTI PENGIRAN DAMIT)
Pegawai Pembangunan Sumber Manusia Kanan
b.p Pengerusi Manpower Planning and Employment Council (MPEC)

4.1 Name & Signature : _____
of Witness (_____)
4.2 Address : **MPEC SECRETARIAT, JOBCENTRE BRUNEI, JABATAN PERDANA MENTERI, BERIBI GADONG**
4.3 Telephone No. : **+673 2 444100 EXT 120** Fax No. : _____ E-mail : mpec@jpm.gov.bn
4.4 Date of Contract : _____

C
Department Stamp

5.0 The Contract Administrator is : **MPEC SECRETARIAT, JABATAN PERDANA MENTERI**
6.0 The Starting Date is on : _____
**Delete as necessary*

PART B - TERMS OF QUOTATION

1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION

1.1 Overall Obligations of the Government:

- 1.1.1 To provide a site visit (info day) to the vendors prior to submission of the tender.
- 1.1.2 To provide all information stated in this contract to enable the Contractor to do his work.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Contract Administrator to administer this Contract.
- 1.1.5 May take out or renew insurances referred to in Clause 1.2.4 below if the Contractor fails to do so.

1.2 Overall Obligations of the Contractor:

- 1.2.1 To finish the Works to the quality standards provided in this Contract within the timeframe and completion period provided in this Contract.
- 1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to them.
- 1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Contract Administrator.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

1.3 Instructions & Certifications

- 1.3.1 The Contract Administrator can issue instructions and certifications including job orders to the Contractor on anything relating to the Works.
- 1.3.2 All instructions, certifications and job orders must be in writing, dated and clearly identified as Contract Administrator's instructions, certifications or job orders.
- 1.3.3 The Contractor must comply with all instructions, certifications and job orders issued by the Contract Administrator.
- 1.3.4 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.3, and the Contractor shall pay for all extra costs incurred.

2.0 QUALITY, HEALTH AND SAFETY

2.1 Quality

- 2.1.1 The Contractor must do his work based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator must inform the Contractor of the shortfall(s). The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), The Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator can also certify either:
 - (a) The cost of rectifying such shortfall(s); or
 - (b) The reduced value of the completed Works due to such shortfall(s)as provided in the payment certification clause.
- 2.1.4 The Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Contract Administrator confirms the Works is complete as provided in the completion clause.

2.2 Variations To Work

- 2.2.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 2.2.2 If the Contract Administrator instructs the Contractor to vary any of the Works and there is a financial impact, the Contract Administrator must certify the value of the variation work as provided in the payment certificate clause.
- 2.2.3 The Contract Administrator must value the variation work using the Summary of Works rates. If there are no Summary of Works rates then using schedule of rates or if neither are available using fair market rates.
- 2.2.4 This shall be done in a written certificate clearly identified as Variation Order Certificate.

2.3 Health and Safety

- 2.3.1 The Contractor must keep the work site safe at all times.
- 2.3.2 The Contractor must comply with all laws and regulations relating to Health and Safety Act, if any.

3.0 TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

- 3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing.
- 3.1.2 The Contractor must progress with the Works in a regular and diligent manner.
- 3.1.3 The Contract Administrator can instruct the Contractor to stop and restart at any time.
- 3.1.4 The Contractor must finish all the Works within the deadlines stated in this Contract or as instructed by the Contract Administrator.

3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's work to be done.
- 3.2.2 If any Completion Date is affected the Contract Administrator must adjust the Completion Date.
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

3.3 Completion

- 3.3.1 When the Contractor practically completes all the Works, he may inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works was actually practically completed by the Contractor.
- 3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
- 3.3.4 The Contract Administrator must decide when all obligations of the Contractor are fully discharged.
- 3.3.5 This decision must be in a written certificate clearly identified as a final completion certificate.
- 3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Contract Administrator, whichever is later.

3.4 Delayed Completion

- 3.4.1 If the Contractor does not finish within any deadline he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the payment certification clause.
- 3.4.2 Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completes the Works.

