



**JABATAN PERDANA MENTERI**

# **TENDER DOCUMENT**

**“THE SUPPLY, DELIVERY AND INSTALLATION OF GRAPHIC DESIGNER AND / 3D  
RENDERING COMPUTER AND DESIGNING SOFTWARE  
FOR BALAI KHAZANAH ISLAM SULTAN HAJI HASSANAL BOLKIAH”**

**Reference Number: (44) QTN/BKISHHB/2020/PT.2”**

**Date Open: 23 September 2021**

**Date Close: 13 October 2021**

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## Section 1 – Instruction to Tenderers

1. Introduction

Balai Khazanah Islam Sultan Haji Hassanal Bolkiah (BKISHHB) is seeking an experience vendor for “The Supply, Delivery and Installation of Graphic Designer / 3D Rendering Computer and Graphic Designer Software for Balai Khazanah Islam Sultan Haji Hassanal Bolkiah”.
2. Submission of Proposal
  - 2.1. The Tender Proposal shall be put into one sealed envelope.
  - 2.2. The outer envelope shall not bear the name or address of the Tenderer.
  - 2.3. The top left-hand side of the front envelope shall have printed labelled of the Tender Title and Tender Reference Number as the following:  
“The Supply, Delivery and Installation of Graphic Designer / 3D Rendering Computer and Graphic Software for Balai Khazanah Islam Sultan Haji Hassanal Bolkiah – Reference Number: (44) QTN/BKISHHB/2020/PT.2”
  - 2.4. Following the Tender Title, followed by The Tender Reference Number at the next line.
  - 2.5. The Proposal shall be addressed to the following address:  
**PENGERUSI  
JAWATANKUASA SEBUTHARGA,  
JABATAN PERDANA MENTERI,  
JALAN PERDANA MENTERI,  
BANDAR SERI BEGAWAN BB3913,  
NEGARA BRUNEI DARUSSALAM**
  - 2.6. At the bottom of the front envelope shall have the word “**DO NOT OPEN BEFORE 12.00 pm., Wednesday, 13th October 2021.**”
  - 2.7. All Proposals shall be lodged on or before the Tender Closing Date. Proposal received after the closing date will be disqualified.
  - 2.8. Tenderers shall drop the Tender Proposal inside the Prime Minister’s Office Tender Box located at Basement 2, Jalan Perdana Menteri, Bandar Seri Begawan BB 3913, Negara Brunei Darussalam.
  - 2.9. Tenderers shall submit the Proposal based on the requirements set out in Section 3 – Response Requirements.
3. Proposal Validity Period
  - 3.1. Tenderer shall maintain a Validity Period of **six (6) months** of its Proposal from the Tender Closing Date. Any Proposal expressed to be valid for a shorter period may, in the absolute discretion of the Government, be rejected.
  - 3.2. Where the Government seeks an extension of the Validity Period, a request in writing will be forwarded to Tenderer. Tenderer shall be required to respond in writing to extend the Validity Period. Failure to respond will result in the Tender not being considered further.
4. Amendment or Addition to Tender Proposal
  - 4.1. The Government reserves the right to issue amendments or additions to this Tender at any time before the Tender Closing Date. Where the amendment is significant, the Government may at its discretion extend the Tender closing date. The Government will endeavour to notify all Tenderers in writing or via email.
5. Tender Price
  - 5.1. Tenderers shall quote in Brunei Dollars.
  - 5.2. Tenderer shall be deemed to have satisfied itself before proposing as to the correctness and sufficiency of its or the purchase of the hardware, software and services including duties, customs and excise, licenses, transport and insurance expenses.
6. Clarification of Proposal
  - 6.1. At any stage during the evaluation phase, the Government may:
    - 1) Request clarification of any Tender in respect of specific issues contained in that Tender document; or
    - 2) Call for interviews with Tenderers; or
    - 3) Request Tenderers to provide additional information in writing.

7. Clarification Prior to Tender Closing Date
- 7.1. Tenderers seeking clarification of any of the requirements of this Tender prior to the Tender Closing Date may send email to:  
**e-mail:** [info@bkishhb.gov.bn](mailto:info@bkishhb.gov.bn)
- 7.2. The Government will endeavour to provide any clarification as soon as possible. Each and every request for clarification (without any details as to who they are from), together with the relevant clarification, shall be distributed to all Tenderers.

