UNIVERSITI TEKNOLOGI BRUNEI

Rujukan Kami: UTB/F.1/1.7/QTN/2026-2027

08 Jamadilakhir 1448
18 November 2026

Kepada
Pengurus Syarikat

Tuan/Puan,

BILANGAN SEBUTHARGA: **UTB/QTN/2026-2027/GSRO/19**

KETERANGAN SEBUTHARGA: **CONDUCT OF A DETAILED CAMPUS-WIDE ENERGY AUDIT COVERING ELECTRICAL DISTRIBUTION, RENEWABLE ENERGY SYSTEMS, HVAC, LIGHTING AND MAJOR ENERGY-CONSUMING FACILITIES AT UNIVERSITI TEKNOLOGI BRUNEI (REF: UTB/GSR/1/2026(12)).**

Syarikat Tuan/Puan adalah dipelawa untuk menawarkan harga bagi perkara dinyatakan di atas dengan mengikut terma dan syarat yang ditetapkan seperti berikut:

1. Tawaran/Sebutharga hendaklah diisi dengan lengkap dan dihantar dalam sampul surat yang tertutup tanpa menunjukkan identiti pembekal kecuali **bilangan sebutharga, keterangan sebutharga, tarikh diiklankan dan tarikh tutup**.

2. TAWARAN hendaklah dihantar dan dimasukan ke dalam **PETI SEBUTHARGA/TAWARAN, BAHAGIAN KEWANGAN, PEJABAT BENDAHARI, UNIVERSITI TEKNOLOGI BRUNEI, TUNGKU HIGHWAY, BE1410, BRUNEI DARUSSALAM**

3. **TARIKH TUTUP TAWARAN/SEBUTHARGA adalah tidak lewat pada 01 DISEMBER 2026 SEBELUM JAM 2.00 PETANG.**

4. Penghantaran tawaran/sebutharga yang diterima **lewat dari tarikh dan masa** tutup tawaran **akan ditolak dan tidak akan dinilai.**

5. Merujuk **para 3.1.3**, Garispanduan Perolehan Kerajaan, Peraturan-Peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dikehendaki untuk menghadapkan dokumen-dokumen dan maklumat seperti yang disenaraikan dibawah ini. Pihak Syarikat hendaklah **menandakan** pada ***checklist*** sebagai pengesahan dokumen sudah disertakan dengan lengkap dan teratur. Jika dokumen tidak lengkap, tawaran/sebutharga dianggap tidak sah. **Antara dokumen dan maklumat yang diperlu disertakan adalah seperti berikut:-**

   5.1 ☐ Salinan Sijil Pendaftaran Perniagaan / ☐ Sijil Pendaftaran Kontraktor dan Pembekal yang dikeluarkan oleh *ABCI* / ☐ Sijil *Brunei Darussalam Medicines Control Authority (BCDMA) – jika berkenaan/jika diperlukan**

Engaging Minds, Pioneering Growth

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+673 2461035/6
www.utb.edu.bn
Universiti Teknologi Brunei
Tungku Highway
Gadong BE1410
Brunei Darussalam

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5.2 ☐ Pengesahan Jabatan Perkhidmatan Elektrik bagi perkakas elektrik yang berkenaan dan pekerja-pekerja yang akan melaksanakan kerja-kerja elektrik.

5.3 ☐ Senarai nama, jawatan dan gaji; jumlah; dan bilangan (%) pekerja tempatan dan pekerja asing hendaklah disertakan bersama.

5.4 ☐ *Material* yang akan digunakan dengan menyatakan senarai barangan, peratus (%) dan harga ($) barangan tempatan digunakan serta peratus (%) dan harga ($) barangan impot yang akan digunakan.

5.5 ☐ Salinan Sijil Pematuhan Akta Cukai ***(Certificate of tax Compliance)*** daripada Bahagian Hasil Kementerian Kewangan dan Ekonomi bagi syarikat yang berdaftar di bawah Akta Syarikat, *Chapter 39* **(Sdn Bhd atau Berhad)**.

5.6 ☐ Salinan Sijil Pendaftaran Syarikat dan Nama-Nama Perniagaan yang dikeluarkan melalui *Corporate Registry System* di dalam *One Common Portal*.

