



**UNIVERSITI  
BRUNEI DARUSSALAM**

Tender No:  
**UBD/E8/004/2025-[G]**

Title:  
**THREE (03) YEARS TERM CONTRACT FOR THE PROVISION OF SECURITY SERVICES FOR  
BUILDINGS AND PERIMETER AREAS AT UNIVERSITI BRUNEI DARUSSALAM**

Closing Date:  
**09 December 2025 (Tuesday)  
2.00 p.m**

Submission:  
**PENGERUSI  
LEMBAGA TAWARAN KECIL,  
KEMENTERIAN PENDIDIKAN  
BLOK A, TINGKAT 1, BANGUNAN (LAMA)  
KEMENTERIAN PENDIDIKAN  
LAPANGAN TERBANG LAMA BERAKAS, BB3510  
BANDAR SERI BEGAWAN  
NEGARA BRUNEI DARUSSALAM**

For more information, please contact:  
**CAMPUs Office  
Campus Asset Management & Planning for University Life  
Ground Floor, CAMPUs-Admin Building  
Universiti Brunei Darussalam  
2463001 Ext 2005**

**UNIVERSITI BRUNEI DARUSSALAM  
NEGARA BRUNEI DARUSSALAM**

TENDER NO:  
**UBD/E8/004/2025-[G]**

**THREE (03) YEARS TERM CONTRACT FOR THE PROVISION OF SECURITY SERVICES FOR  
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## INSTRUCTIONS TO TENDERERS

### 1.0 **TENDER DOCUMENTS**

1.1 Tenderer shall be provided with a copy of Tender Document, which consists of:

- i. Instructions to Tenderers
- ii. Contract Form for Minor Services
- iii. Specifications
- iv. Summary of Tender
- v. Final Summary
- vi. Declaration

### 2.0 **SUBMISSION OF TENDER**

2.1 Tenderers are to submit a set of Tender Document duly completed including appendices and requested information, in a sealed envelope marked as follows:

#### **PRIVATE AND CONFIDENTIAL**

**TENDER NO :** UBD/E8/004/2025-[G]

**TENDER FOR :** THREE (03) YEARS TERM CONTRACT FOR THE PROVISION OF SECURITY SERVICES FOR BUILDINGS AND PERIMETER AREAS AT UNIVERSITI BRUNEI DARUSSALAM

**To:**  
**Pengerusi Lembaga Tawaran Kecil**  
**Kementerian Pendidikan**  
**Bahagian Perkhidmatan Kewangan 'A'**  
**Blok 'A', Tingkat 1**  
**Bangunan Kementerian Pendidikan**  
**Jalan Lapangan Terbang Lama, Berakas**  
**Bandar Seri Begawan, BB 3510**  
**Negara Brunei Darussalam**

On: **TUESDAY, 9-Dec-25** not later than 2.00 p.m

2.2 In the case of a tender not being delivered by hand, the Tenderer must arrange for his/her Tender and other documents to be posted in time to reach the stipulated place not later than the time stated.

2.3 Any Tender received after the stated time, from whatever causes arising, shall not be considered.

2.4 In no case shall the Government be responsible for any expense or loss incurred by a Tenderer in the preparation of this Tender.

## INSTRUCTIONS TO TENDERERS

### **3.0 TENDER DOCUMENT FEES**

- 3.1 The Document Fees is **BND** 105.00 , which shall not be refundable to all Tenderers.

### **4.0 VALIDITY OF TENDER**

- 4.1 Tenders shall remain valid for (270) Two Hundred and Seventy Days from the final date of submission of Tender and no Tenderer may withdraw his/her Tender within that Period. The Superintending Officer shall reserve the rights to extend (or not extending) the tender validity period.

### **5.0 SITE VISIT**

- 5.1 The Tenderer shall deemed to have visited the site while preparing the Tender to ascertain himself/herself the extent of the works involved, the nature of the working conditions and make himself/herself thoroughly acquainted with any site restrictions, obstructions and all other details liable to affect his/her Tender, and allow for the same in his/her Tender, as no claim for extra payment regarding lack of information and knowledge in respect of the above shall be entertained.
- 5.2 The Tenderer shall also be responsible for making all the necessary arrangements with the Superintending-Officer in visiting the site (i.e. date and time of visit).

### **6.0 TENDERER'S RESPONSIBILITIES**

- 6.1 Each Tenderer is held to have checked all pages as stated in the Contents of the Tender Document and is to refer to the Superintending Officer for any missing or damaged pages, missing or damaged drawings or duplications.
- 6.2 No alterations or qualifications of any kind whatsoever may be made by the Tenderer to the text of the Tender Documents. Any alteration or qualification made by the Tenderer shall be ignored and the original text shall be adhered to.
- 6.3 Any unauthorized condition, limitation or provision attached to the Tender, or in any covering letter, shall be ignored and may result in the rejection of the Tender.
- 6.4 Tenderers are instructed to treat this tender as strictly confidential and no reveal anything about this tender either to public or to the press.

