



PRIME MINISTER'S OFFICE  
NEGARA BRUNEI DARUSSALAM

A	<input type="checkbox"/>	1. ....
	<input type="checkbox"/>	2. ....
	<input type="checkbox"/>	3. ....
FOR OFFICIAL USE ONLY.		

Quotation For : "The Supply, Delivery and Configuration of Software Licenses for Manpower Planning and Employment Council (MPEC) Secretariat and JobCentre Brunei (JCB)"

Quotation No : JPM/MPEC/QTN/LICENSES/2021/OCT Closed On : 27 October 2021 Receipt No. :

**AGREEMENT**

- 1.0 The Vendor 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:
  - a. The use of correction fluid is not allowed in the Quotation.
  - b. Any amendments made should be initialed with the Vendor's stamp.
- 2.0 All prices are to be quoted inclusive of:
  - a. Duties where applicable.
  - b. As "Ship To Location" indicated in the Request for Quotation.
  - c. Minimum validity period of 3 (three) months from closing date of invitation to quote.
- 3.0 Prime Minister's Office hereafter referred to as the Customer has and reserves the right:
  - a. 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 Vendor if the delivery, delivery schedule and other related terms and conditions are not met or adhered to by the Vendor.
- 4.0 The Vendor must provide the curriculum vitae, inclusive of the qualification and experience of each proposed and key project staff for this quotation.
- 5.0 The Vendor 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.
- 6.0 Any clarification of the requirement can be requested not later than 3 (three) working days before the closing of the quotation submission. For any clarification, please email to mpec@jpm.gov.bn with the Quotation Reference as the subject.
- 7.0 If the Vendor does not hear from the Customer within 12 weeks from the date of quotation's closure, the Vendor's quotation is considered unsuccessful.

8.0 On behalf of \_\_\_\_\_  
 I, the undersigned, agree to carry out the above works/service/supply for the sum B\$ \_\_\_\_\_  
 of \_\_\_\_\_  
 (Brunei-  
 Dollars \_\_\_\_\_  
 Within a period of \_\_\_\_\_ Days/months in accordance with the annexes submitted.

9.0 Name & Signature : \_\_\_\_\_  
 As : \_\_\_\_\_  
 Owner/Director : \_\_\_\_\_  
 ( \_\_\_\_\_ )

10.0 IC No. : \_\_\_\_\_  
 Name & Signature : \_\_\_\_\_  
 Of Witness : \_\_\_\_\_  
 ( \_\_\_\_\_ )

11.0 IC No. : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact No : \_\_\_\_\_  
 E-mail : \_\_\_\_\_

Date	
:	



**JABATAN PERDANA MENTERI**

# **DOKUMEN SEBUTHARGA**

**TAJUK SEBUTHARGA:-**

**“THE SUPPLY, DELIVERY, AND CONFIGURATION  
OF SOFTWARE LICENSES FOR MANPOWER PLANNING AND  
EMPLOYMENT COUNCIL (MPEC) SECRETARIAT AND  
JOBCENTRE BRUNEI (JCB)”**

**BILANGAN SEBUTHARGA:-**

**JPM/MPEC/QTN/LICENSES/2021/OCT**

**TARIKH BUKA: 6hb Oktober 2021  
TARIKH TUTUP: 27hb Oktober 2021**

## ISI KANDUNGAN DOKUMEN SEBUTHARGA

<b>BIL.</b>	<b>LAMPIRAN</b>	<b>ISI</b>	<b>MUKA</b>
1.	Bahagian A	Informasi Sebutharga	A1 – A2 hingga A2 - A2
2.	Bahagian B	Borang Sebutharga	B1 - B1
3.	Bahagian C	Skop dan Spesifikasi Sebutharga	C1 – C2 hingga C2 – C2
4.	Bahagian D	Pengakuan Syarikat / Penender	D1 – D6 hingga D6 – D6
5.	Bahagian E	Pengalaman Syarikat / Penender	E1 - E1
6.	Bahagian F	“Bill of Quantity”	F1 – F1
7.	Bahagian G	Senarai Semak Dokumen Yang Mesti Disertakan	G1 - G1

**INFORMASI SEBUTHARGA****1.0 Alamat persuratan sebutharga**

- 1.1 Syarikat atau penender hendaklah mengisi dokumen sebutharga dengan lengkap dan teratur serta menghadapkan sebutharga kepada Pengerusi, Jawatankuasa Sebutharga yang beralamat seperti dibawah dengan menyatakan tajuk dan bilangan sebutharga dengan jelas diluar sampul surat yang ditutup rapi seperti berikut:-