5.7 ☐ Pengesahan pematuhan Akta Amanah Pekerja dan Perintah Pencen Caruman Tambahan 2009 dari **Tabung Amanah Pekerja** dengan menyatakan nombor Akaun Majikan dan senarai perkerja yang dicarumkan**.**

5.8 ☐ Borang Pengakuan Integriti Penender / ***Integrity Pact*** **-** **muat turun dari laman sesawang* UTB: https://www.utb.edu.bn/information/tender-and-quotation/

5.9 ☐ **Quotation Form**

5.10 ☐ Salinan resit pembayaran

5.11 ☐ Borang Lampiran C

5.12 ☐ Borang Lampiran C1

6. Merujuk para 3.1.4, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan hendaklah mempastikan **jumlah yang dinyatakan adalah tepat** dan **harga tawaran di dalam *Form of Tender* adalah selaras dengan harga yang dinyatakan di dalam dokumen-dokumen *tender*** serta **jumlah dalam perkataan adalah sama dengan harga tawaran dalam angka.** Jika tidak sama, tawaran dianggap tidak sah.

7. Merujuk para 3.1.5, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dimaklumkan mengenai dengan denda yang boleh dikenakan kepada penender iaitu dasar penegahan dari menyertai tawaran Kerajaan dan denda-denda lain jika ada.

8. Merujuk para 3.1.6, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022 pihak Syarikat adalah dimaklumkan bahawa **jika syarikat yang berjaya untuk mendapat tawaran mempunyai hutang dengan kerajaan**, maka syarikat berkenaan hendaklah bersetuju bagi **hutang-hutang berkenaan dibayar kepada Kerajaan melalui potongan bayaran perkhidmatan atau perbekalan yang ditawarkan**. Persetujuan itu hendaklah dimasukkan ke dalam Kontrak Perkhidmatan atau Perbekalan.

9. Merujuk para 3.1.7, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, **semua cukai kastam** dan ***withholding tax*** hendaklah dibayar oleh pihak Syarikat Tuan/Puan.

10. Merujuk para 10 bilangan 6, selain dari penegahan dari meyertai Tawaran Kerajaan, penender juga akan dikenakan denda pada kadar maksima 10% dari nilai baki barangan atau perkhidmatan yang belum dibekalkan atau dilaksanakan. Oleh yang demikian, jika pihak peneder gagal melaksanakan/menyiapkan kerja/pembekalan dalam tempoh yang ditetapkan, pihak penender akan dikenakan denda *Liquidated Ascertained Damages (L.A.D).*

11. Sila pastikan **cop syarikat** dan **tandatangan pengesahan** dibubuh pada setiap borang sebutharga / tawaran.

12. **Jika sekiranya Syarikat Tuan/Puan tidak dapat menawarkan harga** (no quote) **pada tarikh tutup yang dinyatakan di atas,** borang tawaran hendaklah **dikembalikan** ke PETI SEBUTHARGA/TAWARAN, BAHAGIAN KEWANGAN, PEJABAT BENDAHARI, UNIVERSITI TEKNOLOGI BRUNEI, TUNGKU HIGHWAY, BE1410, BRUNEI DARUSSALAM.

13. Pihak Universiti tidak semestinya terikat untuk menerima sebarang tawaran termurah atau lain-lain tawaran yang tidak munasabah.

14. Penghantaran barang-barang hendaklah sampai ke Universiti Teknologi Brunei **mengikut jadual penghantaran yang dinyatakan di dalam sebutharga**. Jika sekiranya pihak pembekal **gagal** menghantar barang -barang mengikut jadual penghantaran yang telah ditetapkan maka **tempahan akan dibatalkan**.

15. **Bagi sebutharga di bawah peruntukan UTB-Kerajaan Brunei Darussalam. - Resit rasmi** akan dikeluarkan oleh pihak UTB selepas Bahagian Kewangan. Pejabat Bendahari menerima **laporan BIBD** iaitu sekurang-kurangnya 24 jam setelah pembayaran dibuat oleh pihak vendor.

16. **Bagi sebutharga di bawah peruntukan TABUNG UTB - resit rasmi** akan dikeluarkan oleh pihak TABUNG UTB selepas pembayaran telah dibuat oleh pihak vendor dan disahkan oleh Bahagian TABUNG UTB, Pejabat Bendahari.

17. Sebarang pertanyaan mengenai keterangan sebutharga, sila **hubungi pihak pengguna** melalui alamat emel yang dinyatakan pada borang sebutharga (muka surat akhir).

Sekian.

