



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

## Quotation Document (QD)

“Supply And Delivery Of Projector” for Safety, Health & Environment  
National Authority (SHENA)

Reference:	SHENA/QUOTATION/1819/08
Opening Date:	Saturday, 16 February 2019
Closing Date:	Wednesday, 27 February 2019 at 2:00 p.m.
Project Owner:	Haji Jasrin Serudin
Email:	<a href="mailto:quotation@shena.gov.bn">quotation@shena.gov.bn</a>
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 – B2
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](mailto:quotation@shena.gov.bn)**  
**Subject: Quotation for [Quotation Title]**

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**QUOTATION TITLE: SUPPLY AND DELIVERY OF PROJECTOR**  
**QUOTATION NO: SHENA/QUOTATION/1819/08**

**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 **27<sup>th</sup> 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](http://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 one (1) approach of procurement model for this Request for Quotation (RFQ):

1.1.1 Outright

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

### 2. OUTRIGHT

2.1 Company or vendor shall propose the Projector with related software, drivers, accessories and services.

2.2 The proposed minimum specifications for the Projector specified in Paragraph 3.

2.3 Company or vendor shall carry out the work as per specified in Paragraph 4.

### 3. PROJECTOR DETAILS

ITEM	QUANTITY
Projector Specification: Contrast Ratio 1000:1 or better Projection 3-chip 3 LCD or better Connectivity USB, HDMI, Display Port, wireless (optional) Lumens 3,200 lumens or better Resolution WXGA (1280 x 800) or better  Quotation should include delivery, installation, configuration and driver setup, warranty (as specified in Paragraph 4)	1 unit

#### **4. WORK ACTIVITIES**

4.1 Successful company or vendor shall carry out the installation, testing and configuration.

##### **4.2 Delivery, Installation and Configuration**

- 4.2.1 To deliver the Projector to SHENA premises no more than four (4) weeks from the date of the Purchase Order.
- 4.2.2 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.
- 4.2.3 To conduct a test on the Projector to ensure good physical condition upon delivery to SHENA premises.
- 4.2.4 To match the quantity and specifications stated within the Purchase Order issued by SHENA.
- 4.2.5 To perform installation and configuration of Projector for the connected laptop or other devices including the installation and configuration of software and drivers required to interface the Projector with the network laptop.
- 4.2.6 To liaise and coordinate with SHENA to ensure the provision for any necessary connectivity and configuration requirements.

##### **4.3 Acceptance and Commissioning**

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

##### **4.4 Onsite Warranty**

- 4.4.1 To provide 1 year onsite warranty for Projector including parts and labour.
- 4.4.2 The warranty period for the Projector shall start from the date of delivery.

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

Successful company or vendor shall:

- 5.1 carry out the work in a safe manner.
- 5.2 carry out the work using suitable tools and equipped with personal protective equipments.
- 5.3 ensure the work will be supervised by a competent supervisor.
- 5.4 ensure the electrical work will be done by a competent person.
- 5.5 ensure the workplace is kept clean and tidy at all time.
- 5.6 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,

<b>Quotation Title:</b>	<b>SUPPLY AND DELIVERY OF PROJECTOR</b>
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<b>Quotation Number:</b>	<b>SHENA/QUOTATION/1819/08</b>
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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
Projector Specification: Contrast Ratio 1000:1 or better Projection 3-chip 3 LCD or better Connectivity USB, HDMI, Display Port, wireless (optional) Lumens 3,200 lumens or better Resolution WXGA (1280 x 800) or better  Quotation should include delivery, installation, configuration and driver setup, warranty (as specified in Paragraph 4)	1 unit		

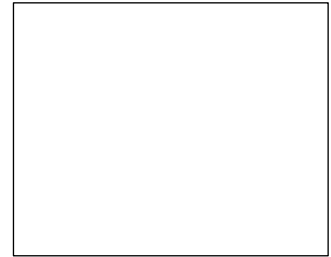
This quotation is valid for a period of \_\_\_\_\_ days.

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	
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

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**Manager / Director Signatory  
& Company Stamp**