**TAJUK SEBUTHARGA:****BILANGAN SEBUTHARGA:****KEPADA:-****PENGERUSI****JAWATANKUASA SEBUTHARGA****JABATAN PERDANA MENTERI****JALAN PERDANA MENTERI, BB3913****NEGARA BRUNEI DARUSSALAM****2.0 Peti khas sebutharga**

- 2.1 Syarikat atau penender hendaklah memasukkan dokumen sebutharga yang ditutup rapi ke dalam peti sebutharga yang di khaskan oleh Jabatan Perdana Menteri yang ditempatkan seperti dibawah:-

**PETI SEBUTHARGA****BASEMENT 2****JABATAN PERDANA MENTERI****BANGUNAN JABATAN PERDANA MENTERI****JALAN PERDANA MENTERI, BB3913****NEGARA BRUNEI DARUSSALAM****3.0 Waktu Pembayaran Sebutharga**

- 3.1 Waktu pembayaran sebutharga boleh dibuat semasa waktu bekerja semasa bulan Ramadhan seperti berikut:-

HARI	JAM	
	PAGI	PETANG
Isnin hingga Khamis	8:00 hingga 11:00 Pagi	2:00 hingga 3:00 Petang
Sabtu	8:00 hingga 10:00 Pagi	Tutup

## JABATAN PERDANA MENTERI

### **4.0 Tarikh Tutup Pembayaran**

- 4.1 Tarikh tutup menghadapkan dokumen sebutharga ialah pada **27hb Oktober 2021** sebelum jam 2:00 petang.

### **5.0 Dokumen Sebutharga**

- 5.1 Syarikat atau Penender hendaklah mengisi dokumen sebutharga yang sah yang telah dikhaskan oleh Jabatan Perdana Menteri.
- 5.2 Syarikat atau Penender yang menghadapkan dokumen sebutharga tanpa membayar yuran sebutharga dan mengisi resit yang telah dikhaskan tidak akan diterima.
- 5.3 Syarikat atau penender hendaklah menghadapkan dokumen sebutharga dengan memasukkan kedalam sampul surat yang ditutup rapi, tanpa mendedahkan identiti syarikat atau penender.

### **6.0 Dokumen Sebutharga Yang Dikira Batal**

- 6.1 Syarikat atau penender yang gagal memasukkan dokumen sebutharga kedalam peti sebutharga yang dikhaskan oleh Kementerian selepas pukul 2:00 petang pada tarikh tutup sebutharga adalah dikira batal.
- 6.2 Syarikat atau penender yang tidak mengisi dengan lengkap dokumen sebutharga atau tidak memberikan keterangan dengan jelas akan dikira batal.
- 6.3 Dokumen sebutharga yang tidak dimasukkan kedalam peti sebutharga yang telah dikhaskan oleh pihak Kementerian adalah dikira batal.
- 6.4 Syarikat yang ikut serta hendaklah memastikan jumlah harga tawaran / sebutharga pada "Bill of Quantity" dan borang sebutharga hendaklah kedua-duanya selaras. Harga tawaran yang tidak selaras adalah dikira batal.

# BAHAGIAN B

JABATAN PERDANA MENTERI

## BORANG SEBUTHARGA

Kepada:  
Pengerusi  
Jawatankuasa Sebutharga  
Jabatan Perdana Menteri  
Jalan Perdana Menteri, BB3913  
Negara Brunei Darussalam

Tuan / Puan,

<b>Tajuk Sebutharga:</b>	<b>"THE SUPPLY, DELIVERY, AND CONFIGURATION OF SOFTWARE LICENSES FOR MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT AND JOBCENTRE BRUNEI (JCB)"</b>
--------------------------	--

<b>Bilangan Sebutharga:</b>	<b>JPM/MPEC/QTN/LICENSES/2021/OCT</b>
-----------------------------	---------------------------------------

Setelah meneliti dan memahami pemberitahuan sebutharga dalam BAHAGIAN A, skop kerja dan spesifikasi dalam BAHAGIAN C, "Bill of Quantity" BAHAGIAN F serta LAMPIRAN - LAMPIRAN yang lain, sukacita Saya, \_\_\_\_\_ (Pengurus Syarikat) daripada \_\_\_\_\_ (Nama Syarikat) Syarikat Saya / kami menawarkan dengan harga berjumlah \_\_\_\_\_ B\$ \_\_\_\_\_ bagi kesemua kerja-kerja yang bertajuk diatas. Sebutharga ini sah sehingga \_\_\_\_\_ Bulan (*Price validity date*). Kerja-kerja Perkhidmatan/Penyediaan akan dapat dilaksanakan untuk \_\_\_\_\_.

