



اوتوريٽي ڪيٽسائن ڪسلا مٿن
ڪصپيٽن دان عالم سڪيٽر
Safety Health and Environment
National Authority

Quotation Document (QD)

“Installation of Door Access Control System” for Safety, Health & Environment National Authority (SHENA)

Reference:	SHENA/QUOTATION/1819/03
Opening Date:	Saturday, 16 February 2019
Closing Date:	Wednesday, 27 February 2019 at 2:00 p.m.
Project Owner:	Haji Jasrin Haji Serudin
Email:	quotation@shena.gov.bn
Document Fee (non-refundable):	n/a

QUOTATION DOCUMENT CONTENT

NO.	SECTION	CONTENT	PAGE
1.	Section A	Quotation Information	A1 – A2
2.	Section B	Scope of Work and Specification	B1 – B7
3.	Section C	Quotation Proposal	C1 – C2
4.	Section G	Documents Included / Attached	G1
5.			
6.			
7.			

SECTION A: QUOTATION INFORMATION

1.0 Quotation Email Address

1.1 Company or vendor shall fill in the quotation document in full and submit the quotation document to the Financial Control Committee (FCC) Chairman at the email address below and state clearly the title and quotation number contain as follows:-

To: quotation@shena.gov.bn

Subject: Quotation for [Quotation Title]

**QUOTATION TITLE: INSTALLATION OF DOOR ACCESS CONTROL SYSTEM FOR SHENA
OFFICE, LEVEL 4, DESIGN & TECHNOLOGY BUILDING**

QUOTATION NO: SHENA/QUOTATION/1819/03

**CHAIRMAN
FINANCIAL CONTROL COMMITTEE
SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY
LEVEL 4, DESIGN & TECHNOLOGY BUILDING, SIMPANG 32-37,
KG ANGGEREK DESA, BANDAR SERI BEGAWAN, BB3713,
NEGARA BRUNEI DARUSSALAM.**

2.0 Closing Date

2.1 The closing date to submit the quotation document is on **27th February 2019** before **2:00 pm**.

3.0 Quotation Document

3.1 Quotation document can be obtained from the SHENA Website (www.shena.gov.bn).

4.0 Submission

4.1 Company or vendor shall complete and submit the following Sections of the quotation document:

- a) Section C: Quotation Proposal
- b) Section G: Documents Included / Attached

5.0 SHENA's Office Hours

5.1 The delivery shall be done during office hours.

Monday to Thursday

07:45-12:15 and 13:30-16:30

Friday

00:80-11:30 and 14:00-16:30

Saturday, Sunday and Public Holidays

Closed

6.0 Void Quotation Documents

- 6.1 Company or vendor who fails to send the quotation document to the quotation email specified by SHENA prior to 2:00 pm on the closing date of the quotation is deemed void.
- 6.2 Companies or vendors who do not complete the full quotation document or do not provide adequate evidence, such quotations will be deemed null and void.
- 6.3 Quotation documents not included in the quotation email provided by SHENA, such quotations are deemed void.

SECTION B: SCOPE OF WORK AND SPECIFICATION

The successful company / vendor is required to follow and agree to the following scope of work and specification below:-

1. DOOR ACCESS CONTROL SYSTEM (ACS)

The access to the SHENA's office area (East Wing) will be controlled via the two existing doors (front zone and back zone) equipped with the proposed Access Control System (ACS).

It is envisaged that during normal office hours, SHENA staff will access the office area using their individual RFID card through the Front door or Back door. These user access activities shall be logged automatically by the ACS and the ACS shall have adequate capacity to store users' information and access activities logs.

In the event of a SHENA staff not bringing his/her RFID card, the ACS will be able to grant access via the entered pin code. However, this shall not become a normal practice and only be allowed in exceptional cases, and shall be logged accordingly.

For any visitors / contractors coming to the SHENA office, he/she will alert (ring) the Receptionist, and the Receptionist will press the push button to grant the visitors temporary access. The visitor will then need to record his/her details before he/she is given the Visitor/Contractor RFID pass.

The ACS shall be supplied with an Access Controller software to program which RFID card is permitted to access the SHENA's office area.

The ACS shall have attendance capability to record the SHENA staff access logs. This may require an attached computer to log these records. Company may quote the computer price that will come with the ACS or they may quote a standalone ACS device which will have the attendance recording capability (the log shall be downloadable at a predetermined interval via USB/Wireless/Network).