UNIVERSITI TEKNOLOGI BRUNEI

NOTA*
SILA HANTAR SEBUTHARGA TERUS KEPADA:
PETI SEBUTHARGA/TAWARAN
BAHAGIAN KEWANGAN/PEJABAT BENDAHARI
1F.34 TINGKAT 1 BLOK F
UNIVERSITI TEKNOLOGI BRUNEI
LEBUHRAYA TUNGKU
GADONG BE1410
NEGARA BRUNEI DARUSSALAM

TARIKH TUTUP/
CLOSING DATE: **01 DECEMBER 2026 (@ 2.00 PETANG)**

BIL. SEBUTHARGA/QUOTATION NO.: **UTB/QTN/2026-2027/GSRO/19**
TARIKH / DATE: 18 NOVEMBER 2026

TITLE:

CONDUCT OF A DETAILED CAMPUS-WIDE ENERGY AUDIT COVERING ELECTRICAL DISTRIBUTION, RENEWABLE ENERGY SYSTEMS, HVAC, LIGHTING AND MAJOR ENERGY-CONSUMING FACILITIES AT UNIVERSITI TEKNOLOGI BRUNEI (REF: UTB/GSR/1/2026(12))

Universiti Teknologi Brunei (UTB) invites quotations to conduct a detailed, campus-wide energy audit. The audit shall cover the buildings, facilities, infrastructure and energy systems identified in this specification. The contractor shall provide the personnel, instruments, software, transport, supervision, analysis and reporting necessary to complete the assignment.

Objectives of the energy audit

1. Assess building-wise and system-wise energy performance across the UTB campus.
2. Identify and rank Significant Energy Users (SEUs) and establish the basis for their selection.
3. Review and verify available historical energy consumption, utility bills, metering records and operational data.
4. Conduct detailed field measurements of major energy-consuming systems and equipment.
5. Identify energy losses, inefficiencies, abnormal operating conditions and opportunities for operational improvement.
6. Identify practical Energy Conservation Measures (ECMs) and Energy Efficiency Measures (EEMs).
7. Quantify the potential energy and maximum-demand savings associated with each recommended measure.
8. Estimate implementation costs, financial savings, payback period and other relevant economic indicators.
9. Assess the potential reduction in greenhouse gas (GHG) emissions arising from the recommended measures.
10. Evaluate the performance of existing renewable-energy installations and opportunities for further renewable-energy integration.
11. Recommend improvements to energy metering, monitoring, data management and energy performance tracking.
12. Develop a prioritised and phased implementation roadmap for UTB.
13. Provide recommendations to support the development and implementation of an Energy Management System (EnMS) aligned with ISO 50001.

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- Review the historical energy data made available by UTB. In the quotation, state the preferred historical data period and identify the minimum data required to complete the analysis. Where data are unavailable or incomplete, document the limitation and propose an appropriate method for addressing it.
- Prepare an initial campus energy profile showing available energy sources, consumption, cost and demand trends. Identify discrepancies, data gaps and opportunities for improved metering.
- Conduct a campus-wide walk-through to identify major energy-consuming systems, operating practices, maintenance issues and potential ECMs/EEMs.

2 Electrical distribution and transformers

- Measure, as applicable, primary and secondary voltage, current, active power (kW), reactive power (kVAr), apparent power (kVA), power factor and energy consumption at campus transformers and relevant distribution points.
- Assess transformer loading, load profile, loading balance, operating condition, estimated daily energy losses and operating efficiency, based on measurements and available equipment data.
- Conduct power-quality measurements, including voltage and current Total Harmonic Distortion (VTHD and ITHD), to assess the impact of non-linear loads such as IT equipment, variable-frequency drives (VFDs) and LED drivers.
- Assess phase imbalance, neutral current, voltage variation and harmonic-filter performance where relevant.
- Review power-factor correction arrangements, capacitor-bank condition and operation, reactive-power compensation and potential risks associated with poor power factor or maximum-demand exceedance.
- Identify opportunities for demand management, load balancing, distribution-system improvements and reduction of electrical losses.

3 Renewable-energy systems – solar PV installations

- Review the installed capacity, system configuration, module/inverter details, monitoring arrangements and available generation records for existing solar PV installations.
- Compare actual energy generation with expected/theoretical generation, taking account of available irradiance and operating data where available.
- Assess system Performance Ratio (PR) and Capacity Utilisation Factor (CUF), where the required data are available.
- Identify and assess system losses, including temperature effects, soiling, shading, inverter clipping, mismatch, downtime and other operational issues.
- Inspect PV modules and associated equipment for visible defects and hot spots using suitable inspection methods and equipment, where safe and practicable.
- Assess opportunities for improving existing PV system performance and for additional renewable-energy integration, taking account of campus load profiles and available installation areas.

