



اوتوريتي كېڭسائىن كىلامتن
كھيچتن دان عالم سكيتر
Safety Health and Environment
National Authority

Quotation Document (QD)

“Supply and Delivery of Laptop with related software and Services” for
Safety, Health & Environment National Authority (SHENA)

Reference:	SHENA/QUOTATION/1819/04
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

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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: SUPPLY AND DELIVERY OF LAPTOP WITH RELATED SOFTWARE AND SERVICES

QUOTATION NO: SHENA/QUOTATION/1819/04

**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 D: Company Declaration
- c) Section E: Company / Vendor Experience
- d) 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. PROCUREMENT MODEL

- 1.1 SHENA is proposing two (2) approaches of procurement models for this Request for Quotation (RFQ):
 - 1.1.1 Outright
 - 1.1.2 Leasing for 2 years plus 1
- 1.2 Vendors shall propose as per specification stated or best/recommended specification available in market inclusive of the market pricings for Laptop with base packs and Laptop with extended packs separately where applicable to meet the objective of this RFQ.
- 1.3 Vendors to prepare to loan one unit of each laptop if requested by the SHENA representative for a period of one (1) month to evaluate the form factor and performance of the unit.

2. OUTRIGHT

- 2.1 Vendors shall propose the Laptop with related software, accessories and services.
- 2.2 The proposed minimum specifications for the Laptop specified in Paragraph 4.
- 2.3 Vendors shall carry out the work as per specified in Paragraph 5.

3. LEASING (2 years plus 1)

- 3.1 Vendors shall propose the Laptop with related software, accessories and services.
- 3.2 The proposed minimum specifications for the Laptop are specified in Paragraph 4.
- 3.3 Vendors shall carry out the work as per specified in Paragraph 5.
- 3.4 The leasing contract would be for two year duration with optional one year extension.

4. LAPTOP DETAILS

ITEM		QUANTITY
Laptop Specification:		20 units (Windows OS)
Screen Size	13 to 14-inch (touch screen prefer). At least 1920 x 1080 resolution (FHD)	5 units (macOS)
Weight	1.5 kg or less	
CPU	8th Gen Intel i7 or equivalent	
Storage	256GB SSD or better	
RAM	8GB or better	
Battery	8 hours or better	
Wifi	802.11ac Wi-Fi or recent, with Miracast capability or equivalent	
OS	Windows 10 Enterprise (64-bit) or macOS	
Graphics	Intel HD Graphics 620 or better	
Pre-delivery, Delivery, Installation and Configuration, Acceptance and Commissioning, Onsite Warranty, Support and Maintenance (as specified in Paragraph 5)		

5. WORK ACTIVITIES

5.1 Successful company or vendor shall carry out the installation, testing, commissioning.

5.2 Pre-delivery

5.2.1 To perform pre-installation of the latest version of the following software before delivering the IT equipments to the Customer's location:

- a) Microsoft Windows 10 Enterprise Edition (64-bit)
- b) Antivirus Software
- c) Application software and drivers that comes bundled with the Laptop.

5.2.2 To include in the proposal (if any) the total cost of software licenses for the duration of the lease period, where applicable such as Antivirus Software.

5.3 Delivery, Installation and Configuration

5.3.1 To deliver the Laptop to SHENA premises no more than four (4) weeks from the date of the Purchase Order.

5.3.2 Require to observe the following requirements during delivery and installation:

- a) All Laws enforced in Brunei Darussalam shall be followed.
- b) Appropriate measures shall be taken to protect the installation site and the existing facilities from damage caused by installation works.

5.3.3 To conduct a test on the Laptop to ensure good physical condition upon delivery to SHENA premises.

5.3.4 To match the quantity and specifications stated within the Purchase Order issued by SHENA.

5.3.5 To perform installation and configuration for the Laptop including the following:

- a) Installation of all software and drivers that comes with the Laptop.
- b) Installation and configuration of software and drivers for existing Laptop (such as printers and scanners) into the Laptop, if required by SHENA.
- c) Configuration of network settings for the Laptop, if required by SHENA.

5.3.6 To liaise and coordinate with SHENA to ensure the provision for any necessary connectivity and configuration requirements.

5.4 Acceptance and Commissioning

- 5.4.1 The Acceptance Test shall consist of Installation Tests, which is the process of verifying that the Laptop operate successfully without errors.
- 5.4.2 To submit all test reports to SHENA for verification.
- 5.4.3 The Laptop shall be commissioned for use upon signing of the acceptance report by the SHENA.

