

<b>Summary Specification</b>	
BIL. SEBUTHARGA/QUOTATION REF.:	<u>UBD/Q/287/2025 (Unidigital) - [T]</u>
TARIKH DIKLANKAN :	<u>31 Mac 2026 [Selasa]</u>
TARIKH TUTUP :	<u>05 Mei 2026 [Selasa]</u> 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

**Payment Information**

Quotations/tenders are identified as follows:

[T] – Tabung Universiti Brunei Darussalam Account

Please ensure payment is made to the correct account:

[T] → TABUNG UNIVERSITI BRUNEI DARUSSALAM

Payment details and account numbers are available under “Mode of Payment” on the UBD website

**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 :		<u>TERM CONTRACT ONE (1) YEAR TO SUPPLY OF AV TECHNICAL SUPPORT STAFF AND SERVICES FOR UNIDIGITAL, UBD</u>
No.	Quantity	SPECIFICATIONS
1	12 months	<p>TO PROVIDE TWO (2) TECHNICIANS WITH COMPANY VEHICLE UNDER SECONDMENT ARRANGEMENT AT UNIDIGITAL, UBD</p> <p>Minimum Two (2) Technicians assigned to UniDigital.</p> <p>Standard Working Hours: Monday – Friday 7:30 AM – 4:30 PM (8 working hours per day)</p> <p><i>Please refer to the attached document for the full specification</i></p>

**RINGKASAN QUOTATION**  
SUMMARY OF QUOTATION

Tajuk/Title: TERM CONTRACT ONE (1) YEAR TO SUPPLY OF AV TECHNICAL SUPPORT STAFF AND SERVICES FOR UNIDIGITAL, UBD

Bil No.	Keterangan/Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount
A	<p>TO PROVIDE TWO (2) TECHNICIANS WITH COMPANY VEHICLE UNDER SECONDMENT ARRANGEMENT AT UNIDIGITAL, UBD</p> <p>Minimum Two (2) Technicians assigned to UniDigital.</p> <p><b>Standard Working Hours:</b> Monday – Friday 7:30 AM – 4:30 PM (8 working hours per day)</p> <p><b>Type of Services:</b></p> <ul style="list-style-type: none"> <li>• Support and troubleshooting of AV and classroom systems</li> <li>• Audio and Visual equipments management and maintenance includes speakers, audio mixers, microphones, LED screens, TV screens, amplifiers, Touch-Screen TVs, cameras. Webcams, teleprompters, and their accompanying accessories.</li> <li>• Event technical setup, operation, and standby support</li> <li>• Preventive maintenance of equipment</li> <li>• Inspection and testing of AV systems</li> <li>• Inventory management and asset verification</li> <li>• Documentation and reporting</li> <li>• Transportation, loading and unloading of AV equipment for events within UBD and outside UBD (when needed)</li> <li>• Setup and dismantling of equipment at event venues</li> <li>• Any other technical duties as directed by UniDigital</li> </ul>	Month		12	
TOTAL AMOUNTS				1 month	
				12 months	

Bil No.	Keterangan/Description	Unit Unit	Kadar Rate
B	<p>OVERTIME / WEEKEND TECHNICAL SUPPORT FOR EVENTS, EQUIPMENT TRANSPORTATION AND SPECIAL ASSIGNMENTS (UPON WORK ORDER BY UBD)</p> <p>Overtime and weekend support will be required subject to written instruction by UBD.</p>	Hour	

## **TERMS OF QUOTATION**

### **1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION**

#### **1.1 Overall Obligations of Universiti Brunei Darussalam (UBD)**

1.1.1 To provide reasonable access to UBD premises for the Contractor to perform the Services.

1.1.2 To provide relevant information and operational instructions necessary for the Contractor to carry out the Services.

1.1.3 To issue work orders, instructions or assignments through the designated UniDigital representative.

1.1.4 To appoint a Superintending Officer or authorized representative to administer and supervise the Contract.

1.1.5 To make payment to the Contractor in accordance with the payment terms stated in this Contract.

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### **1.2 OVERALL OBLIGATIONS OF THE CONTRACTOR**

1.2.1 To provide Two (2) competent Technicians under secondment arrangement to support UniDigital technical operations.

1.2.2 To provide and maintain a company vehicle for operational duties including transportation of audio-visual equipment and support for events within and outside Universiti Brunei Darussalam.

1.2.3 To ensure that all personnel deployed are suitably trained, competent and capable of performing the required technical duties.

1.2.4 To provide and maintain valid insurance coverage including worker safety and vehicle insurance for the duration of the Contract.

1.2.5 To comply with all applicable laws, regulations and safety requirements while performing the Services.

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### **1.3 INSTRUCTIONS AND WORK ORDERS**

1.3.1 The Superintending Officer may issue written instructions or work orders relating to the Services.

1.3.2 All instructions and work orders shall be clearly identified and documented by the Superintending Officer or authorized representative.

1.3.3 The Contractor shall comply with all instructions and work orders issued by UBD relating to the Services.

1.3.4 Failure by the Contractor to comply with instructions or work orders may result in UBD arranging alternative services and any additional cost incurred may be charged to the Contractor.

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## **2.0 QUALITY, PERFORMANCE AND SERVICE DELIVERY**

### **2.1 Quality of Services**

2.1.1 The Contractor shall ensure that all services are carried out professionally and in accordance with the standards required by Universiti Brunei Darussalam.

2.1.2 The Contractor shall ensure that technicians maintain proper conduct, professionalism and cooperation while performing their duties within the university.

2.1.3 Any deficiencies or unsatisfactory performance identified by UBD shall be rectified by the Contractor within a reasonable timeframe.

2.1.4 If the Contractor fails to rectify the deficiencies, UBD may arrange alternative services and recover the associated cost from the Contractor.

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### **2.3 Health and Safety**

2.3.1 The Contractor shall ensure that all technicians comply with safety procedures and regulations while working on UBD premises.

2.3.2 The Contractor shall ensure proper handling, transportation and installation of audio-visual equipment to prevent damage or injury.

2.3.3 The Contractor shall ensure that work areas are maintained in a safe and orderly condition during and after completion of tasks.

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## **4.0 CONTRACT ADMINISTRATION**

4.1 The Contractor shall submit invoices in accordance with the agreed monthly payment schedule beginning 1 month after receiving the Purchase Order/Indent

4.2 Invoices shall include details of services performed, hours worked and any applicable work orders.

4.3 UBD reserves the right to verify all submitted claims prior to payment.