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Campus coverage and audit boundary

The contractor shall undertake an initial campus-wide walk-through audit. Coverage shall include, but not be limited to, the following buildings, facilities and infrastructure:

- Academic buildings and teaching facilities
- Administrative buildings and offices
- Laboratories and research facilities
- Workshops and technical facilities
- Library
- ICT facilities, data centres and server rooms
- Student facilities, where applicable
- Cafeterias and kitchens
- Sports and recreational facilities
- Utility buildings and electrical substations
- Renewable-energy installations, including solar PV systems
- EV charging facilities
- Water pumping and distribution facilities
- Other buildings and campus facilities identified jointly with UTB

At the commencement of the assignment, the contractor shall prepare a campus/building register in consultation with UTB. The register shall identify the facilities included in the audit, their main functions, available floor area (where provided), energy supply/metering arrangements and major energy-consuming systems. Any inaccessible areas, exclusions or limitations shall be recorded and reported to UTB for agreement. The contractor shall not assume that a building or facility is excluded merely because it is not individually named in this list.

Scope of audit activities

1 Preliminary audit, data collection and energy review

- Conduct an opening meeting with UTB representatives to confirm the audit boundary, objectives, programme, access arrangements, available records and key personnel.
- Collect and review available electricity bills, energy consumption records, maximum-demand records, sub-meter data, operating schedules, equipment inventories, building information and relevant maintenance records.

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4 HVAC and cooling infrastructure

- Assess central chillers and VRF systems, including operating parameters, entering/leaving chilled-water temperatures, refrigerant pressures and flow rates, where applicable and accessible.
- Estimate cooling capacity/tonnage and evaluate Specific Energy Consumption (kW/TR) and Coefficient of Performance (COP/IPLV), as appropriate to the equipment and available measurement data.
- Assess Air Handling Units (AHUs) and Fan Coil Units (FCUs), including fan motor loading, belt condition/slippage, static pressure, airflow, filter pressure drop and fresh-air/recirculation arrangements.
- Assess primary/secondary chilled-water pumps and condenser-water pumps using appropriate head, flow and electrical measurements where practicable.
- Identify opportunities for improved setpoints, schedules, controls, maintenance, variable-speed operation and other HVAC energy-saving measures.

5 Lighting systems

- Measure illumination levels (lux) in selected representative classrooms, offices, laboratories, corridors, outdoor areas and parking areas using a calibrated lux meter.
- Compare measured illumination levels with applicable recognised standards or guidelines, stating the reference used and the relevant space classification.
- Record luminaire types, lamp wattages, driver/ballast arrangements, operating hours and estimated lighting power density where data permit.
- Assess the effectiveness of occupancy sensors, daylight-harvesting sensors, timers, automated controls and switching arrangements.
- Identify opportunities for LED upgrades, lighting-control improvements and operational optimisation.

6 Vertical transportation – lifts and elevators

- Assess lift motor/drive arrangements and operating efficiency to the extent practicable using available data and suitable measurements.
- Review standby and idle energy consumption, including cabin lighting, ventilation fans and controller systems.
- Where regenerative drives are installed or technically feasible, assess energy recovery during braking cycles and the potential for energy to be returned to the building/campus electrical system.
- Review lift operation and traffic dispatch arrangements and identify practical opportunities to reduce unnecessary operation and standby consumption.

7 Ancillary campus loads

- Water pumping and distribution: assess water-supply and fire-fighting pumps, including motor loading, head, flow and specific energy consumption (kWh/m³), where measurements and access permit.
- Data centres and server rooms: assess IT load against total facility load and determine Power Usage Effectiveness (PUE) where the required data are available. Review CRAC/precision cooling setpoints, hot/cold aisle containment and airflow management.
- Diesel generator (DG) sets: assess specific fuel consumption (litres/kWh) during available operational/load tests and review standby parasitic loads. Any load test shall be coordinated with UTB and conducted only with prior approval and appropriate safety arrangements.

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8 Measurement plan and instrumentation

- The contractor shall submit a measurement plan identifying the systems/equipment to be measured, measurement locations, parameters, instruments, measurement method and proposed measurement duration.
- Use suitable, properly functioning and calibrated instruments, as applicable, including power-quality analysers, power loggers, clamp meters, thermal imagers, temperature/humidity data loggers, differential-pressure instruments, anemometers, flow meters and lux meters.
- Provide instrument make/model, measurement range, accuracy and valid calibration certificates upon request and include relevant details in the audit report.
- Measurements shall be undertaken under representative operating conditions. The contractor shall record the date, time, operating state, relevant load conditions and any assumptions associated with each measurement.
- Where continuous or time-series logging is necessary, the contractor shall state the proposed logging duration and sampling interval in the technical submission. Any proposed limitation that may affect the reliability of the results shall be disclosed.
- Coordinate all measurements, equipment shutdowns, access and safety arrangements with UTB. No equipment shall be opened, disconnected or operated outside authorised procedures.

