

**TERMS AND CONDITIONS OF QUOTATION**  
**DP/JKSH/246 (ICT-MAC-2019)**

1. Supplier is required to provide **one (1) quote only** for the proposed items (goods and services) which will best meet the requirements as detailed in the enclosed Request for Quotation (Appendix-1). The Supplier must adhere to the following:
  - a. The use of correction fluid is prohibited in the quotation
  - b. Any amendments made shall be **initialed and endorsed** with Company business stamp.
  - c. Quotation with multiple options are not allowed.
2. Supplier is required to complete the **Request for Quotation** form (**Appendix-1**) as provided. Any extra information regarding the item(s) specification must be attached as Appendix.
3. Supplier is required to submit the following **mandatory documents endorsed with authorised signature and company business stamp**:
  - i. A copy of Certificate of Business Names Act (Section 16),
  - ii. A copy of Certificate of Business Names Act, Cap.92 (Section 17),
  - iii. Appendix-3 (List of current / past similar or relevant projects)
  - iv. Authorised Distributor / Reseller / Retailer / Partner / Supplier letter or certificate (ONLY if requested),
  - v. Appendix-4 (Surat Pengesahan Kesanggupan Pembekalan)
4. Failure to comply or unable to deliver a **complete submission** with the relevant documentations and Appendices, the Supplier will be considered as not obeying the rules and regulations, and the Quotation will be considered VOID.
5. Price validity period must be **8 months** from closing date of quotation. All prices are to be quoted only in **Brunei dollars (BND)** and inclusive of:
  - Duties where applicable;
  - Warranty which covers defects and support services after user acceptance test (UAT);
  - *Extended Warranty* shall be quoted as additional if deemed necessary or requested;
6. The delivery period is based on Government man days and with effective from the date of issuance of Purchase Order (P.O). This includes setting-up, configuration and testing for Hardware & Software requirements. Failure to comply or unable to deliver the item(s) within the time frame, the **P.O** will be **cancelled** without further negotiation and maybe offered to another Supplier.
7. **Quotation forms** must be obtained from and return to the address below. Responses must be completed in Appendix-1 and to be submitted together with other **mandatory documents** (as listed in item 3 above).

**PENGERUSI JAWATANKUASA SEBUTHARGA PROGRAM 2  
PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM  
TINGKAT 2, BLOK D,  
KEMENTERIAN PENDIDIKAN  
JALAN LAPANGAN TERBANG LAMA BERAKAS  
BANDAR SERI BEGAWAN BB3510  
BRUNEI DARUSSALAM**

and marked as below;

Quotation Title: "QUOTATION FOR THE SUPPLY, DELIVERY, TESTING AND WARRANTY OF DESKTOP PCs FOR THE MINISTRY OF EDUCATION, BRUNEI DARUSSALAM"  
Quotation Reference: DP/JKSH/246 (ICT-MAC-2019)  
Quotation Closing Date: 25<sup>th</sup> March 2019 @ 10.00am

8. The department of Information and Communication Technology (ICT), Ministry of Education hereafter referred to as the *Customer* has and reserves the right to:

- a. Not to accept the lowest or any quotation
- b. Accept any quotation in whole and in part
- c. Cancel any order from the Supplier if the delivery, installation and commissioning schedule and other related terms and conditions are *not met* or *adhered to* by the Supplier.

9. The item(s) supplied must be labelled using the industrial sticker (that is not easily faded) with the information below:

- d. Supplier Company name
- e. Supplier contact number
- f. Ministry asset ID: (MOE/ICT/2019/P.O. NUMBER/ITEM NUMBER – TOTAL ITEM NUMBER)  
e.g: MOE/ICT/2019/SF01A-0000XXXXXX/1-1
- g. Serial number
- h. Delivery Number and Date
- i. Purchase Order Number and Date
- j. Warranty expiry date

10. The Supplier shall agree to supply any additional quantities, perform any work and provide any materials and services necessary to successfully complete the installation, commissioning of the required items even if such items are not mentioned or mis-stated in the Supplier proposed solutions.

11. The payment shall be 100% upon the completion of the delivery and tested in good working condition.

12. Any clarification of the requirements can be requested not later than **one (1) working day** before the closing date of Quotation. For any clarification please contact via email:

**PG NAZHATUL SHAHIMA BINTI PG HAJI HASSAN**  
e-mail: [nazhatul.hassan@moe.gov.bn](mailto:nazhatul.hassan@moe.gov.bn)

13. The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.

14. If the Supplier does not hear from the Customer within *one (1) month* from the closing date of quotation, the Supplier's quotation is considered to be unsuccessful.