### **7.0 DISCREPANCIES AND ERRORS**

- 7.1 Should the Tenderer find any discrepancies, deviations, errors or omissions in the Tender Documents prior to submitting his/her Tender, he/she shall notify the Superintending Officer in writing thereof before the Closing Date of Tender.

## INSTRUCTIONS TO TENDERERS

- 7.2 Should the Tenderer make any errors in his/her extensions and/or in carrying forward to the "Final Summary" or any obvious pricing errors, such errors shall be so rectified and adjusted that when correctly calculated, the total to the "Final Summary" shall represent the same amount as that tendered by the Tenderer in the "Contract Form for Minor Works". The Contract Form for Minor Works shall take precedent to the Final Summary.
- 7.3 The net aggregate amount of such errors shall be calculated as a percentage of the "Final Summary" of the Tender Documents and all unit rates throughout the Tender Documents shall be subjected to such percentage discount or premium as the case may be.
- Provisional or Prime Cost Sums shall be excluded from the calculations and shall not be subjected to such percentage discount or premium.
- 7.4 Before the signing of the contract, any errors or omissions in the Tenderer's rates and extensions in the Tender Documents shall be rectified and adjusted such that the total amount shall be the same amount as that in the Contract Form for Minor Works as tendered by the Tenderer.
- 7.5 Tenderers are advised that the rates inserted in the Tender must correctly reflect the cost of the works. If during evaluation of Tenders, rates are found, which, in the Superintending Officer's opinion, do not correctly reflect the cost of the particular item, the Tender may be rejected or if considered for acceptance, shall be subject to adjustment of rates with prior agreement from the Tenderer, to provide a more equitable distribution of cost.

### **8.0 AMENDMENT OF TENDER PRICES**

- 8.1 **All written information/prices and signatures are preferably be in BLUE INK. RED AND GREEN INK ARE NOT ALLOWED.**
- 8.2 The Government shall disqualify Tenders with amendment of Tender Prices using Correcting Fluid or other erasing agent. Any amendment shall be made by duly crossing out the original figures and writing the amended figures above or adjacent to the original figures. All amendment shall be duly signed by the Tenderer.

### **9.0 TENDER TO BE ON A FIRM PRICE BASIS**

- 9.1 The Tender shall be made on the basis of the rates and prices in the Tender Documents being firm and not subjected to any fluctuation in wage rates, prices of materials or any other costs.

### **10.0 AUTHORISED SIGNATORIES**

- 10.1 Attestation of the "Contract Form for Minor Works", together with all appendices thereto the Tender Documents shall only be signed by the Chairman, Managing Director, Partner, Sole Proprietor, or whoever the authorized signatories, Letter of Authorization shall be submitted with the Tender. Such signature shall acknowledge that all details, prices and other particulars submitted with this Tender have been checked, discussed, verified and agreed with him/her.

## INSTRUCTIONS TO TENDERERS

- 10.2 Tenderers shall submit with their Tender a copy of the latest "Contractor's Registration Certificate", "Business Name Act Section 16 and 17" and "Particulars of Directors or Managers and of Any Changes Therein", where applicable.

Tenderers shall ensure that the name(s) stated in the aforesaid documents together with that in the Tenderer's Company Seal shall be the same as that stated in the "Contractors's Registration Certificate". All certificates must be valid at the time of tendering. Any invalid or non-compliance with this condition shall render the Tender liable to rejection. Any change to the sub-contractors must be informed in writing to the Superintending officer for approval.

### **11.0 ACCEPTANCE OR REJECTION OF TENDER**

- 11.1 Award of this Contract shall not be based solely on the financial aspects but consideration shall be of organizational, programming and technical competence as demonstrated by the Tenderers in their overall Tender submission.
- 11.2 The Government shall not bind itself to accept the lowest or any Tender and no reasons shall be given for rejecting any Tender.
- 11.3 It shall be the Tenderer's responsibilities to ensure that he shall comply with the current Government Regulations being enforced.

### **12.0 ADDENDA**

- 12.1 Prior to the Date of Submission of the Tenders, the Superintending Officer may issue addenda to clarify or modify the Tender Documents. A copy of each addendum shall be issued to every Tenderer, and shall become part of the Tender Documents. Receipt of each addendum must be acknowledged on the form issued with the Addendum.