5.5 Onsite Warranty

- 5.5.1 To provide one year onsite warranty for Laptop (for outright procurement), including parts and labour.
- 5.5.2 To provide onsite warranty for Laptop (for leasing procurement) throughout the lease period, including parts and labour.
- 5.5.3 The warranty period for the Laptop shall start from the date of delivery.

5.7 Support and Maintenance

- 5.7.1 To provide support and maintenance services for Laptop throughout the lease period, starting from the date of acceptance of the Laptop.
- 5.7.2 To comply with the service levels required by the Government.
- 5.7.3 To perform preventive maintenance at a minimum of every six (6) months to ensure that the Laptop (lease procurement) operate in optimum performance.
- 5.7.4 Preventive maintenance for such Laptop is at the awarded vendor's own initiative to perform at no additional cost to the SHENA.
- 5.7.5 To provide Corrective Maintenance without delay in accordance with the Service levels.

6.0 SAFETY, HEALTH AND ENVIRONMENT

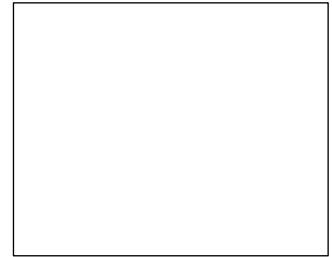
Successful company or vendor shall:

- 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.
- 6.5 ensure the workplace is kept clean and tidy at all time.
- 6.6 ensure access and egress are not blocked.

Company Address :

Postal Address: _____

Telephone Number: _____ (Office) _____ (Mobile)



Signature and Company Stamp

SECTION D: COMPANY DECLARATION

Quotation Reference	SHENA/QUOTATION/1819/04
Quotation Title	SUPPLY AND DELIVERY OF LAPTOP WITH RELATED SOFTWARE AND SERVICES
Ministry/Department	SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY

I/We (Fill in all the proprietor/directors' names below)

No.	Name	Brunei Identity Card/ Passport Number	Colour	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Address: _____

make the following DECLARATION:

1. I/We as the name stated above,

ⁱa registered proprietor of

_____, (fill in the firm's name)

with its place of business at _____

or

ⁱⁱa director in a Company,

_____, having its registered address at

which has submitted a Quotation Proposal in the above mentioned project;

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

3. ^{iv}I/We also the propretor / shareholder in the list of firm(s)/ Company(ies) described at Annex 1.

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 Quotation Proposal for this project.

4. I/We also hereby DECLARE:

- a. that to the best of my/our knowledge, neither my/our spouse or his/her firm(s)/ Company(ies) have submitted a Quotation Proposal for the above mentioned project ; and
- b. that I/We have not colluded with any other firm(s)/Company(ies) or any other person or entity in submitting the Quotation Proposal for the above mentioned project.

5. We also DECLARE that neither I nor the other owner of, or the Chief Excutive 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.

or

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. 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 1.

7. 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. I/We hereby authorize _____ to sign this Vendor's Declaration on my/our behalf and also on behalf of the Vendor to bind ourselves and the Vendor to the matters set out in this declaration.

Dated this day _____ of _____, 20_____

(Name and Signature)
v (The Owner of Co / CEO / Director)
(Company Stamp)

ⁱ Fill in here if an Owner of a Business Name

ⁱⁱ Fill in here if a director in a Company (Sdn Bhd)

ⁱⁱⁱ If you DO NOT own other firms/Companies, please delete paragraph 3.

^{iv} If you the Owner or Director of other firms/Companies, please delete paragraph 2.

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

ANNEX A

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

No	Name	Firm
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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

No	Name	Company
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Sections 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 thereby 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 not do or omit if the true state 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 any 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.

Vendor's Declaration

SECTION E: COMPANY / VENDOR EXPERIENCE

Quotation Title:	SUPPLY AND DELIVERY OF LAPTOP WITH RELATED SOFTWARE AND SERVICES
Quotation Number:	SHENA/QUOTATION/1819/04

List of **completed** and **ongoing** projects done by our company _____ (company name).

NO.	PROJECT TITLE	MINISTRY / DEPARTMENT / COMPANY	PROJECT START DATE	PROJECT COMPLETION DATE

** Please enclose the relevant information if the space provided is insufficient*

**Manager / Director Signature
 & 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**