## Section 2 – Tender Specification

8. Scope of Works
  - 1) Supply and delivery of hardware with operating system.
  - 2) Provision of graphic designer software
  - 3) Installation services
  - 4) Product Warranty and Services
9. The delivery and installation duration shall not be more than **six (6) weeks**. It started immediately after the Tender Award until User Acceptance Testing. **Proposing items which are readily available is very much preferable.**
10. Graphic Designer / 3D Rendering Computer  
Tenderers shall propose or meet the following requirement specifications:
  - 1) Processor (please propose and provide specification)
  - 2) Minimum 32 GB Memory RAM
  - 3) Memory slot (propose and provide specification)
  - 4) Minimum 1TB Solid State Drive (SDD) or equivalent
  - 5) Graphics (please propose and provide specification)
  - 6) Minimum 2TB Internal Storage
  - 7) Keyboard with Arabic label
  - 8) Mouse
  - 9) Provide Ethernet RJ-45 and Wireless Connectivity
  - 10) Provide minimum Display, VGA, HDMI, USB 3.0 an USB-3.1 Ports
  - 11) Audio (please provide specification)
  - 12) Speaker (please provide specification)
  - 13) Monitor (propose and provide specification)
  - 14) Windows 10 Pro 64 Operating System
  - 15) Office Software
  - 16) Material (Product)/Labor/Onsite Warranty (please specify the warranty period)
  - 17) Please specify if the proposed computers are available in-stock or need order.
  - 18) Others (please specify other items which are not listed above)
11. Graphic Designer Software  
Tenderers shall propose and meet the following graphic designer software:
  - 1) The software proposed is to be licensed for three (3) users. Please specify if the software proposed is one-time purchase or subscription basis.
  - 2) The software proposed shall be for one (1) year subscription (if the software is subscription basis).
  - 3) The software is to be installed into the three (3) proposed computer in Clause 10.
  - 4) Tenderers shall propose the following graphic designer software:
    - Adobe Photoshop
    - Adobe Illustrator
    - Adobe inDesign
    - Adobe FrameMaker
    - Adobe AfterEffects, or Adobe Package (Creative Cloud for Teams)
  - 5) Tenderers may propose other graphic designer software under Optional Title.

### **Section 3 – Proposal Document**

12. The Proposal Document to be submitted must comprise of the followings:
  - 1) Tender Form (the form is available in Appendix 1)
  - 2) Declaration Form (the form is Available in Appendix 2)
  - 3) Quotation and Compliance Form (the form is provided in Annex 3)
  - 4) Company's Business Registration Certificate
  - 5) Documentation and Brochures
13. Failure in providing the requirements in Clause 13 above will have negative impact to the proposal evaluation and may be considered non-compliance.
14. The sequence of the proposal document must be according to the Clause 13 above.

### **Section 4 – Agreement**

16. The successful tenderer will be required to sign an agreement with the Brunei Government as drafted in Appendix 4.

# Appendix 1 – Tender Form

Date : \_\_\_\_\_

TO: THE CHAIRMAN,  
PENERUSI  
JAWATANKUASA SEBUTHARGA,  
JABATAN PERDANA MENTERI,  
JALAN PERDANA MENTERI,  
BANDAR SERI BEGAWAN BB3913,  
NEGARA BRUNEI DARUSSALAM

Sir,

Having examined the Tender Document “**The Supply, Delivery And Installation Of Graphic Designer / 3D Rendering Computer and Graphic Designer Software for Balai Khazanah Islam Sultan Haji Hassanal Bolkiah – Reference Number: (44) QTN/BKISHHB/2020/PT.2**”

I hereby  (manager of the company)  from  (name of the company)  / We agree to propose for the project the amount total of Brunei Dollar  ( the cost in words here)  B\$ \_\_\_\_\_ for all of the works mentioned above. The tender is valid for  (specify the duration here) months  . The implementation duration will be  (specify the duration here)  commencing the award of the tender.

*Address1 of Company*

*Address1 of Company*

*Address1 of Company*

*Company Telephone No:*

***(signature and Company Chop)***

## Appendix 2 – Tender Declaration Form

### DECLARATION FORM

**Tender Reference:** (44) /BKISHHB/2020/PT.2

**Tender Title:** The Supply, Delivery And Installation Of Graphic Designer / 3D Rendering Computer and Graphic Designer Software for Balai Khazanah Islam Sultan Haji Hassanal Bolkiah

**Department / Ministry:** Balai Khazanah Islam Sultan Haji Hassanal Bokiah, Jabatan Perdana Menteri

I, (*insert name*) \_\_\_\_\_

Brunei I.C No / International Passport No.: \_\_\_\_\_ Colour: \_\_\_\_\_

Address:

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#### DECLARATION:

1. I am,

<sup>1</sup>a registered proprietor of \_\_\_\_\_

Of a firm, with its place of business at \_\_\_\_\_

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<sup>2</sup>a shareholder in \_\_\_\_\_

A Company, having its registered address at \_\_\_\_\_

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Which has submitted a Tender Proposal in the above mention project;

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

3. <sup>4</sup>I *am also the proprietor / shareholder in the list of firm(s)/ Company(ies) described at Annex 1* AND I further DECLARE that to the best of my knowledge, none of my other firm(s)/ Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.