### **13.0 NOTICE**

- 13.1 Every notice to be given to a Tenderer may be posted to the Tenderer's address given in the Tender Document and such posting shall be deemed a good service of such notice.

### **14.0 UNDERTAKINGS**

- 14.1 In the event of a contract being awarded, any undertakings made by the Tenderer either at the Tender assessment and recommendation interviews or in any subsequent correspondence, shall be incorporated into and shall form part of the Contract.

## INSTRUCTIONS TO TENDERERS

### 15.0 INFORMATION AND FULLY PRICED DOCUMENT

- 15.1 Tenderers are to submit with their tender the information requested in the specification.
- 15.2 **Failure to complete the "Contract Form", the "Summary of Tender", the "Final Summary", the "Additional Information to be supplied by the Tenderers", the "Daywork Rates", the "Tenderer's Declaration" and any Tender without the accompanying fully priced or specified brand and/or model in Summary of Tender is liable to disqualification.**
- 15.3 The following ADDITIONAL INFORMATION must be submitted together with the Tender:-
- Organization Chart
  - List of Previous Jobs of the Same Nature in Negara Brunei Darussalam
  - List of Current Jobs in Negara Brunei Darussalam

### 16.0 RATES AND PRICES

- 16.1 The rates set down against each item in the Tender Document, unless expressly provided to the contrary, shall be deemed to include for the supply of materials including cutting and waste, loading, unloading, storage, packing, carriage and cartage, hoisting, all labor for fabricating, setting, fitting and fixing in position, use of plant, supervision, establishment charges, duty, profit and any other expense and everything else necessary for the due and proper completion of each item.
- The value of any items which are not priced or have dashes or suitable marks inserted in the cash columns shall be deemed to be of no value, or have been allowed for in the prices of other items elsewhere in the Tender. No claim for payment in respect of unpriced items shall be admitted.
- 16.2 **Lump sums are not to be given when unit rates are applicable. Group of items are not to be bracketed together and a lump sum amount given.**
- 16.3 The Estimated Value Of Work Orders if found to be in error shall be subject to adjustment , no claims whatsoever will be entertained.
- 16.4 **No option rates/amount should be given. Rates/amount with options will be liable to disqualification.**
- 16.5 All rates/prices should include taxes and/or The Royal Customs & Excise Department's duty fee.

TENDER NO:  
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PROJECT:  
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No. / Bil.	Description/Keterangan	Unit	Rate/Kadar	Quantity	Total/Jumlah BND
	<b>IMPORTANT NOTES:-</b> No option rates/amount should be given.  All prices shall be written in permanent blue ink.  Failure to complete the "Form of Tender", the "Summary of Tender", the "Final Summary", the "Additional Information to be supplied by the Tenderers", the "Tenderer's Declaration" and any Tender without the accompanying fully priced or specified brand and/or model in Summary of Tender is liable to disqualification.  Lump sums are not to be given when unit rates are applicable. Group of items are not to be bracketed together and a lump sum amount given.  Allow the cost considered necessary to meet the requirement or preliminaries which contractors deem necessary for the proper execution of the works for which no items are provided separately in the Bill of Quantities.				
<b>THE PERIMETER AND BUILDINGS OF WITHIN UNIVERSITI BRUNEI DARUSSALAM (UBD) CAMPUS</b>					
<b>A</b>	<b>Supply of Security Guards</b> Supply of security guards to man various designated security zones or posts; conduct regular patrolling around the campus 24/7, crowd control during UBD main events.				
<b>1</b>	One (01) Senior Guard Commander	Month		36	
<b>2</b>	15 Guards Per Shift  (minimum 2 shifts upon methodology of service provider)  <b>Note:-</b> a. Compulsory to assign Two (02) female guards for residences	Month		36	



	b. 24 hours' coverage				
<b>B</b>	<b>Patrol Service</b>  Supply of motorcycle services to carry out patrolling across various designated zones or posts within the campus; conduct regular rounds around the campus 24/7, and provide support during crowd control for UBD main events.				
<b>1</b>	One (01) motorcycle services.	Month		36	
<b>2</b>	One (01) patroller.	Month		36	
	<b>Note:-</b>				
	a. Motorcycle needs to be operated by trained, licensed and uniformed security officers with valid certificates.				
	b. Motorcycle patroller are to do regular patrols / random 24/7 specially to cover high-risk areas effectively and immediate response to any security breach or any emergency situation.				
<b>C</b>	<b>Radio Communication Device</b>  The radio communication device for each UBD security personnel to be used solely for work related communication, emergencies, and incident report purposes. The radio communication device should be registered with an official telecommunication provider.				
	Five (05) units of radio communication devices (2 sets)	Month		36	
	<b>GRAND TOTAL</b>				