Deliverables and audit report

The contractor shall submit the following deliverables in editable electronic formats and PDF. Any hard-copy requirement shall be confirmed by UTB.

- Inception report and audit work plan, including audit methodology, proposed schedule, team composition, data requirements and measurement plan.
- Campus/building register identifying the facilities covered, major systems and any agreed exclusions or access limitations.
- Data review and baseline summary, including the available historical energy consumption, cost and demand information and identified data gaps.
- Detailed energy audit report presenting the existing energy scenario, system-wise findings, field measurements, analysis, calculations and supporting evidence.
- SEU register and relevant energy performance indicators, including calculation methods and data limitations.
- ECM/EEM register with technical descriptions, estimated energy and demand savings, financial analysis, GHG reduction estimates, assumptions and prioritisation.
- Power-quality assessment report summarising measurements, findings and recommendations.
- Renewable-energy assessment covering existing PV performance and opportunities for improvement or further integration.
- ISO 50001-aligned EnMS gap assessment and phased implementation roadmap.
- Prioritised implementation plan distinguishing short-term/no-cost or low-cost measures from medium- and long-term investment measures.
- Appendices containing measurement records, instrument details, calibration information, relevant photographs, calculations, equipment schedules and other supporting data.

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- Final presentation of key findings and recommendations to UTB's nominated representatives, followed by incorporation of agreed factual corrections.

The report shall be sufficiently detailed to allow UTB to understand, verify and evaluate the recommendations and to use the findings for subsequent implementation planning. Generic recommendations without site-specific findings and supporting analysis will not be considered adequate.

Schedule of prices

The contractor shall complete the following schedule. The quoted lump-sum price shall cover all personnel, instruments, transport, accommodation, mobilisation, measurements, analysis, reporting, presentation and other costs necessary to complete the specified assignment. Any proposed exclusions or optional services shall be listed separately and shall not be assumed to form part of the evaluated base price.

BIL. NO.	KETERANGAN DESCRIPTION	KUANTITI QUANTITY	TAWARAN OFFER	KADAR/RATE (B$)	JUMLAH/ TOTAL AMOUNT (B$)
1	**Comprehensive energy audit and Report Submission including** Campus-wide walk-through audit, building/facility register, preliminary energy review and identification of major energy-consuming systems and SEUs. Detailed technical audit, field measurements and analysis covering electrical distribution/transformers, power quality, solar PV, HVAC/cooling, lighting, lifts/elevators, water pumping, ICT/server rooms and DG sets as applicable to the campus. (as described under scope of audit activities) Energy performance analysis, development and assessment of ECMs/EEMs, energy and demand savings, financial analysis and GHG emission reduction estimates.				

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	Preparation and submission of draft and final detailed energy audit reports, supporting data, SEU/ECM registers, power-quality findings, renewable-energy assessment and ISO 50001-aligned EnMS gap assessment/roadmap (as described under Deliverables and audit report).				
				TOTAL:	

NOTE:

1. Contractors are advised to **VISIT SITE or MAY REQUEST FOR NECESSARY DETAILS** before submission of quotation to familiarize with scope of work involved as no claims for extras pertaining to lack of knowledge of site condition shall be entertained.

2. The Contractor shall provide everything deemed necessary such as materials, labour, and equipment, supervision, temporary traffic signs safety equipment and transportation etc., for the proper execution of the works according to the true intent of the Specification and Schedule of Works. Any ambiguities shall be referred to the Superintending Officer (S.O) whose decision shall be final.

3. Method of Payment: online bank transfer to **UTB-GOV PAYMENT**

    - Proof of payment must be submitted to utbgov.payment@utb.edu.bn , c.c. procurement.finance@utb.edu.bn
    - Receipt will be issued via email after payment transaction has been verified by BIBD. (after 24 hours)

4. **CASH** payment is not accepted.

5. Participating vendor in this open quotation **must** be registered in **TAFIS 2.0.**

6. Copies of Registration of Business Certificate, certificate of the energy auditor must be enclosed with the submitted quotation.

7. For company registered under Companies Act, Chapter 39 (Sdn Bhd or Berhad), a valid Copy of Certificate of Tax Compliance 'COTC' certified by Revenue Division, Ministry of Finance and Economy must be enclosed with the submitted quotation.