4.0 PAYMENT CERTIFICATION

4.1 Claims and Payment Certificate

- 4.1.1 The Contractor must submit a claim for the Works done before payment certificate can be issued.

4.2 Contents of Payment Certificate:

- 4.2.1 The payment certificate must include the following:
- 4.2.2 Add the following:
 - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates or schedule of rates, if any. If none, then valued based on fair market rates.
 - (b) Value of variation work properly instructed by the Contract Administrator and properly done by the Contractor.
- 4.2.3 Deduct the following:
 - (a) Liquidated and Ascertained Damages for delayed completion. Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually practically completes the Works.
 - (b) The value of any shortfall(s) due to work done according to this Contract or due to any other breach of this Contract by the Contractor which the Contract Administrator has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Contract Administrator can certify either:
 - (i) The cost of rectifying such shortfall(s) by others; or
 - (ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.
 - (c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including work that is not done according to this contract and any other breach of contract by the Contractor identified by the Contract Administrator.

- 4.2.4 The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:
- (i) Adding the total under additions above;
 - (ii) Deducting the total of all deductions above; and
 - (iii) Deducting the cumulative amount certified previously.
- 4.2.5 The Contract Administrator may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.

5.0 TERMINATION OF CONTRACT

5.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause;
- (b) Fails to proceed with the Works within the time stated in the Contract Administrator's instructions;
- (c) Fails to comply with the Contract Administrator's instructions;

for fourteen (14) days after a notice sent to the Contractor, the Contract Administrator can determine this contract by a written notice.

5.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Is guilty of any offence under the Prevention of Corruption Act (Chapter 131) or an offence under sections 161 to 165 or 213 to 215 of the penal code (Chapter 22).

this Contract is terminated by a written notice.

5.3 In either (5.1) or (5.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

PART C - APPENDIX

1.0	Completion Date: (If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period)
2.0	Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)	B\$ Per Day
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion) Months
4.0	Retention Sum % of the Contract Sum

RINGKASAN SEBUTHARGA
SUMMARY OF QUOTATION

Tajuk / Title : **PROVISION OF MISC'S MARKETING MATERIALS**
Bil. Tawaran : **JPM/MPEC/MISCOM/QTN/2021/SEP**
Tender No. :

Muka Page 01 Dari Of 01

Bil. No.	Keterangan / Description	Kuantiti Quantity	Unit Unit	Kadar Rate	Jumlah Amount	
					\$	€
1.0	<p>Note: Vendor shall read the tender document completely and understand all the scope of work and specification stated by the Department. Should there be any additional/changes in the artworks, it will be informed to the vendor.</p> <p>1.1 Printed items:</p> <p>a) Brochure</p> <ul style="list-style-type: none"> • Origination: 4 final artworks will be provided by MPEC (The 4 final artworks divided into certain quantity and will be further explained by MPEC). • Flat size: 297mm x 210mm (A4) • Folded size: 100mm x 210mm • Gloss art paper 128gsm – 4c x 4c • Finish: 2 fold 3 panels <p>b) Poster (A1 size)</p> <ul style="list-style-type: none"> • Origination: 16 final artworks will be provided by MPEC. • Size: 594 x 841mm <p>c) Poster (A3 size)</p> <ul style="list-style-type: none"> • Origination: 14 final artworks will be provided by MPEC. • Size: 297 x 420mm <p>d) Poster with bus stop stand</p> <ul style="list-style-type: none"> • Origination: 8 final artworks will be provided by MPEC. • Adjustable height max: 235cm • Adjustable height min: 139cm • Clip spacing max: 36cm <p>1.2 Pull up banner</p> <ul style="list-style-type: none"> • Origination: 12 final artworks will be provided by MPEC. • Printing with roll up stand; • To supply and install full color digital PET printing material with roll up stand; • Size: 30' x 78' (H) <p>1.3 Backdrop</p> <ul style="list-style-type: none"> • Origination: 5 final artworks will be provided by MPEC. • 10ft straight tension fabric backwall display, single sided printing with carry bag; • Size: 7.25ft height x 10ft width; • Supply and deliver <p>1.4 Notebook</p> <ul style="list-style-type: none"> • Origination: 1 final artwork will be provided by MPEC. • Full color printing; • 200 pages; • Material: art paper 300gsm + laminating (cover); • Size: A5 	950 nos				
	JUMLAH KESELURUHAN BAGI RINGKASAN SEBUTHARGA INI/ TOTAL AMOUNT FOR THIS SUMMARY OF QUOTATION					

We certify that the above information are correct.