Alamat Syarikat : \_\_\_\_\_

Alamat Persuratan: \_\_\_\_\_

Nombor Telefon: \_\_\_\_\_ (Pejabat) \_\_\_\_\_ (Telefon Bimbit)



**Tandatangan dan Cop Syarikat**

### SCOPE OF WORK AND SPECIFICATION

The successful contractor / tenderer is required to follow and agree on the following scope of work and specifications below:-

#### 1.0 INTRODUCTION

- 1.1 This tender quotation requires vendor to supply, deliver, and configure the software licenses outlined in the Bill of Quantity (BQ): five (5) units of *Zoom Meeting* licenses, three (3) units of *Adobe Creative Cloud* licenses, one (1) unit of *SoGoSurvey* license, and one (1) unit of *Flourish* license.

#### 2.0 OBJECTIVE

- 2.1 The objective of this tender quotation is to supply, deliver, and configure the software licenses outlined in the Bill of Quantity (BQ): five (5) units of *Zoom Meeting* licenses, three (3) units of *Adobe Creative Cloud* licenses, one (1) unit of *SoGoSurvey* license, and one (1) unit of *Flourish* license.
- 2.2 All software licenses outlined in the Bill of Quantity (BQ) shall be configured and assigned to the respective pre-existing accounts provided by Prime Minister's Office.

#### 3.0 CONTRACT

- 3.1 Prime Minister's Office is entitled to terminate the contract immediately if the Ministry is not satisfied with the quality of work provided by the vendor.
- 3.2 The successful vendor cannot assign any other contractor or company to carry out this term contract without the Ministry's approval.
- 3.3 Prime Minister's Office is entitled to extend the contract even after the contract has ended (if applicable).

#### 4.0 CLAIMS AND PAYMENTS

- 4.1 The vendor is required to submit payment claims (invoice) upon successful configuration and installation of software.
- 4.2 The payment of quoted item is paid as a lump sum for all the required units of each of quoted items in the Bill of Quantity under Bahagian F section.

## 5.0 PROPOSED TECHNICAL SPECIFICATIONS

5.1 The specifications of the model must comply to at least the following:

<b>Zoom Meetings</b>
Minimum Specifications:-
Service Plan: Pro
Subscription: 2 Years
Participants: up to 100
Meeting duration: up to 30 hours
Co-host & Alternate Host
Unlimited Group Meetings
Recording Function

<b>SoGoSurvey</b>
Minimum requirement:-
Service Plan: Premium
Subscription: 2 Years
Branching/Skip Logic Function
Advanced Branching Logic
Editable Survey Logo Function
Matrix Grid Textbox Function
Automatic Survey Expiry
Survey Templates Management
CAPTCHA Response
QR Code Generation
Auto Save Function
URL Customization
Generate Short URL Links

<b>Adobe Creative Cloud</b>
Minimum Specifications:-
Service Plan: Teams
Subscription: 1 Year
Includes software bundled in Creative Cloud:
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Premiere Pro
- Adobe After Effects
- Adobe Lightroom Classic
- Adobe XD
- Adobe Audition
- Collaboration Tools
- License Management and Administration
Adobe Fonts
Creative Cloud Libraries
Cloud Storage

<b>Flourish</b>
Minimum Specifications:-
Service Plan: Business Lite
Subscription: 2 Years
Custom Data Visualisation
Data Privacy
Password-protected Publishing
Data Embedding
Multi-User Management
Interactive Data Charts



**PENGAKUAN SYARIKAT / PENENDER**

<b>Bilangan Sebutharga</b> <i>Quotation Reference</i>	<b>JPM/MPEC/QTN/LICENSES/2021/OCT</b>
<b>Tajuk Sebutharga</b> <i>Quotation Title</i>	<b>“THE SUPPLY, DELIVERY, AND CONFIGURATION OF SOFTWARE LICENSES FOR MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT AND JOBCENTRE BRUNEI (JCB)”</b>
<b>Kementerian / Jabatan</b> <i>Ministry/Department</i>	<b>Jabatan Perdana Menteri</b>

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

<b>Bil.</b> <i>No.</i>	<b>Nama</b> <i>Name</i>	<b>Nombor Kad Pengenalan Brunei/Passpot Antarabangsa</b> <i>Brunei Identity Card/ International Passport Number</i>	<b>Warna</b> <i>Colour</i>	<b>Peratus (%) Saham</b> <i>Percentage (%) Share</i>	<b>Tandatangan</b> <i>Signature</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Beralamat/Address:** \_\_\_\_\_

