

Summary Specification	
BIL. SEBUTHARGA/QUOTATION REF.:	UBD/Q/237/2025 (UNIDIGITAL) - [G]
TARIKH DIIKLANKAN :	16 December 2025 [Selasa]
TARIKH TUTUP :	30 December 2025 [Selasa] JAM: 2 Petang
DOCUMENT FEE :	B\$ 10.00

IMPORTANT

The Official PDF quotation/tender form will be send via email once UBD Official receipt issued and send to vendors/supplier for confirmation of payment received.

Please take note that the document fee for each of the New and Extended quotations will be BND 10.00 each

a) Quotations or tenders under Universiti Brunei Darussalam (Kerajaan) can be identified by the letter [G] at the end of the quotation/tender reference number.

Example: UBD/Q/123/2023 – [G]

b) Quotations or tenders under Universiti Brunei Darussalam (Tabung UBD) can be identified by the letter [T] at the end of the quotation/tender reference number.

Example: UBD/Q/123/2023 – [T]

Please ensure that your company makes payment to the correct account:

For [G] references → Kerajaan Account

For [T] references → Tabung Universiti Account

Account numbers and detailed payment steps are available on the Universiti Brunei Darussalam website under the section “Mode of Payment.”

Important Note: Please ensure that you provide the correct details when making the payment.

Please email proof of the above payment to helpdesk.epay@ubd.edu.bn , finance@ubd.edu.bn, eprocurement.support@ubd.edu.bn.

TITLE :		TERM CONTRACT ONE (1) YEAR RENTAL OF PA SYSTEM AND AV SERVICES FOR EVENTS OF UBD
No.	Quantity	SPECIFICATIONS
1	1-10 lots	PA SYSTEM AND AV SERVICES <ul style="list-style-type: none"> • Line array speaker with stand x (6 units) • Subwoofer x (4 units) • Monitor speaker x (6 units) • Center fill speaker x (4 units) • Delay Speaker with stand x (4 units) • Gooseneck microphone x (1 unit) • Wireless microphone x (8 sets) • Instrument Microphone x (15 units) • D.i Box x (6 units) • Microphone stand x (15 units) • Book stand x (15 units) • Digital Audio Mixer x (1 unit) • Dante Stage box x (3 units) • Playback system x (1 lot) • Cable and accessories x (1 lot) • Technician x (3 pax)

TITLE :	TERM CONTRACT ONE (1) YEAR RENTAL OF PA SYSTEM AND AV SERVICES FOR EVENTS OF UBD
	<p><u>TERMS AND CONDITION</u></p> <p>Availability: Equipment's and Services must subject to availability and will be confirmed upon booking.</p> <p>Rental Duration: One (1) year.</p> <p>Inclusive: Usage of PA System and AV Services inclusive of 1-time full rehearsal.</p> <p>Documents: Participant quotes must include proved documents for handling PA System and AV Services for the past 3 months.</p> <p>1. Scope of Work 1.1 The Vendor shall provide AV and all relevant equipment. 1.2 Technicians must perform setup, operation, monitoring, troubleshooting, and teardown at a standard consistent with professional AV practices. 1.3 All work must comply with UBD's regulations and the advise of UniDigital.</p> <p>2. Technician Competency Requirements 2.1 Vendor must submit proof of technicians' qualifications.</p> <p>3. Staffing Requirements 3.1 Vendor must provide a minimum of three (3) technicians per event unless otherwise specified. 3.2 Technicians must arrive at least 3 hours before event start time for setup. 3.3 No technician may leave the venue during operations without approval from the UniDigital event lead.</p>
	<p>4. Equipment Standards 4.1 Vendor-provided equipment must be in full working condition with no visible damage or unstable components. 4.2 All equipment must be tested and ready upon arrival. 4.3 UniDigital reserves the right to refuse faulty or unsafe equipment and demand immediate replacement at no additional cost to UBD. 4.4 Cables, microphones, monitors, and accessories must meet professionalgrade standards (no frayed cables, damaged connectors, or unreliable wireless units)</p> <p>5. Conduct and Professionalism 5.1 Technicians must be punctual, professionally dressed, and respectful toward UBD staff, guests, and VIPs. 5.2 Use of vulgar language, aggressive behavior, sleeping during event operations, or intoxication is strictly prohibited. 5.3 Technicians must follow all instructions from UniDigital's event coordinator. 5.4 Phones should not be used during operation unless required for event purposes.</p> <p>6. Safety and Compliance 6.1 All work must follow proper safety protocols, including cable management, electrical safety, and equipment rigging standards. 6.2 Vendor is fully responsible for ensuring technicians use proper protective equipment when required. 6.3 Any unsafe behavior may result in immediate removal of the technician and penalty to the vendor.</p>

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	<p>7. Damage and Liability 7.1 Vendor is liable for any damage caused to UBD property, venues, or equipment due to technician negligence or misuse. 7.2 Vendor is responsible for loss or damage to their own equipment. 7.3 Any incident must be reported immediately to UniDigital staff. 7.4 Costs for repair or replacement will be charged directly to the Vendor.</p> <p>8. Event Changes and Flexibility 8.1 Vendor must accommodate minor changes in program timing, agenda flow, or rehearsal adjustments. 8.2 Should additional equipment or manpower be required due to event changes, Vendor must provide them at the agreed contract rates. 8.3 Failure to meet revised requirements without proper justification may result in penalty or disqualification from future work.</p> <p>9. Attendance and Cancellation 9.1 Vendor must commit to all confirmed event dates unless cancelled by UniDigital. 9.2 Last-minute "no-show" of technicians will result in: <ul style="list-style-type: none"> • Immediate deduction of payment for that job • Blacklisting from upcoming UBD events 9.3 Vendor must notify UniDigital at least 3 working days in advance for unavoidable staffing issues.</p>
	<p>10. Performance Evaluation 10.1 UniDigital will evaluate vendor performance for every event based on: <ul style="list-style-type: none"> • Punctuality • Technical competency • Responsiveness • Professional conduct • Equipment reliability 10.2 Poor evaluations may affect future engagements or contract renewal.</p> <p>11. Confidentiality 11.1 Vendor and technicians shall not disclose event details, internal discussions, or any sensitive information related to UBD operations. 11.2 Unauthorized photography, video recording, or sharing of behind-the-scenes content is prohibited.</p> <p>12. Termination 12.1 UniDigital reserves the right to terminate vendor involvement immediately if: <ul style="list-style-type: none"> • Technicians fail to show up • Safety policies are violated • Equipment is severely inadequate • Instructions are wilfully ignored 12.2 Termination may affect the Vendor's eligibility for future UBD contracts.</p> <p>13. Acceptance 13.1 Participation in the tender indicates full acceptance of all terms and conditions stated herein. 13.2 Non-compliance may result in disqualification or penalties.</p>