COMPANY OFFICIAL STAMP

Signature of Tenderer

Name -----
Position in Company -----
Date _____

Signature of Witness

Name -----
Position in Company -----
Date _____

NOTE: Quotation will be VOID if failure to price the final summary sum on the Form of Contract Agreement with Company's Stamp and summary of quotation which is incomplete or unsigned or not price will render the tender to be rejected.



PENGAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION

Rujukan Tawaran <i>Tender Reference</i>	JPM/MPEC/MISCMM/QTN/2021/SEP
Tajuk <i>Title</i>	PROVISION OF MISC'S MARKETING MATERIALS
Kementerian / Jabatan <i>Ministry / Department</i>	MANPOWER PLANNING AND EMPLOYMENT COUNCIL SECRETARIAT, JABATAN PERDANA MENTERI

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)
I/We (Fill in all the proprietor/shareholders' name below)

Bil. No.	Nama Name	No. Kad Pengenalan Brunei & Warna/ No. Paspot Antarabangsa Brunei Identity Card No. & Colour/International Passport No.	Tandatangan Signature

*sila lampirkan salinan kad pengenalan setiap pemilik syarikat/pemegang saham
Beralamat/Address:

dengan ini membuat **PENGAKUAN** seperti berikut / make the following **DECLARATION**:

1. Saya/Kami yang bernama di atas,
I/We as the name stated above,
iadalah pemilik berdaftar sebuah Firma yang bernama
a registered proprietor of

_____, (isikan nama Firma/ fill in the firm's name)

dengan alamat perniagaan di,
with its place of business at

(atau / or)

iiadalah pemegang saham dalam sebuah Syarikat yang bernama
a shareholder in a Company,

_____, dengan alamat berdaftar di / having its registered
address at

yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;
which has submitted a Tender Proposal in the above mentioned project;

2. iiiSaya/Kami telah menghantar **Penyata Tahunan** kepada Pendaftar Syarikat-Syarikat pada _____ (sila nyatakan tarikh terakhir menghantar Penyata Tahunan berkenaan).
I/We have **submitted Annual Returns** to Registrar of Companies on _____ (please state the date of latest Annual Returns submitted to Registrar of Companies).
3. ivSaya/Kami **tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain)**; (sila lihat nota 3 dan 4 dibawah dan potong jika tidak berkenaan).

I/We do not own any other firm(s)/ Company(ies); (see notes 3 and 4 below and delete where appropriate).

4. vSaya/Kami adalah juga **pemilik / pemegang saham** dalam senarai **Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran 1.**
I/We also the proprietor / shareholder in the list of firm(s)/ Company(ies) described at Annex 1.

DAN saya/kami selanjutnya membuat PENGAKUAN bahawa sepanjang pengetahuan saya/kami, Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) saya/kami yang dinyatakan dalam Lampiran 1 ini, tidak mengemukakan Tawaran untuk projek yang disebutkan diatas.

AND I/We further DECLARE that to the best of my/our knowledge, none of my/our other firm(s)/Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.

5. Saya/Kami juga membuat **PENGAKUAN** selanjutnya:
*I/We also hereby **DECLARE:***
- a. bahawa sepanjang pengetahuan saya/kami, isteri/suami saya/kami atau Firma (Firma-Firma) Syarikat (Syarikat-Syarikat) kepunyaan isteri/suami saya/kami, tidak menghadapkan Tawaran untuk projek yang disebutkan diatas;
that to the best of my/our knowledge, neither my/our spouse or his/her firm(s)/ Company(ies) have submitted a Tender Proposal for the above mentioned project; and
- b. bahawa saya/kami tidak berpakat sulit dengan Firma (Firma-Firma)/ Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan di atas.
that I/We have not colluded with any other firm(s)/Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.
6. viSaya/Kami seterusnya membuat PENGAKUAN bahawa pemilik-pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.
I/We also DECLARE that neither I nor the other owners of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this tender, is/are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.