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

1. **Saya/Kami yang bernama diatas,**  
*I/We as the name stated above,*  
**adalah 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*)

- ii adalah 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. **iii Saya/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).*

3. **iv Saya/Kami adalah juga pemilik / pemegang saham dalam senarai Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran I.**

*I/We also the propretor / shareholder in the list of firm(s)/ Company(ies) described at Annex A.*

**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.*

4. **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.*

5. Saya/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 owner 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*

6. Saya/Kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, saya/kami akan melakukan kesalahan yang boleh didakwa dibawah Kanun Hukuman Jenayah Bab 182 yang disertakan di LAMPIRAN A.

*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 182 of the Penal Code reproduced below in Annex A.*

7. Saya/Kami juga difahamkan bahawa Firma / Syarikat saya/kami tidak akan dipertimbangkan bagi mengikuti 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.*

8. 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 ini.

*I/We hereby authorize \_\_\_\_\_ to sign this Tenderer's 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.*

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)

<sup>1</sup> 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*

<sup>1</sup> 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 )*

<sup>1</sup> 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.*

<sup>1</sup> 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.*

<sup>1</sup> Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.

*Must be signed by the Owner of Co or CEO or Director.*

## **LAMPIRAN A**

### **ANNEX A**

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Firma (Firma-Firma) yang saya/kami menjadi pemiliknya seperti berikut:

*Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Firm(s) which I/We the proprietor of:*

<b>No</b>	<b>Nama / Name</b>	<b>Firma / Firm</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Syarikat (Syarikat-Syarikat Sendirian Berhad) yang saya/kami menjadi pemiliknya seperti berikut:

*Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Company(ies) which I/We a shareholder of:*

<b>No</b>	<b>Nama / Name</b>	<b>Syarikat / Company</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Bab 182 Kanun Hukuman Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam)**

*Sections 182 of the Penal Code (Cap 22 of the Laws of Brunei)*

**182. Barang siapa memberi kepada seseorang pegawai awam apa-apa maklumat yang diketahui atau dipercayai sebagai palsu, dengan maksud menyebabkan, atau dengan mengetahui bahawa kemungkinan akan menyebabkan pegawai awam tersebut:-**

*Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant;-*

(a) **Melakukan atau meninggalkan apa-apa perkara yang pegawai awam itu seharusnya tidak melakukan atau tidak meninggalkan sekiranya keadaan yang sebenar, berkenaan dengan hal yang dimaklumkan itu, telah diketahui; atau**

*To do or omit anything which such public servant ought not do or omit if the true state of facts respecting which such information is given were known by him; or*

(b) **Menggunakan kuasanya yang sah disisi undang-undang yang mendatangkan kecederaan atau gangguan kepada seseorang.**

*To use the lawful power of such public officer to the injury or annoyance of any person.*

**Akan menerima hukuman penjara sehingga 6 bulan atau didenda sebanyak \$4,000.00 atau dengan kedua-duanya.**

*shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.*

**Pengakuan Penender**

*Tenderer's Declaration*

\

# BAHAGIAN E

JABATAN PERDANA MENTERI

## PENGALAMAN SYARIKAT / PENENDER

Tajuk Sebutharga:	“THE SUPPLY, DELIVERY, AND CONFIGURATION OF SOFTWARE LICENSES FOR MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT AND JOBCENTRE BRUNEI (JCB)”
Bilangan Sebutharga:	JPM/MPEC/QTN/LICENSES/2021/OCT

Disenaraikan projek-projek yang **selesai** dan **sedang** dilaksanakan oleh syarikat kami \_\_\_\_\_ (Nama syarikat).

BIL.	TAJUK PROJEK	NAMA JABATAN / KEMENTERIAN	TARIKH PROJEK BERMULA	TARIKH PROJEK BERAKHIR

\* Sila lampirkan maklumat-maklumat yang berkaitan sekiranya ruang yang di sediakan tidak mencukupi

\_\_\_\_\_  
Tandatangan Pengurus / Pengarah  
& Cop Syarikat

## BILL OF QUANTITY

Vendor shall carry out site visit/inspection and take into account all aspects and conditions of site before submitting the Tender. No claim for additional payment will be entertained on the ground of misunderstanding or misinterpretation of the site conditions, measurement etc. Vendor shall read the tender document completely and understand all the scope of work and specification stated by the Ministry.

