



TENDER DOCUMENT

JP / T10 / 2009

MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK **BANGUNAN DEWAN SERBAGUNA**

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TENDER CLOSED: 30/06/2009

INVITATION TO BID

**TENDER DOCUMENT
JP / T10/ 2009,
MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK
DEWAN SERBAGUNA**

INVITATION TO BID

1. Sealed bids are invited for the **MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK DEWAN SERBAGUNA**
2. Bidding Documents can be obtained from:-

**CORPRATE DIVISION
GROUND FLOOR
PORTS DEPARTMENT
NEGARA BRUNEI DARUSSALAM.**

Requests for bidding document should be accompanied with a non-refundable document fee of **BRUNEI DOLLARS FIFTY ONLY (\$50.00) IN CASH.**

BIDDING DOCUMENTS WILL BE ISSUED UP TO A WEEK BEFORE CLOSING DATE, ANY WORKING DAY DURING NORMAL WORKING HOURS.

3. All bidders should have business license and register to Ministry of Development (MOD) under categories 1, 2, 3 and 7, but those do not registered under category 7 can sub-contract the works to the electrical companies registered under MOD or Department of Electrical services. Name of the sub-contractor should be spell out in appendix IX and copies of relevant documents should also need to be submitted.

TIME & PLACE FOR SUBMISSION OF BIDS

4. The bid (s) must be sent in a sealed, plain envelope with the following requirements: -

**JP / T10 / 2009, MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK
DEWAN SERBAGUNA**

- (a) must be clearly written on the front side of the envelope.
- (b) The envelope used must NOT bare the name of any company or supplier.

- (c) The envelope must be addressed to: -

**THE CHAIRMAN
MINI TENDER BOARD COMMITTEE
4TH. FLOOR, MINISTRY OF COMMUNICATIONS BUILDING
JALAN MENTERI BESAR
NEGARA BRUNEI DARUSSALAM.**

- (d) The bids will be received only until **30TH JUNE 2009**

TENDER CLOSED: 30/06/2009

GENERAL INSTRUCTIONS

GENERAL INSTRUCTIONS

1. These instructions are intended to serve as a guide in the preparations of bids
2. With the submission of a bid, the bidder acknowledged that, he has carefully examined in detail all the bid documents, including, but not limited to schedules, drawings, specifications and contractual documents.

3. **REQUESTS FOR CLARIFICATIONS OR ADDITIONAL INFORMATION: -**

Any requests for clarification or additional information regarding the tender to be quoted for, or any aspects of the bid documents must be submitted to the Department in writing. **Such submissions should reach the Department at least seven (07) days before the deadline for receipt of bids.** If the Department determines that clarification or additional information is needed, he will finish such material in writing to all prospective Bidders.

4. **ADDITIONAL: -**

Oral clarification, instructions, or modifications will not be binding on the Department

5. **MODIFICATION OF BID DOCUMENTS BY BUYER: -**

If the Department decides to modify, correct or clarify any of the Bid documents or make an extension of the closing date for receipt of bids, documents etc, the addendum shall become part of the bid and shall be signed by the Bidder and included with his bid. Failure to do so may disqualify the bid.

6. **BID PRICE AND CURRENCY OF BIDS: -**

- (i) The Bid price should be given in Brunei Dollars.
- (ii) Bids submitted in currency other than Brunei Dollars will be rejected, as non-responsive.
- (iii) Bids shall be submitted in duplicate on a firm price basis. Bids, which contain escalation provisions, will be rejected as non-responsive.
- (iv) All offers should be clearly and precisely stated and supported with technical drawings, descriptions and illustrated literature certified by the Bidder.

7. **VALIDITY OF BIDS: -**

Bids shall be valid, firm and irrevocable for a period of **at least sixty (60) calendar days** from the date of bid opening. Bids submitted on any other basis will be rejected.

8. **MODIFICATIONS OR WITHDRAWAL OF BIDS: -**

Bidders may modify or withdraw their bids by telegraphic notice followed by a written confirmation or letter to the office designated for receipt of bids, provided such modification or withdrawal is received prior to the deadline hour and date specified for receipt of bids. Bids thus withdrawn shall be returned.