8. Successful contractor must inform S.O before commencing work.

For inquiries and site visit, please contact Name / Email address

Dr Sheik Mohammed Sulthan
Email: sheik.sulthan@utb.edu.bn
HP: 8603058

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6

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Company Name: **Quotation Validity (minimum six (6) months):** **Completion Period (maximum one (1) month after award letter/ purchase order is issued):** **Warranty on Workmanship & Spare Parts (Min One (1) Year)**	**Contact Name:** **Contact Tel:** **Designation:**

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TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)

1. Before tendering, the tenderer shall visit the site where the Works are to be carried out and shall also carefully examine the relevant Terms and Conditions of Contract, Drawings, Specification and all other accompanying schedules, etc.

   If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the Contract Administrator (C.A.), Building Services Department, Public Works Department. The C.A's decision shall be final and binding upon the Contract.

   On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration :-

   (a) Valid Tenderer's Registration Certificate from the Ministry Of Development.
   (b) Business Enactment Act Section 16 & 17.
   (c) The Tender Form **MUST be signed by the Owner, or the Director of Shareholder(s) of the Company** stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development.
   (d) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry Of Development. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

   Tender documents must be duly completed, signed and dated. Any tender which is incomplete or unsigned will render the tender to be rejected.

3. (a) Tenders and documents in connection therewith as specified above , must be delivered to the place at or before the time specified.
   (b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
   (c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

   Tenders shall remain valid for **6 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed neccessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.

5. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.

6. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.

7. The tender fee shall be **BS10.00** * .

8. No unathorised alteration or use of 'blanco' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialled.

9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.

10. The tender must be done in the official printed tender forms which is printable and downloaded from FINANCE SECTION, UNIVERSITI TEKNOLOGI BRUNEI, NBD via website link https://www.utb.edu.bn/information/tender-and-quotation/
    The completed tender documents are to be lodged on or before 02.00 **PM on** 01/12/2026 **in a sealed enveloped addressed to :-**

    QUOTATION (QTN BOX)

    FINANCE SECTION, BURSAR'S OFFICE
    UNIVERSITI TEKNOLOGI BRUNEI,
    NEGARA BRUNEI DARUSSSALAM.

    The top part of the sealed envelope must be written stating the following :-

    Quotation No. : UTB/QTN/2026-2027/GSRO/19 **Quotation Closing Date** : 01/12/2026

    Title : CONDUCT OF A DETAILED CAMPUS-WIDE ENERGY AUDIT COVERING ELECTRICAL DISTRIBUTION, RENEWABLE ENERGY SYSTEMS, HVAC, LIGHTING AND MAJOR ENERGY-CONSUMING FACILITIES AT UNIVERSITI TEKNOLOGI BRUNEI (REF: UTB/GSR/1/2026(12)).

    * ***Delete As Necessary***

UNIVERSITI TEKNOLOGI BRUNEI
NEGARA BRUNEI DARUSSALAM

1. _____
2. _____
3. _____

FOR OFFICIAL USE ONLY.

Quotation For : CONDUCT OF A DETAILED CAMPUS-WIDE ENERGY AUDIT COVERING ELECTRICAL DISTRIBUTION, RENEWABLE ENERGY SYSTEMS, HVAC, LIGHTING AND MAJOR ENERGY-CONSUMING FACILITIES AT UNIVERSITI TEKNOLOGI BRUNEI (REF: UTB/GSR/1/2026(12)).

Quotation No : UTB/QTN/2026-2027/GSRO/19 **Closed On** : 01/12/2026 **Receipt No.** : _____

PART A - AGREEMENT

1.0 On behalf of _____

I, the undersigned, agree to carry out the above Works/Service/Supply* for a sum of B$ _____

(Brunei Dollars _____)

within a period of _____ Days / Weeks / Months* in accordance with the terms and conditions below.

2.0 Name & Signature : _____

As Owner /Director* ( )

2.1. IC No. : _____

2.2 Name & Signature : _____

of Witness ( )

2.3 IC No. : _____

Company Stamp

2.4 Address : _____

2.5 Telephone No. : _____ Fax No. : _____ E-mail : _____

2.6 Date : _____

FOR OFFICIAL USE ONLY.

3.0 On behalf of the Brunei Government, I accept your offer to carry out all/ items* _____

of the above for a sum of B$ (Brunei Dollars _____)

within a period of _____ Days / Weeks / Months* in accordance with the terms and conditions below.

( )

4.0 _____

Registrar & Secretary, Universiti Teknologi Brunei

4.1 Name & Signature : _____

of Witness ( )

Department Stamp

4.2 Address : _____

4.3 Telephone No. : _____ Fax No. : _____ E-mail : _____

4.4 Date of Contract : _____

5.0 The Contract Administrator is : _____

6.0 The Starting Date is on : _____

* *Delete as necessary*

PART B - TERMS OF QUOTATION

1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION

1.1 Overall Obligations of the Government:

1.1.1 To provide access at proper times for the Contractor to do his work.
1.1.2 To provide all information and facilities stated in this contract to enable the Contractor to do his work.
1.1.3 To pay the Contractor as provided in this Contract.
1.1.4 To assign a Contract Administrator to administer this Contract.
1.1.5 May take out or renew insurances referred to in Clause 1.2.4 below if the Contractor fails to do so.