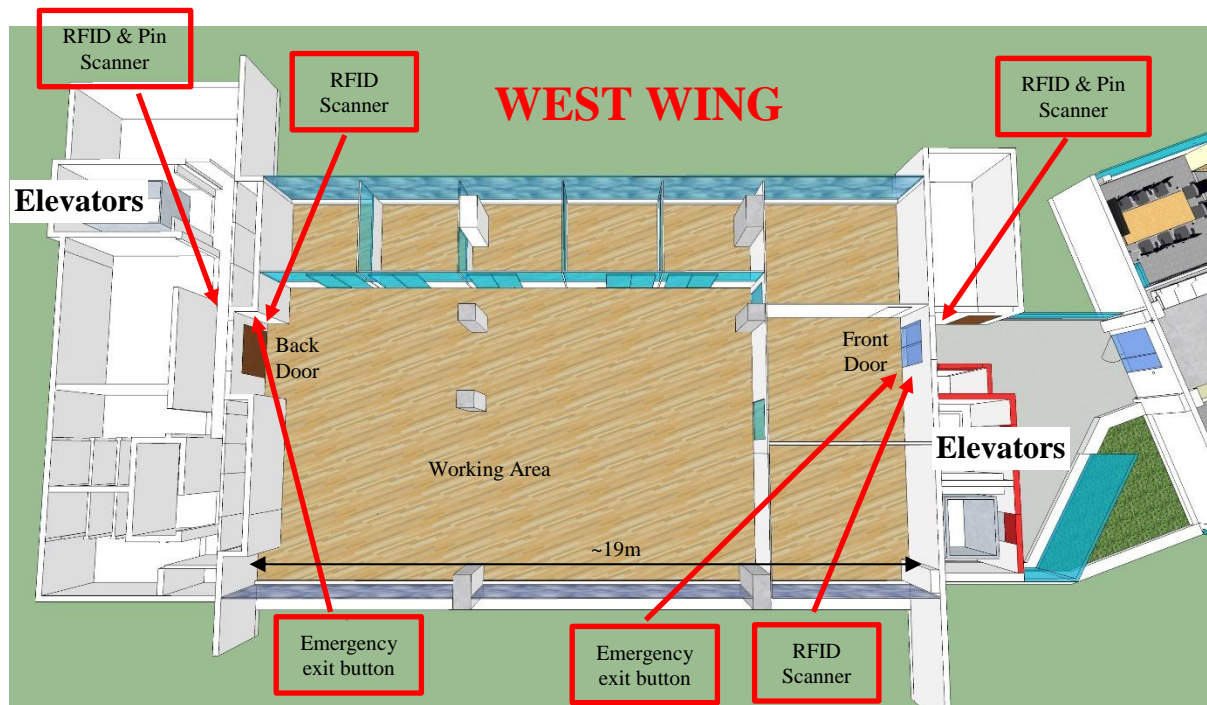
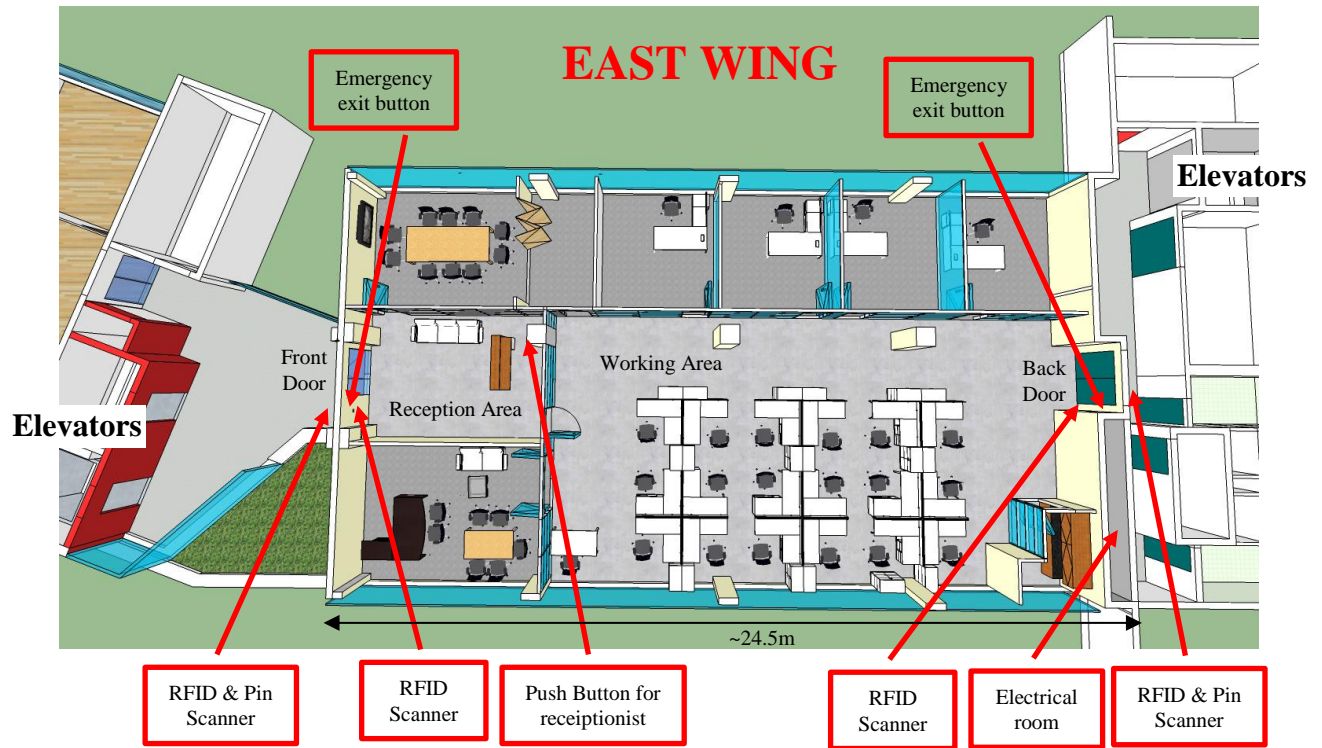
Each door will be held by the EM lock and linked to the ACS.