9. No bids can be modified or withdrawn after the deadline set for the receipt of bids.

10. **DELIVERY OF BIDS: -**

(i) **The original and 2 copies of the bid** shall be placed in a sealed envelope or parcel, clearly marked in capital letters on the front side upper left hand corner of the cover as: -

**JP / T10 / 2009, MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK
DEWAN SERBAGUNA**

Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect bids from any delivery point.

(ii) Bidders shall bear all expenses incurred in the preparation and delivery of the bids, No claims will be entertained for the refund of such expenses.

(iii) Any Bidder, who wishes to receive an acknowledgement or receipt of the bid, should make a request in a separate letter attached to, but not included in the sealed bid package.

11. **EVALUATION AND COMPARISON OF BIDS: -**

All bids will be evaluated and compared on the following basis: -

- (i) Compliance with general conditions.
- (ii) Compliance with the technical specifications.

- (iii) Bid price.
- (iv) Acceptable completion period.

12. **AWARD OF CONTRACT: -**

- (i) The Department serves the right to accept or reject any or all bids or to waive any informality minor deviation or omission.
- (ii) Contract award will be made to the Bidder whose responsive bid has been determined to be the lowest evaluated bid, and who meets the necessary standards of capability.

13. **PERFORMANCE BOND REQUIREMENTS: -**

Within fifteen (15) days from the receipt of notice of the award, the successful Bidder shall agree to submit a guarantee from a Bank, acceptable to the Department for an amount equivalent to not less than 10% of the total price of the project, in the form of a performance Bond from a Bank.

Failure to provide appropriate performance bond within fifteen (15) days from the receipt of notice of award until completion of the project will directly lead to deduction of equivalent amount from the bid price.

This performance Bond shall guarantee the completion of all obligations under the equipment supply agreement. **The aforesaid bond shall be released not later than three (03) months after the date of final inspections and work completion.**

- (i) It will also be the responsibility of the successful bidder to **renew the validity of the Performance Bond, timely as and when necessary, thus a valid performance bond will be available with the Department throughout the period until the successful Bidder fulfills all obligations under the agreement.**

14. **TIME SCHEDULE AND COMPLETION**

Bidders should finish along with their Bids a schedule indicating clearly all activities in executing this project until final completion and handing over of the completed project.

- 15. Bidders should confirm with their bids that a **technically qualified person will be supervising the project from begin until and completion of the project** that such supervisor will be available at the site throughout the installation period to enable our Engineer to discuss matters.

16. Insurance: -

- (i) Insurance shall be the responsibility of the **successful Bidder who shall provide coverage for all items against transit to site and other hazards incidental to transport, delivery to site, assembly, commissioning and final acceptance by the department.**
- (ii) The coverage shall be such as to allow **complete replacement of any item lost or damaged until acceptance by the Department.**
- (iii) The insurance shall **cover the entire period from the date on which the Tender is awarded until final acceptance by the department.**

17. **INSPECTIONS AND ACCEPTANCE: -**

- (i) An Inspecting Engineer appointed by the department and conveyed to the successful Bidder at the time of award will undertake inspection of materials and workmanship at site.
- (ii) Should any time **fail to meet the requirements of the specifications to the satisfaction of the department, the successful Bidder shall either replace the items supplied or undertake to make all necessary alterations at his own cost in a manner satisfactory to the department.**

18. **GUARANTEE: -**

- (i) The successful Bidder guarantees that the items supplied shall **be new and of first class quality workmanship and materials**, shall have no defect in design or manufacturer, shall have no deviations from the specifications, and shall be in all respects suited for the purpose intended.

The guarantee provided by the successful Bidder will be relief upon and strictly enforced by the department. **The guarantee shall be for a period of 12 months or an agreed specified period of running hours from the date of commissioning and of the handling over to the department.**

- (ii) The successful Bidder shall **remedy / replace from of cost to the Buyer, all defects in design, materials and workmanship**, which may develop under normal conditions and which have been called to the attention of the successful Bidder prior to the expiration of the guarantee period.