4. I also hereby DECLARE:

- a. That to the best of my knowledge, either my spouse or his/her firm(s)/ Company(ies) have submitted a Tender proposal for the above mention project; and;
- b. That I have not colluded with any other firm(s)/ Company(ies) or any other person or entity in submitting the Tender Proposal for the above mention project.

5. I am fully aware that if I gave any information which is false, I am committing an offence for which I am liable to prosecution under the Penal Code. I am also aware of Section 182 of the Penal Code reproduced below.

I also understand that my firm/Company will be disqualified for this project in the event any information given herein is found to be false.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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(Name and Signature)  
<sup>5</sup> (The Owner of Co/CEO/Director)  
(Company Stamp)

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<sup>1</sup>Fill in here if an Owner of a Business Name

<sup>2</sup>Fill in here if a shareholder in a Company (Sdn Bhd)

<sup>3</sup>If you DO NOT own other firms/Companies, please delete paragraph 3.

<sup>4</sup>If you the Owner or Shareholder of other firms/Companies, please delete paragraph 2.

<sup>5</sup>Must be signed by the Owner of Co or CEO or Director.



ANNEX 1

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Section 182 of the Penal Code (Cap 22 of the Laws of Brunei)

182. Whoever gives to any public servant any information which he knows or believes to be false, intending hereby to cause, or knowing it likely that he will thereby cause, such public servant:

- (a) To do or omit anything which such public servant ought to do or omit if the true of facts respecting which such information is given were known by him; or
- (b) To use the lawful power of such public officer to the injury or annoyance of a person,

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.

### Appendix 3 - Quotation and Compliance Form

"Supply and Delivery of Graphic Designer /3D Rendering Computer and Graphic Designing Software for Balai Khazanah Islam Sultan Haji Hassanal Bolkiah" Reference No: (44) QTN/BKISHHB/2020/PT.2						
<i>Item</i>	<i>Description</i>	<i>Qty</i>	<i>Compliance (Y/N)</i>	<i>Please specify specifications offered</i>	<i>Cost Per unit (B\$)</i>	<i>Total Cost (B\$)</i>
<b>1.</b>	<b>Graphic Designer and Video Editing Computer</b> with the following minimum specification:	<b>03 Units</b>	Y/N		\$	\$
1.1	Readily Available		Y/N			
1.2	Processor		Y/N			
1.3	64 GB Memory RAM		Y/N			
1.4	Memory slot		Y/N			
1.5	1 TB Solid State Drive (SSD)		Y/N			
1.6	Graphics		Y/N			
1.7	2TB Internal Storage		Y/N			
1.8	Keyboard with Arabic Label		Y/N			
1.9	Mouse		Y/N			
1.10	Connectivity		Y/N			
1.10.2	Ethernet RJ-45		Y/N			
1.10.3	Wireless		Y/N			
1.11	Ports		Y/N			
1.11.1	Display port		Y/N			
1.11.2	VGA		Y/N			
1.11.3	HDMI		Y/N			
1.11.4	USB 3.0		Y/N			
1.11.5	USB-C 3.1		Y/N			
1.12	Audio		Y/N			
1.13	Monitor		Y/N			
1.14	Windows 10 Pro 64 Operating System		Y/N			
1.15	Office Software		Y/N			
1.16	Material/Labor/Onsite Warranty		Y/N			
1.17	<b>Others provided item which are not listed above</b>					
1.17.1						
1.17.2						
.....						
	<b>CPU Brand/Model:</b>					
	<b>Display Brand/Model:</b>					

<b>2.</b>	<b>Software Designer for one (1) year subscription</b>	<b>3 users</b>	Y/N		\$	\$
2.1	Adobe Photoshop		Y/N			
2.2	Adobe Illustrator		Y/N			
2.3	Adobe InDesign		Y/N			
2.4	Adobe FrameMaker		Y/N			
2.5	Adobe AfterEffects, or		Y/N			
2.6	Adobe Creative Cloud		Y/N			
2.7	Others (if there are other software provided not listed above)		Y/N	List down the software here		
<b>3.</b>	<b>Delivery and Installation Services</b>	<b>1 lot</b>	Y/N	please specify your delivery timeline	\$	\$
<b>GRAND TOTAL</b>						<b>B\$</b>
<b>Please also observe the following:</b>			<b>Acknowledgement:</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 Surat Pengesahan Pembekal			Y/N			
e) Attach signed Agreement Form			Y/N			
			Signature: .....			
			Designation: .....			
<b>Issue Quotation: 23/09/2021 Reference No:(44) QTN/BKISHHB/2020/PT.2</b>						
<b>Close Quotation: 13/10/2021 before 12:00 pm</b>					Date: .....	

