



REQUEST FOR PROPOSAL (RFP)

Reference No: UBD/RFP/001/2026

DOCUMENTATION FOR REQUEST FOR PROPOSAL TO OPERATE, MANAGE & MAINTAIN UBD CAFETERIA AT UNIVERSITI BRUNEI DARUSSALAM

Closing Date:
16th June 2026
2.00pm

Submission to:
UBD Tabung Secretariat
Universiti Brunei Darussalam
Bandar Seri Begawan
Brunei Darussalam

Universiti Brunei Darussalam

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Important Notice

The Universiti Brunei Darussalam (UBD) invites proposals from interested parties to propose operation, management and maintainance of UBD Cafeteria (“Proponents”).

UBD reserves the right to consider the proposal, to exclude the proposal from being evaluated further or to ask the Proponents to submit a proposal that complies with the requirements set out in Sections 3, 4, 5, 6 and 7 of this document.

While it is not intended that further clarification shall be undertaken before the short-listing of proposals, it is possible that aspects of a Proponent’s proposal may require clarification. Therefore, UBD reserves the right at any time during the assessment process, and in its absolute discretion, to make written requests to one or more of the Proponents for the purpose of clarifying any aspect of the proposal. Proponents however should not rely on being invited to make further written submissions nor should they rely on any interactive discussion process prior to the shortlist being finalised.

Proponents should not view requests for further clarification, submission, presentation or to participate in any interactive discussion process as evidence of their proposal being viewed favourably or otherwise by UBD.

This Request For Proposals (RFP) does not constitute any offer to sell or any solicitation by or on behalf of the UBD or any of its directors, officers, managers, employees, advisors, consultants or representatives or any other person whatsoever in any jurisdiction where it is unlawful for such entities or persons to make any such offer or solicitation. Persons or entities into whose possession this RFP may come are required to inform themselves about and to observe and abide such restrictions.

UBD reserves the right, in its absolute discretion, not to select a Proponent following its evaluation of proposals and selecting, or to advise a Proponent that its proposal must be revised before being considered further by UBD. UBD may use specialist advisors to undertake its role where appropriate.

This RFP and any information that is subsequently provided by or on behalf of UBD has been prepared to give potential Proponents background information on the project. This RFP does not purport to comprehensively describe the scope of the project or to contain all the information that interested parties and their advisors may desire in relation to whether or not to submit a proposal. Proponents must form their own views as to what information is relevant and they must also rely on their own investigations to satisfy themselves in relation to all aspects of the project.

This RFP is not intended to form the sole basis of any business decision and should not be considered as a recommendation by UBD to participate in the opportunity. Any interested party should make its own independent assessment after making investigations as it deems necessary in order to determine its interest. Where applicable, the interested party should obtain its own independent legal advice.

The information provided in this RFP reflects the prevailing conditions as of the date written which are subject to change without notice. In preparing this information, UBD relied upon the accuracy and completeness of information available from public sources or other material that was obtained and reviewed by UBD. UBD does not warrant the reliability, accuracy and/or completeness of any and all information or data made available to Proponents in relation to this RFP.

UBD, their members and any of its officers and agents (UBD parties) make no representation or warranty, express or implied, as to the reliability or completeness of the information contained in this RFP or any information that may be provided in association with it and accept no responsibility for any loss arising from the use of this information or its contents.

UBD parties accept no responsibility or liability, whether arising from or in relation to this RFP including negligence or otherwise or any reliance placed on the contents of this RFP or for any representations (whether expressed or implied) or information contained in or any omissions from this RFP, or any written or verbal communication with a recipient in the course of evaluation of the project. Each Proponent releases UBD parties from any such responsibility or liability.

Proponents should read the General Terms and Conditions in Section 6 of this Request For Proposals (RFP) prior to Proponents submitting any proposals.

1. Executive Summary

The Universiti Brunei Darussalam (“UBD”) is seeking proposals from Proponent to propose operation, management and maintainance of UBD Cafeteria at UBD’s Student Affairs Section.

1.1 Purpose

The purpose of this RFP is to:

- Provide a background to this project opportunity;
- Specify the requirements for the preparation and submission of proposals;
- Provide information on how proposals may be evaluated and shortlisted;
- Specify the procedures and expected timing for this proposal process.

*UBD evaluation and short-listing criteria and procedures are subject to change without notice.

1.2 Proposal Overview

UBD is seeking proposals from suitably qualified Proponents to operate, manage and maintain UBD Cafeteria.

Proposals can be submitted by a single company or by a group of companies as part of a consortium. The company with the largest equity share shall be the Lead Proponent of the Consortium. The lead Proponent may participate in submissions of a number of proposals which are of different industries, but not of similar industries. Non-lead Proponents can participate in multiple proposal submissions of similar or different industries.

The business model is for the Proponent to pay monthly rental to UBD for the right to use the UBD Cafeteria at Student Affairs Section where the Proponent will operate, manage and maintain the UBD Cafeteria area according to a Service Level Agreement. The contract duration is for **2 years** and with an option to be renew for another 1 year.

The costs for the day-to-day operation and manage the learning commons café will be borne by the Proponent during the entire duration of the contact. In return the Proponent can collect revenue directly from the sales. The Proponent must create demand for the facilities and services to serve the commercial and UBD community needs and wants.