In the event of power failure, the ACS shall have its own power backup to allow people to exit the area whilst still recording the access log.

In the event of emergency such as fire, the ACS shall be equipped with emergency exit break glass to allow people to exit the area immediately (if the RFID card is not immediately available with the user).

The ACS shall have adequate memory and capability to store at least 500 card users and 30,000 activity logs or equivalent to 2 weeks activity logs.

2. FLOOR PLAN AND LOCATION FOR DOOR ACCESS CONTROL SYSTEM



3. DOOR TYPE

Front door is a two panel glass door.

Back door is a two panel wooden fire-rated door.

3.1 FRONT DOOR (EAST WING)



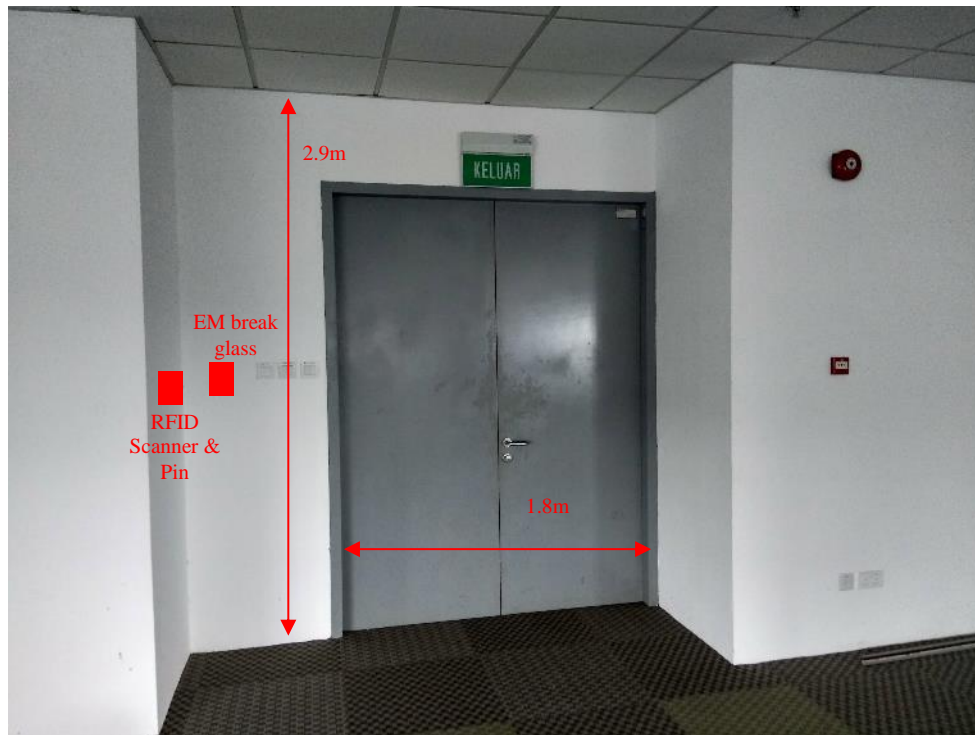
3.2 FRONT DOOR (WEST WING)



