



اۆتوريتي كېڭىسەن كىسلا مەن  
كەسپىيەن دان عالم سىكىتر  
Safety Health and Environment  
National Authority

## QUOTATION DOCUMENT

**QUOTATION TITLE:-  
"SUPPLY AND DELIVERY OF COMPUTER  
MONITOR 23-INCH"**

**QUOTATION NO:-  
SHENA/QUOTATION/1819/09**

**OPENING DATE: 16<sup>th</sup> FEBRUARY 2019 (SATURDAY)  
CLOSING DATE: 27<sup>th</sup> FEBRUARY 2019 (WEDNESDAY, TIME: 2:00PM)**

## QUOTATION DOCUMENT CONTENT

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### SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY

#### 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 Controlling 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]**

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**QUOTATION TITLE: SUPPLY AND DELIVERY OF COMPUTER MONITOR 23-INCH**

**QUOTATION NO: SHENA/QUOTATION/1819/09**

**CHAIRMAN**

**FINANCIAL CONTROLLING 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 **27<sup>th</sup> February 2019** before **2:00 pm**.

##### 3.0 Quotation Document

3.1 Company or vendor shall complete a valid quotation document which has been provided by the Safety, Health and Environment National Authority.

##### 4.0 Void Quotation Documents

4.1 Company or vendor who fails to send the quotation document to the quotation email specified by the Authority prior to 2:00 pm on the closing date of the quotation is deemed void.

4.2 Companies or vendors who do not complete the full quotation document or do not provide adequate evidence, such quotation will be deemed null and void.

4.3 Quotation documents not included in the quotation email provided by the Authority, such quotation are deemed void.

**SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY****QUOTATION FORM**

To:  
Chairman  
Financial Controlling 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,

<b>Quotation Title:</b>	<b>SUPPLY AND DELIVERY OF COMPUTER MONITOR 23-INCH</b>
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<b>Quotation Number:</b>	<b>SHENA/QUOTATION/1819/09</b>
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After consideration on the **quotation notice in SECTION A, scope of work and specification in SECTION C**, I hearby, \_\_\_\_\_ (company's manager) from \_\_\_\_\_ (company name)

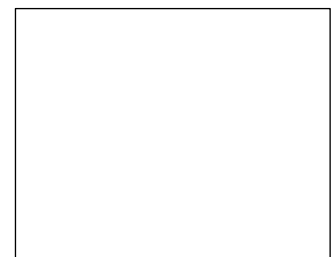
My / our company offer the price amounting \_\_\_\_\_ B\$ \_\_\_\_\_

for all the works mentioned above. The quotation is valid until \_\_\_\_\_ month (Price validity date). The supplier work / construction work / repair work will be implemented for \_\_\_\_\_ (day / week / month / year ).

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

Postal Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Office) \_\_\_\_\_ ( Mobile)



**Signature and Company Stamp**

**SAFETY HEALTH AND ENVIRONMENT NATIONAL AUTHORITY****SCOPE OF WORK AND SPECIFICATION**

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

**1. PROCUREMENT MODEL**

1.1 SHENA is proposing one (1) type of procurement model for this RFQ:

1.1.1 Outright

1.2 Vendors shall propose as is specification stated or best/recommended specification available in market inclusive of the market pricings for Computer Monitor with base packs and Computer Monitor with extended packs separately where applicable to meet the objective of this RFQ

**2. OUTRIGHT**

2.1 Vendors shall propose the Computer Monitor with related software, drivers, accessories and services

2.2 The proposed minimum specifications for the Computer Monitor specified in Section 3

2.3 Vendors shall carry out the work as per specified in Section 5

**3. COMPUTER MONITOR DETAILS**

ITEMS	QUANTITY
Computer Monitor Specification: Screen Size 23-inch Resolution full HD 1080-pixel or better Contrast Ratio (1,000,000:1) Refresh Rates 60 Hz or better Ergonomic Stand Adjustment Height, tilt, swivel, and pivot Panel Technologies IPS or OLED Input & Output HDMI or DVI-D or DisplayPort Display Colours 16.5 million or better Response Time 5ms Brightness 250 cd/m2  Quotation should include delivery, installation, configuration and driver setup, warranty (as specified in Section 5)	15 unit

#### **4. SHENA' OFFICE HOURS**

##### **4.1 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

#### **5. WORK ACTIVITIES**

5.1 The delivery shall be done during office hours.

5.2 Successful vendor shall carry out the installation, testing and configuration.

##### **5.3 Delivery, Installation and Configuration**

- 5.3.1 To deliver the Computer Monitor to SHENA premise 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 ordinances or regulations 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 Computer Monitor to ensure good physical condition upon delivery to SHENA premise.
- 5.3.4 To match the quantity and specifications stated Purchase Order with SHENA.
- 5.3.5 To perform installation and configuration of Computer Monitor for the connected laptop including the following:
  - a) Installation and configuration of software and drivers require to use the Computer Monitor into the network laptop.
- 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 Computer Monitor operate successfully without errors.
- 5.4.2 To submit all test reports to SHENA for verification.
- 5.4.3 The Computer Monitor shall be commissioned for use upon signing of the acceptance report by the SHENA.

##### **5.5 Onsite Warranty**

- 5.5.1 To provide 1 year onsite warranty for Computer Monitor including parts and labour.
- 5.5.2 The warranty period for the Computer Monitor shall start from the date of acceptance.

## **6. SAFETY, HEALTH AND ENVIRONMENT**

Successful company 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 G

### SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY

#### DOCUMENTS THAT NEED TO BE ATTACHED

1.	1 copy of Sijil Pendaftaran Syarikat 16 & 17	
2.	1 copy of Identity Card or Passport of company owner	
3.		
4.		
5.		
6.		

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

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Manager / Director Signatory  
& Company Stamp