**Appendix 4 - Agreement**



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

<b>A</b>		1. ....
		2. ....
		3. ....
FOR OFFICIAL USE ONLY		

<b>Quotation For:</b>	<b>THE SUPPLY, DELIVER AND INSTALLATION OF GRAPHIC DESIGNER / 3D RENDERING COMPUTER AND GRAPHIC DESIGNER SOFTWARE FOR BALAI KHAZANAH ISLAM SULTAN HAJI HASSANAL BOLKIAH, PRIME MINISTER'S OFFICE</b>	
<b>Quotation No: (44) QTN/BKISHHB/2020/PT.2</b>	<b>Closed On: 13 October 2021</b>	<b>Receipt No.:</b>

On behalf of \_\_\_\_\_ I, the undersigned, agree to carry out the above works as stated in Schedule 1, for a sum B\$ \_\_\_\_\_ (Brunei Dollar \_\_\_\_\_) within the period of \_\_\_\_\_ weeks.

Owner / Director  
Name and Signature: \_\_\_\_\_  
[ \_\_\_\_\_ ]  
IC No. \_\_\_\_\_

Witness Name  
and Signature : \_\_\_\_\_  
[ \_\_\_\_\_ ]  
IC No. \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

<b>B</b>
Company Stamp

Tel No: \_\_\_\_\_ Fax No.: \_\_\_\_\_ email: \_\_\_\_\_  
Date: \_\_\_\_\_

**ACCEPTANCE OF AGREEMENT (FOR OFFICIAL USE ONLY)**

On behalf of the Brunei Government, I accept your offer to carry out the above work as stated in Schedule 1, for a sum of B\$ \_\_\_\_\_ (Brunei Dollar \_\_\_\_\_) within the contract period of \_\_\_\_\_ weeks.

Director of BKISHHB  
Name and Signature: \_\_\_\_\_  
[ \_\_\_\_\_ ]  
IC No. \_\_\_\_\_

Witness Name  
and Signature: \_\_\_\_\_  
[ \_\_\_\_\_ ]  
IC No. \_\_\_\_\_

The Starting Date is on \_\_\_\_\_

<b>C</b>
Department Stamp

**Schedule 1 – Pricing and Specification of the items and works to be supplied and carried out**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Specifications offered</b>	<b>Cost Per unit</b>	<b>Total Cost</b>
<b>1.</b>	<b>3 Units Graphic Designer and Video Editing Computer</b> with the following minimum specification:	<b>03 Units</b>		<b>B\$</b>	<b>B\$</b>
1.1	Processor <i>(the proposed specification)</i>				
1.2	XX GB Memory RAM <i>(the proposed specification)</i>				
1.3	Memory slot <i>(the proposed specification)</i>				
1.4	1 TB Solid State Drive (SSD) <i>(the proposed specification)</i>				
1.5	Graphics <i>(the proposed specification)</i>				
1.6	X TB Internal Storage <i>(the proposed specification)</i>				
1.7	Keyboard				
1.8	Mouse				
1.9	Connectivity				
1.9.1	Ethernet RJ-45 <i>(the proposed specification)</i>				
1.9.2	Wireless <i>(the proposed specification)</i>				
1.10	Ports				
1.10.1	Display Port <i>(the proposed specification)</i>				
1.10.2	VGA <i>(the proposed specification)</i>				
1.10.3	HDMI <i>(the proposed specification)</i>				
1.10.4	USB 3.0 <i>(the proposed specification)</i>				
1.10.5	USB-C 3.1 <i>(the proposed specification)</i>				
1.11	Audio <i>(the proposed specification)</i>				
1.12	X Inch Monitor <i>(the proposed specification)</i>				
1.12	Windows 10 Pro 64 Operating System				
1.13	Office Software				
1.14	Material/Labor/Onsite Warranty				
	<b>CPU Brand/Model:</b>				
	<b>Monitor Brand/Model:</b>				
<b>2.</b>	<b>Software Designer for one year subscription</b>	<b>3 users</b>		<b>\$</b>	<b>\$</b>
2.1	List down the software here				
2.2	List down the software here				
2.3	List down the software here				
2.4	List down the software here				
2.5	List down the software here				
2.6	List down the software here.....				
<b>3.</b>	<b>(X Weeks) Delivery and Installation Services</b>			<b>\$</b>	<b>\$</b>
	<b>GRAND TOTAL</b>				<b>B\$</b>