**APPENDIX 1 : THE SUPPLY, DELIVERY, AND CONFIGURATION OF SOFTWARE LICENSES FOR MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT AND JOBCENTRE BRUNEI (JCB)”**  
**REF. NO: JPM/MPEC/QTN/LICENSES/2021/OCT**

Item	Description	Qty	Please specify (Y/N)	Please state specifications offered (if it differs from the minimum specifications)	Cost Per Unit	Total Cost	Remarks
	<b>Tenderers are invited to provide quotation for Prime Minister's Office of the following:</b>						
					B\$	B\$	
<b>1.0</b>	<b>Zoom Meetings</b>	<b>5</b>					
	Minimum requirement:-						
	Service Plan: Pro		Y/N				
	Subscription: 2 Years		Y/N				
	Participants: up to 100		Y/N				
	Meeting duration: up to 30 hours		Y/N				
	Co-host & Alternate Host		Y/N				
	Unlimited Group Meetings		Y/N				
	Recording Function		Y/N				
<b>2.0</b>	<b>Adobe Creative Cloud</b>	<b>3</b>					
	Minimum requirement:-						
	Service Plan: Teams		Y/N				
	Subscription: 1 Year		Y/N				
	Includes software bundled in Creative Cloud:						
	- Adobe Photoshop		Y/N				
	- Adobe Illustrator		Y/N				
	- Adobe InDesign		Y/N				
	- Adobe Premiere Pro		Y/N				
	- Adobe After Effects		Y/N				
	- Adobe Lightroom Classic		Y/N				
	- Adobe XD		Y/N				
	- Adobe Audition		Y/N				
	Collaboration Tools		Y/N				
	License Management and Administration		Y/N				
	Adobe Fonts		Y/N				
	Creative Cloud Libraries		Y/N				
	Cloud Storage		Y/N				



<b>3.0</b>	<b>SoGoSurvey</b>	<b>1</b>				
	Minimum requirement:-					
	Service Plan: Premium		Y/N			
	Subscription: 2 Years		Y/N			
	Branching/Skip Logic Function		Y/N			
	Advanced Branching Logic		Y/N			
	Editable Survey Logo Function		Y/N			
	Automatic Survey Expiry		Y/N			
	Survey/Poll Templates Management		Y/N			
	QR Code Generation		Y/N			
	Auto Save Function		Y/N			
	URL Customization		Y/N			
	Generate Short URL Links		Y/N			
<b>4.0</b>	<b>Flourish</b>	<b>1</b>				
	Minimum requirement:-					
	Service Plan: Business Lite		Y/N			
	Subscription: 2 Years		Y/N			
	Custom Data Visualisation		Y/N			
	Data Privacy		Y/N			
	Password-protected Publishing		Y/N			
	Data Chart Embedding		Y/N			
	Multi-User Management		Y/N			
	Interactive Data Charts		Y/N			
<b>5.0</b>	<b>Scope of Work</b>					
	To supply, deliver, and configure the software licenses upon award		Y/N			
	Delivery Period : Exstock / 6 Weeks Maximum		Y/N			
	Warranty : 1 Year		Y/N			
	Quotation Validity : 3 Months		Y/N			
	<b>GRAND TOTAL</b>				<b>B\$</b>	
	<b>Please also observe the following:</b>			<b>Acknowledgement:</b>		<b>Company's Official Stamp:</b>
				Company Registration No.: .....		
	a) Please provide product brochures	Y/N		<b>I hereby certify the above quote to be correct.</b>		
	b) Please provide company registration	Y/N				
	c) Attach signed vendor's declaration	Y/N				
	d) Attach signed Agreement Form	Y/N				
				Signature: .....		
				Designation: .....		
	<b>ISSUE QUOTATION : 6<sup>th</sup> October 2021</b>					
	<b>CLOSE QUOTATION : 27<sup>th</sup> October 2021, BEFORE 2.00PM</b>			Date : .....		

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

DIRECTOR NAME: \_\_\_\_\_

TELEPHONE : \_\_\_\_\_(Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Fax)



**TANDATANGAN DAN COP SYARIKAT**

## BAHAGIAN G

### DOKUMEN YANG MESTI DISERTAKAN

Sila sertakan satu salinan bagi semua dokumen-dokumen seperti yang dinyatakan dibawah:-

1	Salinan kad pengenalan Pengurus Syarikat / Penender		
2	Salinan sijil 16 & 17		
3	Katalog spesifikasi produk-produk yang di tawarkan		

**\* Sila tandakan ( ✓ ) pada mana-mana yang berkenaan**

---

**Tandatangan Pengurus / Pengarah  
& Cop Syarikat**

---