



Rujukan Kami: UTB/F.1/1.7/QTN/2025-2026

07 Jamadilawal 1447H
29 Oktober 2025

**Kepada
Pengurus Syarikat**

Tuan/Puan,

BILANGAN SEBUTHARGA : **UTB/QTN/2025-2026/GSRO/13**

KETERANGAN SEBUTHARGA : **DSPACE IMPLEMENTATION SERVICES AND CLOUD HOSTING FOR GRADUATE STUDIES AND RESEARCH OFFICE (GSRO), UNIVERSITI TEKNOLOGI BRUNEI.**

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 11 NOVEMBER 2025 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 menghadapi 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:**

Engaging Minds, Pioneering Growth

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. Sila pastikan **cop syarikat dan tandatangan pengesahan** dibubuh pada setiap borang sebutharga / tawaran.
11. **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**.
12. Pihak Universiti tidak semestinya terikat untuk menerima sebarang tawaran termurah atau lain-lain tawaran yang tidak munasabah.
13. 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**.
14. **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.
15. **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.
16. Sebarang pertanyaan mengenai keterangan sebutharga, sila **hubungi pihak pengguna** melalui alamat emel yang dinyatakan pada borang sebutharga (muka surat akhir).

Sekian.

- 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*
- 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.

UNIVERSITI TEKNOLOGI BRUNEI

TARIKH TUTUP/
CLOSING DATE: **11 NOVEMBER 2025 (SELASA) / 2.00 PETANG**
BIL. SEBUTHARGA/QUOTATION NO.: **UTB/QTN/2024-2025/GSRO/13**
TARIKH / DATE: 29 OKTOBER 2025

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

TITLE: D'SPACE IMPLEMENTATION SERVICES AND CLOUD HOSTING FOR GRADUATE STUDIES AND RESEARCH OFFICE (GSRO), UNIVERSITI TEKNOLOGI BRUNEI					
NO.	KETERANGAN/DESCRIPTION	KUANTITI / QUANTITY	TAWARAN / OFFER	KADAR / RATE (B\$)	JUMLAH / AMOUNT (B\$)
1	<u>OPTION 1:</u> Professional Services for DSpace Implementation a) Installation services of the DSpace software system version 7.xx b) Basic configuration of available out-of-the box DSpace features, including: i. Management of communities/sub-communities ii. Collection management iii. Entity management iv. Item management v. User/user group management vi. Permission management vii. Statistical reports	1 lot			



	c) DSpace user interface using the available theme package in English with customization of colors, logo and library-specific information. d) Data Migration from existing DSpace system e) Online Training – 2 days f) Other Add-on Modules will be provided as below:- i. Document, Audio/Video viewer ii. Author profiles iii. Add View Online permission for users iv. Statistical reports (newly developed reports) v. Import/Delete batch users vi. Additional new features related to reporting within the new entity				
2	Annual Maintenance a) Technical and Library support: i. Provide technical support for the software, including answering clients' questions about features and operation. ii. Offer technical advice and support to resolve issues related to the regular operation of the software. iii. Provide consultation to clients on library activities, including library operations, library standards, description standards, and development orientation. iv. Support the updating of information on the Library's current software interface, such as changing the logo and updating library information in the header/footer (excluding advanced customization requests, feature enhancements, or new feature development).				



	b) System Data Security Ensure the security of clients' data and take full responsibility if any data is disclosed externally as a result of the vendor's fault. c) System Backup and Restore i. Ensure the entire software system is backed up correctly and periodically, in accordance with the backup policy agreed upon with the client. ii. Periodically check and monitor data backup activities of the software system. iii. Ensure the restoration of all system data to the most recent backup stored on the client's system prior to the occurrence of the technical issue, except in cases where clients have been previously notified or where data loss results from issues on the client's side. d) Periodic Reporting Statistics Provide statistical summaries and reports on all work related to quarterly maintenance services to clients periodically (four times per year, once every quarter).				
3	SSL Digicert (1 Year Subscription)				
4	Professional Services to install SSL (One Time Fee)				
5	UNN Cloud Hosting – 01 year subscription fee & set-up fee VCPU - 18, RAM - 18GB and 800 GB Storage				



<u>OPTION 2:</u> Professional Services for DSpace Implementation a) Installation services of the DSpace software system version 7.xx b) Basic configuration of available out-of-the box DSpace features, including: i. Management of communities/sub-communities ii. Collection management iii. Entity management iv. Item management v. User/user group management vi. Permission management vii. Statistical reports c) DSpace user interface using the available theme package in English with customization of colors, logo and library-specific information. d) Data Migration from existing DSpace system e) Online Training – 2 days f) Other Add-on Modules will be provided as below:- i. Document, Audio/Video viewer ii. Author profiles iii. Add View Online permission for users iv. Statistical reports (newly developed reports) v. Import/Delete batch users vi. Additional new features related to reporting within the new entity.	1 lot			
1.				

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Company's Stamp and Initial



Annual Maintenance a) Technical and Library support: i. Provide technical support for the software, including answering clients' questions about features and operation. ii. Offer technical advice and support to resolve issues related to the regular operation of the software. iii. Provide consultation to clients on library activities, including library operations, library standards, description standards, and development orientation. iv. Support the updating of information on the Library's current software interface, such as changing the logo and updating library information in the header/footer (excluding advanced customization requests, feature enhancements, or new feature development). 2. Ensure the security of clients' data and take full responsibility if any data is disclosed externally as a result of the vendor's fault. c) System Backup and Restore i. Ensure the entire software system is backed up correctly and periodically, in accordance with the backup policy agreed upon with the client. ii. Periodically check and monitor data backup activities of the software system. iii. Ensure the restoration of all system data to the most recent backup stored on the client's system prior to the occurrence of the technical issue, except in cases where clients have been previously notified or where data loss results from issues on the client's side. d) Periodic Reporting Statistics				
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	Provide statistical summaries and reports on all work related to quarterly maintenance services to clients periodically (four times per year, once every quarter).				
	e) e) Server Management & Advisory i. In the event of any server problems or major technical errors due to server issues, perform the necessary troubleshooting and restore the system to proper working condition. ii. Conduct server inspections as part of preventive maintenance and advise the client of any issues that may affect the stable operation of the software (if any).				
3	SSL Digicert (1 Year Subscription)				
4	Professional Services to install SSL (One Time Fee)				
5	Server Intel Xeon Silver 4314 2.4G, 16C/32T, 10.4GT/s, 24M Cache, Turbo, HT (135W), 2 x 16GB RDIMM, 3200MT/s, 2x 960GB SSD SATA Read Intensive 6Gbps 512e 2.5in Hot-plug AG Drive				
Total amount:					

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QUOTATION NO: UTB/QTN/2025-2026/GSRO/13

UNIVERSITI TEKNOLOGI BRUNEI

NOTE:

1. For inquiries, please contact Dr. Manickam Sivakumar at email: manickam.sivakumar@utb.edu.bn
2. Method of Payment: online bank transfer to **UTB-GOV PAYMENT**
 - Proof of payment must be submitted to payment.info@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)
3. **CASH** payment is **not** accepted.
4. For **urgent submission of quotation, please attach proof of payment.**
5. 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. **Compulsory***
6. Participating vendor in this open quotation **must** be registered in **TAFIS 2.0.**

Company Name:	Contact Name:
Quotation Validity [minimum six (06) months]:	Designation:
Delivery Period:	Contact Tel:
Warranty Period:	Email Address:

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Company's Stamp and Initial



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

