



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

22 Muharram 1448
08 Julai 2026

Kepada
Pengurus Syarikat

Tuan/Puan,

BILANGAN SEBUTHARGA : TUTB/QTN/2026-2027/MPPUTB/01
KETERANGAN SEBUTHARGA : LOGISTIC PREPARATION FOR PESTA CONVO 2026, UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM

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 dimasukkan 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 21 JULAI 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

- 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 memastikan **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 meyerai 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 penender 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

TARIKH TUTUP/
CLOSING DATE: **21 JULAI 2026**
(2.00 PETANG)

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

BIL. SEBUTHARGA/QUOTATION NO.:
TUTB/QTN/2026-2027/MPPUTB/01

TARIKH / DATE: 08 JULAI 2026

TITLE: LOGISTIC PREPARATION FOR PESTA CONVO 2026, UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM					
A. All quantities are provisional and subjected to final measurement upon completion. B. The S.O. will not entertain any claims if this is not formalised for any approved variation.					
Item No.	Description	UNIT	QTY	RATE B\$	AMOUNT B\$
	This Quotation cost shall cover the whole scope of works described below for the proper execution of the following work to be carried out including supply of labours, materials, tools, machineries, equipment, supervision, erect and dismantle of scaffolding and etc for the proper execution of the following works. The cost shall comply with client's requirement and the conditions & specifications of contract and inclusive: ▪ The mobilisation and demobilisation ▪ Insurance coverage (Public Liability, Workmen Compensation and Fire insurance) ▪ Site and Public Access including cleaning, safety requirement and maintenance of existing services and other work. ▪ Safety Requirement and Regulations for workers must wear Personal Protective Equipment (PPE). ▪ Ensure all assigned areas are to be kept in good conditions after the event. Any damages caused must be rectified to the existing condition.				
1	Supply of all labour, materials, tools, equipment, machineries, scaffolding, ladder, etc for Logistic Preparation for Pesta Convo 2026 which include any necessary items/works in making good and provide necessary touch up works for the affected area and work disturbed on floors and walls for the following works: -				
1.1	PK LAUNCHING AREA				
1.1.1	Location: Multi -Purpose Hall, Phase 3 CARPETING WORK Performance Stage Overall Area: 46' L x 18' W (approximately) Supply and lay of new Modern RED VELVET Carpet wall to wall type on the existing Performance Stage including the front portable and on both end side staircases with suitable underlay, fixing tackles with grippers and double binder bars plugged to any finished surface which is suitable for VIP event.	Sq.m	95		
1.2	Seating Area				
1.2.1	Overall Area: 70' L x 115' W (approximately) Laying and arranging of existing good conditions RED Colour Needle punched type carpet with suitable adhesive for the whole area of multi-Purpose Hall inclusive collecting the existing carpet from the nearest UTB's Phase3 store as per S'O's Instruction.	Sq.m	220		
TOTAL CARRIED FORWARD: -					

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Item No.	Description	UNIT	QTY	RATE B\$	AMOUNT B\$
	TOTAL BROUGHT FORWARD: -				
1.1	CARPETING WORK (cont)				
1.2.2	Supply and lay of new Needle punch type carpet with suitable adhesive as per S. O's Instruction.	Sq.m	520		
1.3	Replace the existing portable stage staircase castor wheels with new 6 inches in diameter of 6 Nos of Heavy-duty castor made of Polyurethane Swivel Caster complete with Total Lock Brake inclusive replace the damaged steel frame and brackets and make good to a good condition.	Lot	1		
2.0	EXHIBITION AREA Location: Multi-Purpose Hall, Phase 3				
2.1	EXHIBIT WALL PANEL Fabrication and installation of Colour Pattern Exhibit L-Wall Panel complete with graphic designed as per S.O.'s Instruction. Size of Each Wall Panel: (4.1' - 5.25' W) x 9.8' H x 1.25' (Thickness) - (approximately) :(4.1' - 5.25' W) x 9.8' H x 1.25' (Thickness) - (approximately)	Sets	6		
2.2	Supply of 55' LED TV on Rental Basis complete with bracket to be fixed to the new Exhibit Wall Panel inclusive providing power points, wirings work in PVC conduit and any necessary works.	Sets	6		
3.0	PERFORMANCE AREA				
3.1	Reinstall of existing curved wooden panels on assigned area inclusive making good with all necessary items /equipment for the proper erection of the panels <i>inclusive collecting the existing wooden panels from the nearest UTB's Phase3 store as per S'O's Instruction.</i> Size: 37.4' L x 9.8' H (approximately)	L.S	L.S		
4.0	TENTAGES Location: From Multi-Purpose Hall to Faculty of Engineering Building				
4.1	Supply and install of Tents for walkway with scallop decorations include all necessary accessories, supports, welding work, etc as per S. O's Instruction. Size: 10'x 18'	Nos	7		
4.2	Fabrication and installation of walkway platform , using 12-mm thickness timber plywood and 2-inch x 2-inch timber frame with 2 feet centre to centre in both directions with new red needle punch type carpet inclusive additional supports at every 2 feet complete with laying plywood for the existing r.c. drain.as per S.O's Instructions. Size: 8' W x 4"- 5"H	L.m	40		
4.3	Fabrication and supply for timber Staircase complete with handrail which made of 2-inch 4-inch timber frame with 2 feet centre to centre in both directions inclusive laying new red needle punch type carpet. Size of Staircase: 8' W x 3.5' H (approximately) Size of Handrail: 3.28' H both sides (approximately) Note: Proposed base of staircase covers 3/4 width of ONE lane road pavement.	Lot	1		
	TOTAL CARRIED FORWARD: -				

