



UNIVERSITI BRUNEI DARUSSALAM

TENDER NO :
UBD/E8/001/2026 [T]

TITLE:
RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB,
UNIVERSITI BRUNEI DARUSSALAM

*** Class: II and above**

****Category : B01, E01**

Closing Date :
26 May 2026 (Tuesday)
2.00 p.m

Submission :

PENGERUSI ,
JAWATANKUASA TAWARAN TABUNG,
UNIVERSITI BRUNEI DARUSSALAM,
JALAN TUNGKU LINK, GADONG, BE1410, BRUNEI DARUSSALAM

For more information, please contact :
CAMPUs office
Ground Floor, Estate-Admin Building
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2463001 ext 2005

**UNIVERSITI BRUNEI DARUSSALAM
NEGARA BRUNEI DARUSSALAM**

TENDER NO:
UBD/E8/001/2026 [T]

RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB, UNIVERSITI BRUNEI DARUSSALAM

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INSTRUCTIONS TO TENDERERS

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. Form of Tender
- iii. Appendix to Conditions of Contract
- iv. Specifications
- v. Trade Preambles
- vi. Summary of Tender
- vii. Final Summary
- viii. Drawing
- ix. Additional Information to be supplied by Tenderer
- x. 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/E8/001/2026-[T]

TENDER FOR : RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB, UNIVERSITI
BRUNEI DARUSSALAM

To:

**PENGERUSI ,
JAWATANKUASA TAWARAN TABUNG,
UNIVERSITI BRUNEI DARUSSALAM,
JALAN TUNGKU LINK, GADONG, BE1410,
NEGARA BRUNEI DARUSSALAM**

On: **TUESDAY,** **26 May 2026** 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 \$ **35.00** which shall not be refundable to all Tenderers.

4.0 VALIDITY OF TENDER

4.1 Tenders shall remain valid for (180)One Hundred and Eighty 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 RESPONSIBILITES

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.

INSTRUCTIONS TO TENDERERS

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.
- 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 "Form of Tender". The Form of Tender 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 Form of Tender 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 "Form of Tender", 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/she 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 "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.**

- 15.3 The following ADDITIONAL INFORMATION is to be submitted together with the Tender:-

Proposed Work Programme to complete the works with Works Breakdown Structure
Proposed expenditure projection with time including 'S' curve
Organization Chart
Domestic Sub-Contractors List and their works.
Samples and/or Technical Specifications

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.**

SUMMARY OF TENDER

**UNIVERSITI BRUNEI DARUSSALAM
NEGARA BRUNEI DARUSSALAM**

TENDER NO:
UBD/E8/001/2026 -[T]

PROJECT TITLE:
**RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB, UNIVERSITI BRUNEI
DARUSSALAM**

Item	Description	Qty	Unit	Rate	Amount	
					\$	¢
	<p><u>SECTION NO. 1: PRELIMINARIES</u></p> <p>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.</p> <p>Contractors undertaking the works shall have proven previous experience in interior designing works. Proposed concept design are attached and shall be referred at Appendix A: 3D Layout.</p>					
1	Cleaning and clearing during construction and completion		L.S.			
2	Insurances: -					
	i. Public Liability Policy		L.S.			
	ii. Workmen Compensation Policy		L.S.			
	iii. Fire Policy		L.S.			
3	Plants, tools and vehicles		L.S.			
4	Health and safety requirements		L.S.			
5	Site Security		L.S.			
SECTION 1: PRELIMINARIES CARRIED FORWARD						

PROJECT TITLE:
**RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB, UNIVERSITI BRUNEI
DARUSSALAM**

Item	Description	Qty	Unit	Rate	Amount	
					\$	¢
B INNOVATE LAB FLOORING						
1	Hack off existing tiling cleaning and preparation of existing floor surface, including repair of existing flooring, formation of new expansion joints where required, and repair of cracks using approved flooring screed and compound agent in accordance with manufacturer's recommendations and relevant standards.	190	m ²			
2	Supply and lay new thick cement screed beds to floor (1:3) and chipping the surface of the screed to receive new floor tiles.	190	m ²			
3	To supply and install new white and glossy 300mm x 300mm mosaic sheet tiles in accordance with the manufacturer's instructions, complete with all necessary accessories, skirting, adhesives, and materials. Color and pattern to be as approved by the S.O	37	m ²			
4	To supply and install new cream/beige tone matte 600mm x 600mm floor tiles in accordance with the manufacturer's instructions, complete with all necessary accessories, skirting, adhesives, and materials. Color and pattern to be as approved by the S.O	58	m ²			
5	To supply and install new dark/black tone and matte 600mm x 600mm floor tiles in accordance with the manufacturer's instructions, complete with all necessary accessories, skirtings, adhesives, and materials. Color and pattern to be as approved by the S.O	74	m ²			
6	To supply and install new carpet tiles in accordance with the manufacturer's instructions, complete with all necessary accessories, skirting adhesives, and materials. Size, color and pattern to be as approved by the S.O	13.1	m ²			
7	To supply and install new timber look tiles in accordance with the manufacturer's instructions, complete with all necessary accessories, skirting, adhesives, and materials. Size, color and pattern to be as approved by the S.O.	21	m ²			
SECTION B: INNOVATE LAB FLOORING CARRIED TO FINAL SUMMARY:					\$	-