1.2 Overall Obligations of the Contractor:

1.2.1 To finish the Works to the quality standards provided in this Contract within the timeframes and completion period provided in this Contract.
1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to them.
1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Contract Administrator.
1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

1.3 Instructions & Certifications

1.3.1 The Contract Administrator can issue instructions and certifications including job orders to the Contractor on anything relating to the Works.
1.3.2 All instructions, certifications and job orders must be in writing, dated and clearly identified as Contract Administrator's instructions, certifications or job orders.
1.3.3 The Contractor must comply with all instructions, certifications and job orders issued by the Contract Administrator.
1.3.4 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.3, and the Contractor shall pay for all extra costs incurred.

2.0 QUALITY, HEALTH AND SAFETY

2.1 Quality

2.1.1 The Contractor must do his work based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator must inform the Contractor of the shortfall(s). The Contractor must rectify the shortfall(s).
2.1.3 If the Contractor does not rectify the shortfall(s), The Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator can also certify either:

(a) The cost of rectifying such shortfall(s); or
(b) The reduced value of the completed Works due to such shortfall(s)

as provided in the payment certification clause.

2.1.4 The Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Contract Administrator confirms the Works is complete as provided in the completion clause.

2.2 Variations To Work

2.2.1 The Contract Administrator can issue instructions to vary the Works to be done.
2.2.2 If the Contract Administrator instructs the Contractor to vary any of the Works and there is a financial impact, the Contract Administrator must certify the value of the variation work as provided in the payment certificate clause.
2.2.3 The Contract Administrator must value the variation work using the Summary of Works rates. If there are no Summary of Works rates then using schedule of rates or if neither are available using fair market rates.
2.2.4 This shall be done in a written certificate clearly identified as Variation Order Certificate.

2.3 Health and Safety

2.3.1 The Contractor must keep the site clean and safe at all times.
2.3.2 The Contractor must comply with all laws and regulations relating to Health and Safety Act, if any.

3.0 TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing.
3.1.2 The Contractor must progress with the Works in a regular and diligent manner.
3.1.3 The Contract Administrator can instruct the Contractor to stop and restart at any time.
3.1.4 The Contractor must finish all the Works within the deadlines stated in this Contract or as instructed by the Contract Administrator.

3.2 Adjusting Time for Completion

3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's work to be done.
3.2.2 If any Completion Date is affected the Contract Administrator must adjust the Completion Date.
3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

3.3 Completion

3.3.1 When the Contractor practically completes all the Works, he may inform the Contract Administrator stating he has completed.
3.3.2 The Contract Administrator must decide when the Works was actually practically completed by the Contractor.
3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
3.3.4 The Contract Administrator must decide when all obligations of the Contractor are fully discharged.
3.3.5 This decision must be in a written certificate clearly identified as a final completion certificate.
3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Contract Administrator, whichever is later.

3.4 Delayed Completion

3.4.1 If the Contractor does not finish within any deadline he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the payment certification clause.
3.4.2 Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completes the Works.

4.0 PAYMENT CERTIFICATION

4.1 Claims and Payment Certificate

4.1.1 The Contractor must submit a claim for the Works done before payment certificate can be issued.

4.2 Contents of Payment Certificate:

4.2.1 The payment certificate must include the following:
4.2.2 Add the following:

(a) Cumulative value of the Works done. This is valued based on Summary of Works rates or schedule of rates, if any. If none, then valued based on fair market rates.
(b) Value of variation work properly instructed by the Contract Administrator and properly done by the Contractor.

4.2.3 Deduct the following:

(a) Liquidated and Ascertained Damages for delayed completion. Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually practically completes the Works.

(b) The value of any shortfall(s) due to work done according to this Contract or due to any other breach of this Contract by the Contractor which the Contract Administrator has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Contract Administrator can certify either:

(i) The cost of rectifying such shortfall(s) by others; or
(ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.

(c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including work that is not done according to this contract and any other breach of contract by the Contractor identified by the Contract Administrator.

4.2.4 The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:

(i) Adding the total under additions above;
(ii) Deducting the total of all deductions above; and
(iii) Deducting the cumulative amount certified previously.