(Atau / Or)

Saya/Kami sedang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan sukacita **disertakan surat kebenaran untuk berniaga daripada Jabatan Perdana Menteri.**

*I/We DECLARE that I am/We are public officers and enclose **herewith the letter of approval to engage in business issued by the Prime Minister's Office.***

7. Saya/Kami membuat PENGAKUAN bahawa saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami akan mematuhi segala peraturan dan undang-undang Negara Brunei Darussalam dan tidak akan melakukan mana-mana kesalahan yang berkaitan dengan perolehan kerajaan seperti yang disertakan di Lampiran 1. Saya/kami akan memastikan bahawa penyertaan/penglibatan syarikat saya/kami dalam sebutharga/tawaran bagi projek yang disebutkan di atas atau sebarang sebutharga/tawaran dengan kerajaan adalah secara adil, bersih dan telus.
I/We DECLARE that I/We or any person representing my/our firm/Company will obey all regulations and laws in Brunei Darussalam and will not commit any offence related to government procurement, as reproduced in Annex 1. I/we will ensure that my/our company's participation/involvement in the tender/quotation for the above mentioned project or any other tender/quotation with the government is fair, clean and transparent.
8. Saya/Kami seterusnya membuat PENGAKUAN bahawa saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami tidak akan menawarkan atau memberi atau bersetuju untuk memberi kepada sesiapa sebarang hadiah, suapan atau balasan dalam bentuk apa pun sebagai dorongan atau ganjaran bagi melakukan atau tidak melakukan atau kerana telah melakukan atau tidak melakukan apa-apa jua perbuatan yang berkaitan dengan mendapatkan atau melaksanakan sebutharga/tawaran bagi projek yang disebutkan di atas atau sebarang sebutharga/tawaran dengan Kerajaan. Saya/Kami menyedari sepenuhnya bahawa jika saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami melanggar pengakuan ini, saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami telah melakukan atau bersubahat, mencuba, berkomplot untuk melakukan jenayah di bawah Akta Pencegahan Rasuah (Penggagal 131), atau Bab 161 hingga 165 dari Kanun Hukuman Jenayah (Penggagal 22) dibaca bersama Bab 109 atau Bab 120B atau Bab 511 dari Kanun yang sama seperti disertakan di Lampiran 1.
I/We also DECLARE that I/We or any person representing my/our firm/Company will not offer or give or agree to give to any person any gift, gratification or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the tender/quotation for the above mentioned project or any other tender/quotation with the government. I/We am/are fully aware that if I/We or any person representing my/our firm/Company breached this declaration, I/We or any person representing my/our firm/Company shall have committed or abetted, attempted, conspired to commit an offence under the Prevention of Corruption Act (Cap. 131) or

Section 161 to 165 of the Penal Code (Cap. 22) read with Section 109 or Section 120B or Section 511 of the same as reproduced in Annex 1.

