

| Summary Specification           |   |
|---------------------------------|---|
| BIL. SEBUTHARGA/QUOTATION REF.: | UBD/Q/254/2025 (Unidigital) - [T]       |
| TARIKH DIKLANKAN :              | 14 Januari 2026 [Rabu]                  |
| TARIKH TUTUP :                  | 10 Februari 2026 [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

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 [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](mailto:helpdesk.epay@ubd.edu.bn) , [finance@ubd.edu.bn](mailto:finance@ubd.edu.bn), [eprocurement.support@ubd.edu.bn](mailto:eprocurement.support@ubd.edu.bn).

| TITLE : |          | TERM CONTRACT ONE (1) YEAR TO SUPPLY OF AV TECHNICAL SUPPORT STAFF AND SERVICES FOR UNIDIGITAL, UBD  |
|---------|----------|--|
| No.     | Quantity | SPECIFICATIONS   |
| 1       | 2 lots   | <p><b>AV TECHNICIAN</b><br/>Technicians will perform tasks related to:</p> <p><b>1. Sound Engineering for Events</b></p> <ul style="list-style-type: none"> <li>• Set up, operate, and maintain audio equipment for live events.</li> <li>• Mix and balance sound levels for various audio sources.</li> <li>• Troubleshoot audio issues during events. Ensure high-quality audio output for the audience.</li> </ul> <p><b>2. LED screen management</b></p> <ul style="list-style-type: none"> <li>• Install, configure, and manage LED screens for events.</li> <li>• Monitor and adjust video displays for optimal performance.</li> <li>• Diagnose and resolve technical problems related to LED screens.</li> <li>• Coordinate with other technical staff for seamless video and audio integration.</li> </ul> <p><b>3. AV Equipment Maintenance and Troubleshooting</b></p> <ul style="list-style-type: none"> <li>• Troubleshoot AV equipment issues.</li> <li>• Regular check-ups and site visits of classrooms and lecture theatres using UniDigital equipment.</li> <li>• Ensure all equipment is in working condition.</li> <li>• Respond to complaints within 1 hour's notice</li> </ul> <p><b>4. Installation of Miscellaneous Portable Screens and Audio Devices</b></p> <ul style="list-style-type: none"> <li>• Ensure all equipment is correctly installed and functioning. Provide on-site technical support during events.</li> </ul> <p><b>5. Inventory monitoring.</b></p> <ul style="list-style-type: none"> <li>• Continuously tracking inventory to manage loan items being returned back</li> </ul> |

| 2                  | 1 Lot                      | <p><b>TRANSPORTATION FOR TECHNICAL RESPONDERS AND MOBILIZATION OF EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• To provide a van for technicians to respond to technical support requests around campus as well as outside campus (roadshows, exhibitions and events involving UBD) where required</li> <li>• To transport larger equipment from, around and outside campus where required.</li> </ul>  |     |              |                |                    |                   |                  |        |                   |                  |
|--------------------|----------------------------|--|-----|--------------|----------------|--------------------|-------------------|------------------|--------|-------------------|------------------|
| 3                  | 1 Lot                      | <p><b>TERMS AND CONDITION</b></p> <ul style="list-style-type: none"> <li>• The procurement of 2 AV Technicians for a contract period of one (1) year.</li> <li>• Working hours for the technician as per below:</li> </ul> <table border="1"> <tr> <th>Day</th><th>Morning (AM)</th><th>Afternoon (PM)</th></tr> <tr> <td>Monday to Thursday</td><td>7.45am to 12.30pm</td><td>1.30pm to 4.30pm</td></tr> <tr> <td>Friday</td><td>7.30am to 11.30am</td><td>2.00pm to 4.30pm</td></tr> </table> <ul style="list-style-type: none"> <li>• They may be required to work outside of these hours, including weekends and public holidays, depending on event demands.</li> <li>• The technicians must maintain the confidentiality of any proprietary or confidential information obtained during the contract period. They agree not to engage in any business activities that compete with UniDigital during the contract term.</li> <li>• Technicians will be provided with shared office space and computers accordingly and will be briefed on UniDigital's equipment upon the commencement of contract.</li> </ul> | Day | Morning (AM) | Afternoon (PM) | Monday to Thursday | 7.45am to 12.30pm | 1.30pm to 4.30pm | Friday | 7.30am to 11.30am | 2.00pm to 4.30pm |
| Day                | Morning (AM)               | Afternoon (PM)   |     |              |                |                    |                   |                  |        |                   |                  |
| Monday to Thursday | 7.45am to 12.30pm          | 1.30pm to 4.30pm   |     |              |                |                    |                   |                  |        |                   |                  |
| Friday             | 7.30am to 11.30am          | 2.00pm to 4.30pm   |     |              |                |                    |                   |                  |        |                   |                  |
|                    | <i>continued for no. 3</i> | <ul style="list-style-type: none"> <li>• Public Liability Insurance to be provided.</li> <li>• Relief workers from suppliers where applicable.</li> <li>• One transportation van or equivalent.</li> <li>• Companies joining to provide quotation must have a professional background in audio and visual management and maintenance. Provided documents on past and latest events must be attached.</li> </ul>  |     |              |                |                    |                   |                  |        |                   |                  |