PROJECT TITLE:
**RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB, UNIVERSITI BRUNEI
DARUSSALAM**

Item	Description	Qty	Unit	Rate	Amount	
					\$	¢
C INNOVATE LAB DOORS						
1	To supply and install <u>single</u> black matte aluminum powder coated alloy frame swing door using 6mm thick glass complete with floor springs, lockset, aluminum handle, patch fitting, weather seal sealant and other necessary fittings and accessories required	9	Nos			
	Size :900mm x 2500mm					
2	To supply and install <u>double</u> black matte aluminum powder coated alloy frame swing door using 6mm thick glass complete with floor springs, lockset, aluminum handle, patch fitting, weather seal sealant and other necessary fittings and accessories required	1	Nos			
	Size :1800mm x 2100mm					
3	To supply and install new door closer, c/w all necessary fixings and accessories required, all complete, in accordance with S.O. approval.	1	Nos			
SECTION C: INNOVATE LAB DOORS AMOUNT CARRIED TO FINAL SUMMARY:					\$	-

PROJECT TITLE:
**RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB, UNIVERSITI BRUNEI
DARUSSALAM**

Item	Description	Qty	Unit	Rate	Amount	
					\$	¢
D INNOVATE LAB WALL, COLUMN AND WINDOWS						
1	To supply and lay new single layer brick wall including to close up opening under beam including 20mm thick cement and sand plastering on both sides complete with all necessary materials and workmanship to the satisfaction and instruction of the S.O.	80	m ²			
2	Fabricate, supply and install new 75mm aluminum powder coated alloy frame partition; infilled with 6mm glass including glazing beads and all other necessary works required for new offices and meeting rooms.	105	m ²			
3	Supply and fix new 12mm gypsum wall partition to both sides, taping and 3mm fine plastering to joints and edges c/w G.I. framing, base detail, approved painting and all other necessary works required.	20	m ²			
4	To supply, construct and install new melamine board carcass column wrap, finished with selected melamine board or laminate in accordance to S.O approval	3	Lot			
5	Fabricate and install new natural 75mm aluminum powder coated alloy frame fixed panel window infilled with 5mm slightly tinted blue glass glazed touch-up, plastering, painting complete and all other necessary accessories and all other necessary works required as order by S.O.	7	Nos			
	Size of window: 600mm x 1200mm					
6	To make good external wall affected by installation of new windows, including necessary plastering/rendering works and supply and installation of matching existing 200mm x 200mm wall tiles, c/w surface preparation, adhesive, grouting, jointing, cutting and all necessary materials, labour and accessories required, all complete, in accordance with S.O. approval.	24	m ²			
7	To supply and install melamine board wall cladding to walls and partitions, including supporting framework, fixings and all necessary accessories required, all complete, in accordance with S.O. approval.	25	m ²			
SECTION D: INNOVATE LAB WALL, COLUMN AND WINDOWS CARRIED TO FINAL SUMMARY:					\$	-

FINAL SUMMARY

RUJUKAN TAWARAN : UBD/E8/001/2026 - [T]
(TENDER REFERENCE)

TAJUK TAWARAN : RENOVATION WORKS TO INSPIRING HUB AND INNOVATE LAB, UNIVERSITI BRUNEI
(TENDER TITLE) DARUSSALAM

Section No.	Description	Page	Tender Amount	
			\$	cts
1	SECTION NO. 1: PRELIMINARIES	SOT 1/20- SOT 2/20		
3	SECTION A: DEMOLITION AND DISMANTLING WORKS	SOT 3/20		
4	SECTION B: INNOVATE LAB FLOOR	SOT 4/20		
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13	SECTION J:PAINTING FOR INNOVATE LAB AND INSPIRING HUB	SOT 12/20		
14	SECTION K: FURNITURE FITTINGS	SOT 13/20		
15	SECTION L: CARPENTRY AND FABRICATION WORKS	SOT 14/20		
16	SECTION M: INNOVATE LAB ELECTRICAL WORKS	SOT 15-18/20		
17	SECTION N:INSPIRING HUB ELECTRICAL WORKS	SOT 19/20		
TOTAL CARRIED TO FORM OF TENDER			\$	-