3.3 BACK DOOR (EAST WING)



3.4 BACK DOOR (WEST WING)



4. ACCESS CONTROL SYSTEM DETAILS

ITEM	QUANTITY
RFID with Keypad (access from outside)	4
RFID only (access from the inside office area)	4
Backup Power supply (1 for each Access Controller)	4
EM Lock (1 for each Access Controller)	4
Bracket (1 for each Access Controller)	4
Emergency break glass (1 for each Access Controller)	4
Push Button (for Receptionist)	1
RFID Card compatible with the above Access Controller	150
Software for the Access Controller	
Warranty	

5. WORK ACTIVITIES

5.1 The installation work shall maintain minimum interruption to the office workers and other tenants within the Design and Technology (DnT) building.

5.2 Successful company or vendor shall carry out the installation, testing, commissioning, cabling, wiring and hacking (within wall).

5.3 For any hacking of the wall, this has to be done outside normal office working hours with suitable remediation of the site upon completion.

6. SAFETY, HEALTH AND ENVIRONMENT

Successful company or vendor shall:

6.1 carry out the work in a safe manner.

6.2 carry out the work using suitable tools and equipped with personal protective equipments.

6.3 ensure the work will be supervised by a competent supervisor.

6.4 ensure the electrical work will be done by a competent person.

6.4 ensure the workplace is kept clean and tidy at all time.

6.5 provide suitable temporary safety signage during the installation activities, and ensure no emergency evacuation routes are blocked.

7. WARRANTY

7.1 The Access Control System devices shall be covered under a suitable warranty period.

SECTION C: QUOTATION PROPOSAL

To:
 Chairman
 Financial Control Committee
 Safety, Health And Environment National Authority
 Level 4, Design & Technology Building, Simpang 32-37,
 Kg Anggerek Desa, Bandar Seri Begawan, BB3713,
 Negara Brunei Darussalam.

Sir / Madam,

Quotation Title:	INSTALLATION OF DOOR ACCESS CONTROL SYSTEM FOR SHENA OFFICE, LEVEL 4, DESIGN & TECHNOLOGY BUILDING
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Quotation Number:	SHENA/QUOTATION/1819/03
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After consideration on the **quotation notice in SECTION A, scope of work and specification in SECTION B**, I _____ (company's manager) hereby, from _____ (company name) that my / our company agrees to offer the pricing as per table below.

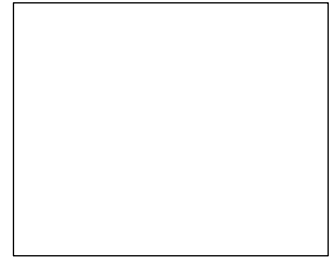
ITEM	QUANTITY	PRICE / UNIT	TOTAL
RFID with Keypad (access from outside)	4		
RFID only (access from the inside office area)	4		
Backup Power supply (1 for each Access Controller)	4		
EM Lock (1 for each Access Controller)	4		
Bracket (1 for each Access Controller)	4		
Emergency break glass (1 for each Access Controller)	4		
Push Button (for Receptionist)	1		
RFID Card compatible with the above Access Controller	150		
Software for the Access Controller			
Warranty			

This quotation is valid for a period of _____ days.

Company Address :

Postal Address: _____

Telephone Number: _____ (Office) _____ (Mobile)



Signature and Company Stamp

SECTION G: DOCUMENTS THAT NEED TO BE ATTACHED

1.	One copy of Business Name Registration Certificate (Sections 16 & 17) and/or Certificate of Incorporation and Form X	
2.	One copy of Identity Card or Passport of Proprietor/Director	
3.		
4.		
5.		
6.		

*Please tick (✓) on blank box ☐ if the above documents are included

**Manager / Director Signatory
& Company Stamp**