19. **LIQUIDATED DAMAGES: -**

- (i) The delivery, assembly and commissioning of the project shall be completed within the period specified in Part 2 Clause 14 of this document. If the successful Bidder shall fail to complete within the period specified there shall be **deducted from the Bid price as liquidated damages (not as penalty) a sum equivalent to Brunei Dollars \$200 for each day of delay.**
- (ii) **Delays in excess of 60 calendar days will be the cause for the forfeiture of the performance bond.**

20. **NOTICE OF DELAYS: -**

Should the successful Bidder encounter delays which may be excusable, he shall as a condition precedent to being relieved from liability for actual damages, liquidated damages, and excess costs, notify the department in writing of the cause of such delay **within 30 days from the beginning of the delay**, or within such further period as the department may allow. The department shall ascertain the facts and the extent of delay and extend the time if such an extension is justified. The department's decision thereon shall be final and conclusive.

21. **JURISDICTION: -**

The laws of Negara Brunei Darussalam shall apply to this contract for the supply of material.

22. The successful Bidder warrants that he has not given or promised to give any money or gift to any official or employee of the Buyer or any governmental instrumentality, or employee thereof, with the intent or objective of securing the award of this tender.

23 **DOCUMENTATIONS**

All bidders should complete the attached forms and then submit together with the bid failing which the bid will be rejected as non-compliance. List of the forms are as follows:

- a. Tender form- appendix-I
- b. Tender Declaration – appendix -II
- c. Previous experience – appendix- III
- d. List of company owners – appendix- IV
- e. Price validity – appendix-V
- f. Confirmation of project completion schedule – appendix-VI
- g. Sub-Contractor for electrical works – IX
- h. Tender Agreement – X

TENDER CLOSED: 30/06/2009

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HEALTH & SAFETY AT WORK

HEALTH & SAFETY AT WORK

1. All contractor workers should follow all rules and regulations set out in the port area. **Proper working clothing should be worn all the time when they are in port area. All of them should be insured.**

2. All contractor workers should have a **valid work permit and identity card or passport. The contractor should obtain Port Entry Certificate from Port Facilities Security Officer** by giving all the required details such as list of workers. All workers should have valid I. C. or passport in order to be allowed to enter port area. The contractor must not be allowed his workers to work around the port area apart from project site. All contractor vehicles are not allowed to enter port area unless for loading of the materials and permission from Head of Security should be obtained prior to entering the port.

3. **The contractor should set up safety precautions such as notices, barriers etc at work site and personal protection equipment should be worn all time within port area.**

TENDER CLOSED: 30/06/2009

TENDER SPECIFICATION

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PERFORMANCE REQUIREMENT

1. The contractor must comply with the minimum performance standards described in the Ministry of Development Public Works Department General Specification for building and construction works (Revised 1988). The contractor's offered specification shall be compatible with and not less than the standards described therein.
2. All materials incorporated in the permanent work and all workmanship employed in the construction must be consistent with good practice and where applicable and unless otherwise stated, must comply with relevant British Standards and British Standards Codes of practice current at date of tender.
3. Where works are ordered to be performed by the contractor but such works are not specified in this Specification, the contractor must nevertheless carry them out with full diligence and expedience

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BILL OF QUANTITIES

BILL OF QUANTITIES**1. BUILDING WORKS****1.1 Mobilation**

No	Details	Quality	Unit price	Total cost
1.1.1	Provision of skill and semi-skill labours to execute the project	L / sum		
1.1.2	Mobilation and demobilation	L / sum		

1.2 Main Hall

1.2.1	To make good the ceiling aluminium frame	L / sum		
1.2.2	To dismantle all the existing wire use for hanging the aluminium frame.	L / sum		
1.2.3	To supply, deliver and install new wire similar specification with the existing use to hang the aluminum frame	L / sum		
1.2.4	To supply, deliver and install new gypson board replacing all existing ceiling.	L/sum		
1.2.5	To remove and demolish all existing wooden tiles at main hall	L / sum		
1.2.6	Supply, deliver and paint floor surface	L / sum		
1.2.7	Supply, deliver and install Internasional Standard Badminton Carpets	2 units		
1.2.8	Supply, deliver and install Internasional Standard Badminton steel posts	4 units		

