



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

Quotation Document (QD)

“Supply And Delivery Of Photocopier Machine With Related Services” for
Safety, Health & Environment National Authority (SHENA)

Reference:	SHENA/QUOTATION/1819/05
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 – B3
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: SUPPLY AND DELIVERY OF PHOTOCOPIER MACHINE WITH RELATED SERVICES

QUOTATION NO: SHENA/QUOTATION/1819/05

**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. 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 Company or vendor shall propose as per specification stated or best/recommended specification available in market inclusive of the market pricings for Photocopier Machine with base packs and Photocopier Machine with extended packs separately where applicable to meet the objective of this RFQ.

2. OUTRIGHT

- 2.1 Company or vendor shall propose the Photocopier Machine with related software, drivers, accessories and services.
- 2.2 The proposed minimum specifications for the Photocopier Machine specified in Paragraph 4.
- 2.3 Company or vendor shall carry out the work as per specified in Paragraph 5.

3. LEASING (2 years plus 1)

- 3.1 Company or vendor shall propose the Photocopier Machine with related software, drivers, accessories and services.
- 3.2 The proposed minimum specifications for the Photocopier Machine are specified in Paragraph 4.
- 3.3 Company or vendor shall carry out the work as per specified in Paragraph 5.
- 3.4 The leasing would be for two year contract with additional one year extension.

4. PHOTOCOPIER MACHINE DETAILS

ITEM	QUANTITY
Photocopier Machine Specification: Functionality Copy, Scan and Print with security features Colour Black, Colour Print Speed Minimum 35 ppm Scan Speed Minimum 50 ipm Paper size A4, A3 Duplex capability, Sorting capability Connectivity TCP/IP (Network), 802.11ac Wi-Fi or recent (optional), Print Resolution 1200 x 2400 dpi Copy Resolution 600 x 600 dpi Scan Resolution 600 dpi Quotation should include delivery, installation, configuration and driver setup, warranty, monthly service, support & maintenance (as specified in Paragraph 5)	1 unit

5. WORK ACTIVITIES

5.1 Successful company or vendor shall carry out the installation, testing, configuration, commissioning, services and maintenance.

5.2 Delivery, Installation and Configuration

- 5.2.1 To deliver the Photocopier Machine to SHENA premises no more than four (4) weeks from the date of the Purchase Order.
- 5.2.2 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.
- 5.2.3 To conduct a test on the Photocopier Machine to ensure good physical condition upon delivery to SHENA premises.
- 5.2.4 To match the quantity and specifications stated within the Purchase Order issued by SHENA.
- 5.2.5 To perform installation and configuration of Photocopier Machine for the connected laptop including the following:
 - a) Installation and configuration of software and drivers required for interfacing the Photocopier Machine with the network laptop.
 - b) Configuration of network settings for the Photocopier Machine, if required by SHENA.
- 5.2.6 To liaise and coordinate with SHENA to ensure the provision for any necessary connectivity and configuration requirements.

5.3 Acceptance and Commissioning

- 5.3.1 The Acceptance Test shall consist of Installation Tests, which is the process of verifying that the Photocopier Machine operates successfully without errors.
- 5.3.2 To submit all test reports to SHENA for verification.
- 5.3.3 The Photocopier Machine shall be commissioned for use upon signing of the acceptance report by the SHENA.

5.4 Onsite Warranty

- 5.4.1 To provide 1 year onsite warranty for Photocopier Machine (for outright procurement), including parts and labour.
- 5.4.2 To provide onsite warranty for Photocopier Machine (for leasing procurement) throughout the lease period, including parts and labour.
- 5.4.3 The warranty period for the Photocopier Machine shall start upon delivery.

5.5 Support and Maintenance

- 5.5.1 To provide support and maintenance services for Photocopier Machine throughout the lease period, starting from the date of delivery of the Photocopier Machine.
- 5.5.2 To perform preventive maintenance (service) at a minimum of every one (1) month to ensure that the Photocopier Machine (lease procurement) operates at optimum performance.
- 5.5.3 To provide Corrective Maintenance without delay in accordance with the Service levels.

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

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:	SUPPLY AND DELIVERY OF PHOTOCOPIER MACHINE WITH RELATED SERVICES
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Quotation Number:	SHENA/QUOTATION/1819/05
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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.

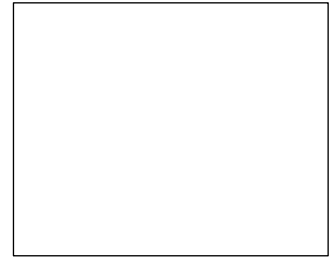
ITEM	QUANTITY	PRICE / UNIT	TOTAL
Photocopier Machine Specification: Functionality Copy, Scan and Print with security features Colour Black, Colour Print Speed Minimum 35 ppm Scan Speed Minimum 50 ipm Paper size A4, A3 Duplex capability, Sorting capability Connectivity TCP/IP (Network), 802.11ac Wi-Fi or recent (optional), Print Resolution 1200 x 2400 dpi Copy Resolution 600 x 600 dpi Scan Resolution 600 dpi Quotation should include delivery, installation, configuration and driver setup, warranty, monthly service, support & maintenance (as specified in Paragraph 5)	1 unit		

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**