9. Saya/Kami bersetuju bagi pengakuan di atas. Jika sekiranya saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami didapati melanggar syarat-syarat di atas, maka saya/kami sebagai wakil syarikat bersetuju tindakan-tindakan berikut diambil:
I/We agree to the declaration as above. In the event I/we or any person representing my/our firm/Company found in violation of the terms above, I/we, as representative of the company have agreed the following actions to be taken:
- i. Penarikan balik tawaran kontrak bagi tawaran/sebutharga yang disebutkan di atas; atau
The withdrawal of the contract for the above tender/quotation; or
 - ii. Penamatan kontrak bagi tawaran/sebutharga yang disebutkan di atas;
Termination of the above tender/quotation;
 - iii. Lain-lain tindakan tatatertib mengikut Peraturan Perolehan Kerajaan yang berkuat-kuasa; dan
Other disciplinary action in accordance with the Government Procurement Regulations in force; and
 - iv. Tindakan undang-undang mengikut undang-undang Negara Brunei Darussalam
Legal action in accordance to the Law of Brunei Darussalam.
10. Saya/Kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, saya/kami akan melakukan kesalahan yang boleh didakwa di bawah Kanun Hukuman Jenayah Bab 177 dan Bab 182 yang disertakan di LAMPIRAN I.
I/We fully aware that if I/We gave any information which is false, I/We committing an offence for which I/We liable to prosecution under the Penal Code. I/We also aware of Section 177 and 182 of the Penal Code reproduced below in Annex 1.
11. Saya/Kami juga difahamkan bahawa Firma/Syarikat saya/kami tidak akan dipertimbangkan bagi mengikut Tawaran projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.
I/We also understand that my/our firm/Company will be disqualified for this tender in the event any information given herein is found to be false.
12. Saya/Kami memberi kuasa kepada _____ untuk menandatangani surat pengakuan ini sebagai pihak saya/kami sendiri, dan sebagai wakil saya/kami untuk **mengikatkan saya/kami dan Penender** kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan Integriti ini.
*I/We hereby authorize _____ to sign this Tenderer's Integrity Declaration on my/our behalf and also on behalf of the Tenderer to **bind ourselves and the Tenderer** to the matters set out in this declaration.*

Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya/kami mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.

Attached herewith Letter of Representation for me/us to represent the company as noted above to make this declaration.

Pada hari ini _____ haribulan _____, 20____

Dated this day _____ of _____, 20____

(Nama dan Tandatangan)
(Name and Signature)
(Pemilik Syarikat / CEO / Pengarah)
(The Owner of Co / CEO / Director)
(Cop Syarikat)
(Company Stamp)

¹ Masukkan disini jika orang yang membuat pengakuan adalah pemilik atau adalah seorang pemilik berdaftar Syarikat atau Nama Perniagaan
Fill in here if an Owner of a Business Name

² Masukkan disini jika orang yang membuat pengakuan adalah pemegang saham dalam sebuah Syarikat (Sdn Bhd)
Fill in here if a shareholder in a Company (Sdn Bhd)

³ Hanya untuk diisi oleh Syarikat Berhad atau Syarikat Sendirian Berhad sahaja
To be fill by Limited or Private Limited Company only

⁴ Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain
If you DO NOT own other firms/Companies, please delete paragraph 3

⁵ Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain
If you DO NOT own other firms/Companies, please delete paragraph 3

⁶ Potong perenggan 2 jika orang yang membuat pengakuan adalah pemilik atau pemegang saham dalam Firma-Firma / Syarikat-Syarikat lain
If you the Owner or Shareholder of other firms/Companies, please delete paragraph 2

⁷ Potong Perenggan yang tidak berkenaan
Delete where inapplicable

⁸ Potong Perenggan yang tidak berkenaan
Delete where inapplicable

GENERAL SPECIFICATIONS - SECTION 1

“PROVISION OF MISC’S MARKETING MATERIALS”

1.0 SCOPE GENERAL

The Vendor shall carry out virtual meeting with Manpower Planning and Employment Council before submitting the Tender.

2.0 RESPONSIBILITY

Vendor shall be responsible for supplying and transporting materials to the Manpower Planning and Employment Council

3.0 PROJECT TIMELINE

The project shall be completed latest by 15 November 2021.

4.0 PAYMENT

The Vendor shall submit the invoice to S.O upon event completion.

COMPANY PROFILE

Name of Company: _____

Company Registration No.: _____

Type of Company (e.g. Sdn.Bhd): _____
Partnership, Sole Proprietor, Joint
Venture, Trading Co.: _____

Authorised Capital (B\$): _____ Paid-Up Capital (B\$): _____

Banker for Company's business: _____

Director, Shareholders, Proprietor	Percentage Share	Brunei I.C. Number	Immigration Status

Current Workforce (No. of Persons) in Brunei:-

a. Management: _____ d. Trainee/Workmen: _____

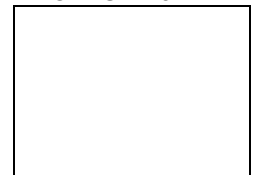
b. Technicians: _____ e. Cleaner: _____

c. Supervisor: _____ f. Other: _____

TOTAL WORKFORCE: _____ **NO. OF PERSONS:** _____

We certify that the above information are correct.