1.3 Front Car Porch – Building works

1.3.2	To demolish the existing ceiling and roofing	L/ sum		
1.3.2	Supply, deliver and install new aluminum roof truss c/w its fitting	L/ sum		

1.3.4	Supply, deliver and install new kiplok roofing or its equivalent c/w its fitting	L/ sum		
1.3.5	To supply, deliver and install plywood for ceiling c/w with white painting finishing	L/ sum		

1.4 Rear Area

1.4.1	To remove and demolish existing roof and ceiling including all supporting structures	L/ sum		
1.4.2	To supply, deliver and install steel roof truss c/w its fitting similar measurement with existing	L/ sum		
1.4.3	To supply ,deliver and install new kiplok roofing or its equivalent c/w its fitting	L/ sum		
1.4.4	To supply, deliver and install new piping for water supply and make good all toilets	L/ sum		
1.4.5	To supply, deliver and install plywood c/w with its white painting finishing works	L/ sum		
1.4.6	To clean and make shine the floor	L/ sum		

1.5 Store

1.5.1	To supply, deliver and install plywood for ceiling c/w with white painting finishing	L/ sum		
1.5.2	To supply, deliver and painting the interior wall using good quality paint	L/ sum		

1.	Total cost for building works			
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BILL OF QUANTITIES**2. ELECTRICAL WORKS****2.1 Mobililation**

No	Details	Quality	Unit price	Total cost
2.1.1	Provision of skill and semi-skill labours to execute the project	L / sum		
2.1.2	Mobilation and demobilation	L / sum		
2.1.3	To submit electrical drawing details approved by DES	4 sets		

2.2 Main Halls

2.2.1	To remove all existing lighting and wiring at the ceiling main hall.	L / sum		
2.2.2	To supply, deliver and install 30 m long and 1 mm diameter wire rope c/w its hook fitting at both end as per detail spell out at figure 1.	14 sets		
2.2.3	To supply, deliver and install florescent bulb lighting at main hall c/w with its cover as per detail spell out at figure 2.	32 sets		
2.2.4	To supply, deliver and install dual switching for the florescent lighting	4 units		
2.2.5	To supply, deliver and install appropriate electrical wire cable for the florescent lighting from DB to switch and all the florescent bulb c/w cable tray	L / Sum		
2.2.6	To supply, deliver and install power socket points at main hall	10 units		
2.2.7	To supply, deliver and install wall mounted fans c/w its switches	14 sets		
2.2.8	To supply, deliver and install appropriate electrical wire cables from all power socket points to DB c/w cable casing.	L / Sum		
2.2.9	To supply, deliver and install appropriate	L / Sum		

	electrical wire cable for the fans c/w cable trays			
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2.3 Front Car Porch

2.3.1	To remove and demolish all existing wiring and lighting at car porch area	L / Sum		
2.3.2	To supply, deliver and install florescent bulbs lighting c/w housing, starter, ballast and fitting at car porch ceiling	1 sets		
2.3.3	To supply, deliver and install appropriate electrical wire cables from the switches and the bulbs at car porch area c/w cable casing.	L / Sum		

2.4 REAR AREA

2.4.1	To remove and demolish all existing wiring and lighting at rear toilets and entry point.	L / Sum		
2.4.2	To supply, deliver and install florescent lighting	3 sets		
2.4.3	To supply, deliver and install exterior lighting similar to the existing one	1 unit		
2.4.4	To supply, deliver and install switches c/w wiring and its trunking	L/ sum		

2.5 STORE

2.5.1	To supply, deliver and install appropriate electrical metering system for multipurpose building	L/ sum		
2.5.2	To remove and demolish all existing wiring and lighting at store area.	L/ sum		
2.5.6	To supply, deliver and install florescent bulbs lighting c/w housing, starter, ballast and fitting at store area	1 unit		
2.5.7	To supply, deliver and install switch for lighting c/w housing, starter, ballast and fitting at store area	1 unit		
2.5.8.	To supply, deliver and install power socket points at store area	2 units		

2.5.9	To supply, deliver and install new electrical meter system for the electrical system in the building.	L / sum		
2.6.0	To supply, deliver and install new electrical cable for store area	L / sum		

2	Total cost for electrical works	
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BILL OF QUANTITIES**GRAND TOTAL COST**