4.2.5 The Contract Administrator may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.

5.0 TERMINATION OF CONTRACT

5.1 If the Contractor:

(a) Suspends the Works before completion without any reasonable cause;
(b) Fails to proceed with the Works within the time stated in the Contract Administrator's instructions;
(c) Fails to comply with the Contract Administrator's instructions;

for fourteen (14) days after a notice sent to the Contractor, the Contract Administrator can determine this contract by a written notice.

5.2 If the Contractor:

(a) Becomes bankrupt; or
(b) Goes into liquidation; or
(c) Is guilty of any offence under the Prevention of Corruption Act (Chapter 131) or an offence under sections 161 to 165 or 213 to 215 of the penal code (Chapter 22).

this Contract is terminated by a written notice.

5.3 In either (5.1) or (5.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

PART C - APPENDIX

1.0	**Completion Date:** (If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period)	1 Month
2.0	**Liquidated and Ascertained Damages (LAD):** (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)	***10% dari nilai baki barangan atau perkhidmatan***
3.0	**Shortfalls / Defects Liability Period:** (If none stated, **SIX (6) MONTHS** from the date of completion)	N/A Months
4.0	**Retention Sum**	N/A % of the Contract Sum

LAMPIRAN 'C'

SURAT PENGESAHAN

PENENDER / PEMBORONG / KONTRAKTOR / PENGUSAHA / PEMBEKAL MEMILIKI PREMIS PERNIAGAAN / PREMIS PERNIAGAAN

Nama syarikat: _____

Alamat premis perniagaan: _____

_____ Poskod: _____

No. telefon pejabat / premis pejabat: _____

No. faks pejabat / premis perniagaan: _____

No. telefon bimbit: _____

BIL.	NAMA PEMILIK SYARIKAT	BILANGAN KAD PINTAR	WARNA	BANGSA
1				
2				
3				
4				
5				

Nama Pengurus: _____

Bangsa: _____ Bil. kad pintar: _____ Warna: _____

No. telefon: _____

Sukacita memaklumkan bahawa segala keterangan di atas adalah **benar**.

_____

[ ]

Tarikh: _____

COP RASMI SYARIKAT

LAMPIRAN 'C1'

PENGESAHAN UNTUK DIISIKAN OLEH PEMBEKAL / PEMBORONG

NAMA SYARIKAT : _____

ALAMAT SYARIKAT : _____

_____

BORANG SENARAI PROJEK-PROJEK / PEMBELIAN / PEROLEHAN /PEMBEKALAN / PEMELIHARAAN / PEMBAIKAN / PERKHIDMATAN-PERKHIDMATAN YANG SEDANG DILAKSANAKAN DAN YANG TELAH DILAKSANAKAN.

BIL.	TAJUK PROJEK	
	SEDANG DILAKSANAKAN	TELAH DILAKSANAKAN

TANDATANGAN : _____

NAMA PEMILIK SYARIKAT / KETUA PEGAWAI EKSEKUTIF *(CEO)* / PENGARAH : _____

TARIKH : _____

COP RASMI SYARIKAT

***Nota:**

1. **TAWARAN** – Untuk diisikan dan disertakan bersama-sama dengan perkara-perkara berikut:-
   - i) Sokongan tawaran yang dihadapkan sama ada kepada Pengerusi Lembaga Tawaran Negara, Kementerian Kewangan atau Lembaga Tawaran Kecil, Kementerian Pendidikan – DIISIKAN / DILENGKAPKAN OLEH PENGGUNA.
   - ii) Borang Lampiran 'C' – Borang Pengesahan Memiliki Premis Perniagaan *(Business Premise)*
   - iii) Borang Lampiran 'C2' – Borang Perakuan Kesanggupan Pembekal.
   - iv) Sijil 16 & 17 dan Borang Lampiran 'C', 'C1' dan 'C2' hendaklah disertakan pada setiap borang dokuman tawaran asal.

   } DIISIKAN / DILENGKAPKAN OLEH PENENDER.

2. **SEBUTHARGA** - Untuk diisikan dan disertakan bersama-sama dengan perkara-perkara berikut:-
   - i) Borang A1 dan A2 atau Borang B1 dan B2 - DIISIKAN / DILENGKAPKAN OLEH PENGGUNA.
   - il) Borang Lampiran 'C' – Borang Pengesahan Memiliki Premis Perniagaan *(Business Premise)*
   - iii) Borang Lampiran 'C2' – Borang Perakuan Kesanggupan Pembekal.
   - iv) Sijil 16 & 17 dan Borang Lampiran 'C', 'C1' dan 'C2' hendaklah disertakan pada setiap borang dokuman tawaran asal.

   } DIISIKAN / DILENGKAPKAN OLEH PENENDER.