OFFICIAL STAMP

_____
*Signature of Tenderer*_____
*Company Name*_____
Name

*Position in Company*_____
*Address*_____
Date

TENDERER'S LIST OF CURRENT WORKS IN NEGARA BRUNEI DARUSSALAM

LIST OF CURRENT WORKS IN NEGARA BRUNEI DARUSSALAM.

(To be filled up by contractors and return together with the form of tender)

NO	PROJECT TITLE	LOCATION	COMPLETION DATE	CURRENT PROGRESS (%)	CONTRACT VALUE B\$

**Please submit separate attachments if the above space is not enough.

We certify that the above information are correct.

OFFICIAL STAMP

Signature of Tenderer

Company Name _____

Name _____

Address _____

Position in Company _____

Date _____

TENDERER'S PRESENT CONTRACT COMMITMENTS

LIST OF PRESENT WORKS IN NEGARA BRUNEI DARUSSALAM.
(To be filled up by contractors and return together with the form of tender)

NO	PROJECT TITLE	LOCATION	CONTRACT NO & EXPIRED DATE	CONTRACT VALUE B\$
TOTAL VALUE OF CONTRACT AT HAND				

**Please submit separate attachments if the above space is not enough.

We certify that the above information are correct.

OFFICIAL STAMP



Signature of Tenderer

Name -----
Position in Company -----
Date -----

Company Name _____
Address _____

TENDERER'S LIST OF PREVIOUS EXPERIENCE PROJECT

LIST OF PREVIOUS WORKS IN NEGARA BRUNEI DARUSSALAM.

(To be filled up by contractors and return together with the form of tender)

NO	NAME OF WORKS, OWNER NATURE OF WORKS	CONTRACT SUM	SCHEDULE CONSTRUCTION TIME	ACTUAL CONSTRUCTION TIME	SUPERINTENDING OFFICER

**This supplementary information is for assisting the Superintending Officer in compiling the contract recommendation and will be treated as minimum requirement. .

We certify that the above information are correct.

OFFICIAL STAMP

Signature of Tenderer

Company Name _____

Name

Position in Company

Date

Address

LIST OF PROJECTS TENDERED

LIST OF PROJECTS TENDERED IN NEGARA BRUNEI DARUSSALAM WITHIN THE LAST SIX MONTHS.
 (To be filled up by contractors and return together with the form of tender)

NO	PROJECT NO	PROJECT TITLE	LOCATION	RESULT

**Please submit separate attachments if the above space is not enough.

We certify that the above information are correct.

OFFICIAL STAMP



Signature of Tenderer
 Name _____
 Position in Company _____
 Date _____

Company Name _____
 Address _____

SENARAI DAN JUMLAH PEKERJA

RUJUKAN : JPM/MPEC/MISCMM/QTN/2021/SEP

TAWARAN : PROVISION OF MISC'S MARKETING MATERIALS

(A) TEMPATAN (JUMLAH DAN BILANGAN %)

SENARAI NAMA PEKERJA	NO. KAD PENGENALAN	GELARAN JAWATAN	KADAR GAJI SEBULAN	NO PENDAFTARAN	CARUMAN	LAIN-LAIN KEMUDAHAN

(B) ASING (JUMLAH DAN BILANGAN %)

SENARAI NAMA PEKERJA	NO. KAD PENGENALAN	GELARAN JAWATAN	KADAR GAJI SEBULAN	NO PENDAFTARAN	CARUMAN	LAIN-LAIN KEMUDAHAN

**Please submit separate attachments if the above space is not enough.

We certify that the above information are correct.

OFFICIAL STAMP



Signature of Tenderer

Name

Position in Company

Date

Company Name

Address