No	Description	Grand Total Cost
1	Building works	
2	Electrical works	

Ringgit Brunei in words	

Company Name	
Address	
Telephone, Fax and e- mails	
Authorised signature	
Company stamp	



**PORTS DEPARTMENT
MINISTRY OF COMMUNICATIONS
BRUNEI DARUSSALAM**

TENDER FORM

To:
**Chairman of Mini Tender Board,
Ministry of Communication,
Ministry of Communication Building BB3510
Brunei Darussalam.**

Dear Sir,

Re: **JP / T6 / 2009,**

MEMEBAIKI DEWAN SERBAGUNA JABATAN PELABUHAN

We, _____ hereby offer and undertake on the
acceptance of this Tender for the **JP / T6 / 2009, MEMEBAIKI DEWAN SERBAGUNA
JABATAN PELABUHAN**

under the terms and conditions as provided in **Schedule B, C & D**

We, the undersigned, hereby offer and agree to execute the works with the price stated below :

NO	DESCRIPTION / TENDER TITLE / TENDER NUMBER	PRICE
1	TENDER NAME / TENDER NUMBER	
GRAND TOTAL		

We undertake to execute an Agreement on the Terms and Conditions in this together with such further conditions, if any, agreed upon between Director of Ports and us. Until the said agreement is prepared and executed, this offer together with your written acceptance thereof

under the hand of Director of Ports authorised officer shall constitute a binding Agreement between us.

We understand and agree that the Director of Ports reserves the right to accept or to reject all tenders and does not bind himself to accept the highest or any tender nor assign any reason for the rejection of any tender.

Dated this _____ day of _____ 2009.

Official Company's
Stamp

.....
Authorized Signature

.....
Witness's Signature



**PORTS DEPARTMENT
MINISTRY OF COMMUNICATIONS
NEGARA BRUNEI DARUSSALAM**

TENDERER'S DECLARATION

Tender Reference : _____

Tender Title : _____

Department / Ministry : _____

I, (insert name) _____

Brunei I.C No/International Passport No : _____

Colour : _____ Address: _____

make the following

DECLARATION:

1. I am,

a registered proprietor of _____

A firm, with its place of business at _____

²a shareholder in _____

a Company, having its registered address at _____

which has submitted a Tender Proposal in the above mentioned project;

2. ³***I do not own any other firm (s) / Company (ies);*** (see notes 3 and 4 below and delete where appropriate).
3. ⁴***am also the proprietor / shareholder in the list of firm(s) / Company(ies) described at Annex 1*** AND I further DECLARE that to the best of my knowledge, none of my other firm(s) / Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.
4. I also hereby DECLARE :
 - a. that to the best of my knowledge, either my spouse or his/her firm(s) / Company(ies) have submitted a Tender Proposal for the above mentioned project; and
 - b. that I have not colluded with any other firms(s) / Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.
5. I am fully aware that if I gave any information which is false, I am committing an offence for which I am liable to prosecution under the Penal Code. I am also aware of Section 182 of the Penal Code reproduced below.
6. I also understand that my firm / Company will be disqualified for this project in the event any information given herein is found to be false.

Dated this _____ day of _____, 2009.

(Name and Signature)

**⁵ (The Owner of Co / CEO / Director)
(Company Stamp)**

¹Fill in here if an Owner of a Business Name.

²Fill in here if a shareholder in a Company (Sdn Bhd).

³If you DO NOT own other firms/Companies, please delete paragraph 3.

⁴If you the owner or Shareholder of other firms/Companies, please delete paragraph 2.

⁵Must be signed by the Owner of Co or CEO or Director.

ANNEX 1

Pursuant to paragraph 3 of the above declaration, I submit the following list of Firms(s) which I am the proprietor of :-

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Pursuant to paragraph 3 of the above declaration, I submit the following list of Firms(s) which I am a shareholder of :-

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

8. _____

Sections 182 of the Penal Code (Cap 22 of the Laws of Brunei).

182. Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant :-

- (a) to do or omit anything which such public servant ought not do or omit if the true state of facts respecting which such information is given were known by him; or
- (b) to use the lawful power of such public officer to the injury or annoyance of any person,

shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.