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10.0	PK2026 Structure Refurbished and repaint the existing PK2025 Structure to PK2026 Structure	Nos	1	
GRAND TOTAL:				

- **ALL WORKS DESCRIBED ABOVE ARE SUBJECT TO CHANGES AND MAYBE REQUIRED TO PROVIDE ADDITIONAL ITEMS AS SPECIFIED BY ORGANISER AND RELEVANT AUTHORITIES.**
- **AFTER THE EVENT ALL WORKS SPECIFIED ABOVE ARE TO BE DISMANTLE IMMEDIATELY AFTER THE EVENT AND DISPOSE TO CONTRACTOR OWN SITE.**

NOTE:

1. Contractors are advised to **VISIT SITE** before submission of quotation to familiarize with scope of the work involved as no claims for extras pertaining to lack of knowledge of site condition shall be entertained.
2. Sample of replacement materials/items should be submitted to S.O Prior to installation / application.
3. Copies of Registration of Business Certificate must be enclosed with the submitted quotation.
4. 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.
5. For any inquiries, please contact: +6732461020-9 extension 1116 or email awa.mahmud@utb.edu.bn.
6. To make appointment for site visit please contact +6732461020-9 extension 1117/1118.

Company Name: Quotation Validity (minimum six (6) months): Delivery Period / Set-up: 03 - 06 August 2026 Location: Multi -Purpose Hall, Phase 3, UTB Event Date: 08 August 2026	Contact Name: Contact Tel: Designation: Email address:
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Item No.	Description	UNIT	QTY	RATE B\$	AMOUNT B\$
	TOTAL BROUGHT FORWARD: -				
4.4	Fabrication and installation of walkway platform , using 12-mm thickness timber plywood and 2-inch x 2-inch timber frame with 2 feet centre to centre in both directions inclusive laying new red needle punch type carpet. Size: 8' W x 4" - 5"H	L.m	6		
4.5	Supply and install of Pyramid Tentages for staircase leading to Faculty of Engineering Building walkway with scallop decoration. Size: 12'x 18'	Nos	2		
5.0	CARPETING WORK Location: Faculty of Engineering Building Supply and lay of new Needle punch type carpet with suitable adhesive for: i. Photo Session and Pesembah Area ii. Santap Area (DPMM table)	Sq.m	60		
6.0	BACKDROPS Supply and install full colour digital print out graphic on PVC canvas with metal frame stand a) Photo Session Size: 20' L x 9' H b) Santap Area Size: 13' L x 9' H c) Performance Area Size: 37.4' L x 9.8' H (approximately)	Set Set Set	1 1 1		
7.0	CANVAS WRAPPED Location: Faculty of Engineering Building Supply and installation of plain PVC canvas for the existing doors inclusive make the surface good after the event as per existing as per S.O. Instruction.	Sq.m	120		
8.0	PA system a) Supply and install PA System with 4 Speaker and 2 Wireless mic and technician standby during the event. b) Spidermics i. PK Launching Area c) Podium i. PK Launching Area	Sets No No	2 1 1		
9.0	STANDING AIR -COOLER Supply and installation on rental basis standing 5HP Air-Conditioning inclusive providing power points, wirings work in PVC conduit and any necessary works. i. Viewing Area ii. Performance Area iii. Photo Session	Nos	8		



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 DIISI 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