**JABATAN PELABUHAN
KEMENTERIAN PERHUBUNGAN**

PREVIOUS EXPERIENCE

BILANGAN TENDER : JP/T10/2009

TAJUK TENDER: MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK BANGUNAN DEWAN SERBAGUNA

PLEASE ATTACH COPY OF PREVIOUS AWARD LETTER, PREFERBALLY RELATED TO GOVERNMENT PROJECTS

NO	PROJECT DETAIL	LOCATION	DATE
1			
2			
3			
4			
5			
6			
7			
8			



**PORTS DEPARTMENT
MINISTRY OF COMMUNICATIONS
NEGARA BRUNEI DARUSSALAM**

LIST OF COMPANY OWNERS

TENDER REFERANCE: JP/T10/2009

TAWARAN : MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK BANGUNAN
DEWAN SERBAGUNA

NO	NAMA SYARIKAT	NAMA PEMILIK SYARIKAT	NO. KAD PENGENALAN & ALAMAT
1			
2			
3			
4			
5			
6			
7			
8			
9			



**PORTS DEPARTMENT
MINISTRY OF COMMUNICATIONS
NEGARA BRUNEI DARUSSALAM**

PRICE VALIDITY

TENDER TITLE : JP/T10/2009

TENDER NO : MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK BANGUNAN DEWAN
SERBAGUNA

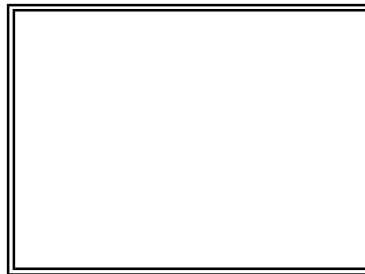
THIS IS TO CONFIRM THE PRICE VALIDITY FOR THE PROJECT IS **4 / 8 / 12** MONTH FROM THE CLOSING DATE.

COMPANY NAME : _____

ADRESS : _____

AUTHORISED SIGNATURE : _____

COMPANY STAMP :





**PORTS DEPARTMENT
MINISTRY OF COMMUNICATIONS
NEGARA BRUNEI DARUSSALAM**

CONFIRMATION OF PROJECT COMPLETION SCHEDULE

TENDER TITLE : JP/T10/2009

TENDER NO: MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK BANGUNAN DEWAN SERBAGUNA

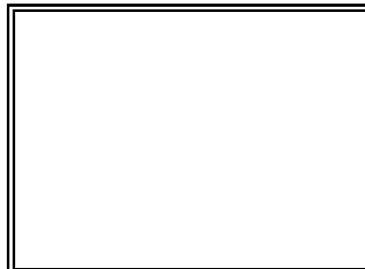
THIS IS TO CONFIRM THAT HIS PROJECT WILL BE COMPLETED IN 2 / 3 / 4 / 5 / 6 MONTHS UPON RECEIVED OF AWARD LETTER OF GOVERNMENT PURCHASE ORDER.

COMPANY NAME : _____

ADRESS : _____

AUTHORISED SIGNATURE : _____

COMPANY STAMP :





**PORTS DEPARTMENT
MINISTRY OF COMMUNICATIONS
NEGARA BRUNEI DARUSSALAM**

DETAILS OF SUB-CONTRACTOR FOR ELECTRICAL WORKS

TENDER TITLE : JP/T10/2009

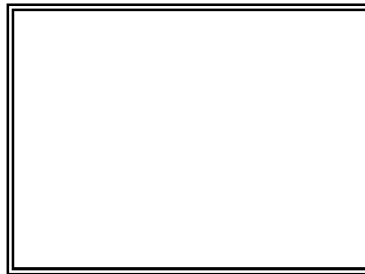
TENDER NO: MEMBAIKI DAN MENGANTI PENDAWAIAN ELEKTRIK BANGUNAN DEWAN SERBAGUNA

COMPANY NAME : _____

ADRESS : _____

AUTHORISED SIGNATURE : _____

COMPANY STAMP :



Please attached relevant document:
Business licence (borang 16/17), Registration with MOD or DES etc.

TENDER CLOSED: 30/06/2009