1.3 Evaluation of Proposals

In evaluating responses to this RFP, UBD will select the preferred Proponent on the basis of a set of key criteria that includes, but is not limited to the Proponent's:

- operational expertise and experience in managing and operating day to day business activities.
- financial capability to execute the project from start till end of the proposed project contract.
- quality operational and marketing plan that demonstrate the capability to execute the project.
- proposed Commercial Structure to UBD.
- Proposed design of the learning commons café.

1.4 Contact Points

All enquiries in relation to the registration of Proponents, the project, the RFP document or the RFP process should be directed to:

UBD Tabung Secretariat

Universiti Brunei Darussalam

Jalan Tungku Link, BE1410

Negara Brunei Darussalam

Telephone : +673 2463001 ext 3003

Email : RFP.secretariat@ubd.edu.bn

2. Background

2.1 Universiti Brunei Darussalam

The Universiti Brunei Darussalam is a prestige university in Brunei Darussalam that has 747 staff and 5114 students. The university has cafeteria facilities to create educational lifestyle environment and engagement of the communities (staff and students) in the university with the needs of the university's community as well to provide a dynamic learning experience to produce well rounded generation leaders. Cafeteria is vastly used by staff, students and public for refreshments, student study and networking.

3. Project Description and Requirements

3.1 Introduction

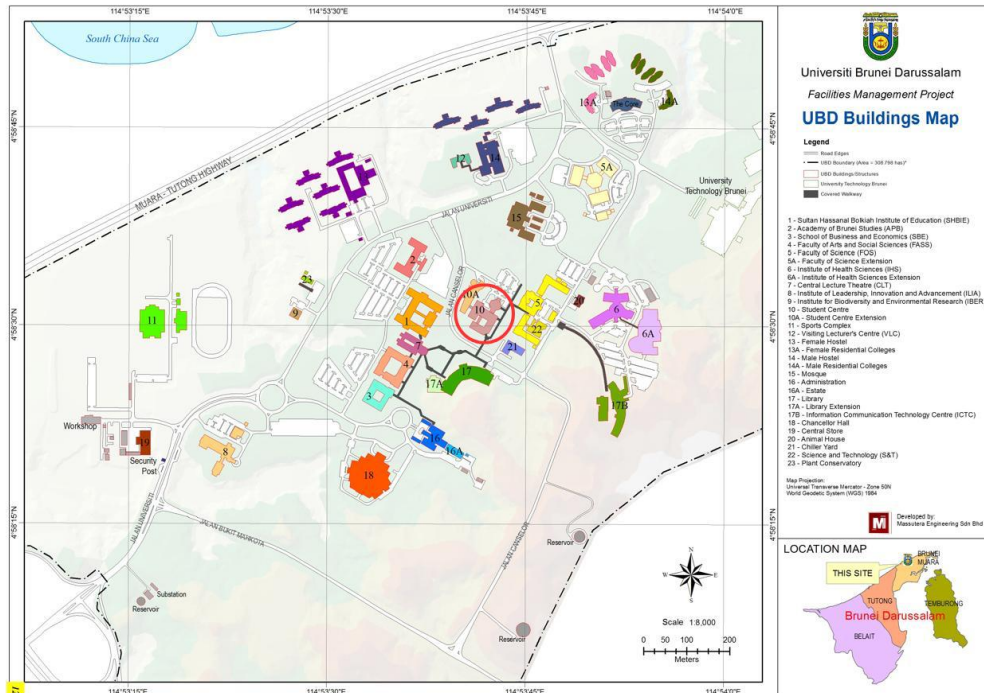
The facilities within Student Affairs Section has one building comprising of the Student Affairs Section, UNICareer, PMUBD Office, UBD Cafeteria and International Student Unit. The Student Affairs Section has three floors. The building have the facilities of collaborative, social learning and individual study zone. The proposed UBD Cafeteria is located at the Student Affairs Section, Ground Floor.

3.2 The Project

The proposed UBD Cafeteria has an approximate area of **1024 m2**.

3.3 The Project Site

The proposed UBD Cafeteria is located at Ground Floor of Student Affairs Section as indicated in Map 1 and Layout 1 below.



Map 1: UBD Cafeteria Site Location



Layout 1: UBD Cafeteria Layout

3.4 The Project Objectives

The objectives of this project is to create a demand social learning zone for the facilities and services to serve community and commercial needs. In addition to create a more vibrant environment and better utilization of the facilities. The ambience of the UBD Cafeteria shall portray the needs and wants as casual and comfortable relaxed coffee café appeal. Embrace noise and conversation as social learning zone is an area that encourages students to interact with each other.

3.5 Key Project Requirements

In developing the proposal, the Proponents should consider the project objectives as set out in Section 3.4 and key requirements prescribed below but not limited to:

3.5.1 Operation

The Proponent is responsible for the day-to-day operation including cleaning of the UBD Cafeteria. The tasks include to ensure the café area are available at all time for the students and staff during the operational hours. Below are the recommended roles to be recruited for operation :

1. Operator

The Operator shall assume overall responsibility for the daily management and operations of the UBD Cafeteria. This includes recruiting and supervising all Cafeteria personnel, ensuring food quality and halal compliance, ensure availability of cutleries, setting fair pricing appropriate for a campus community, maintaining valid business licences, and submitting periodic operational reports to IEED. The Operator shall pay the monthly rental of BND 9000.00 on time and shall not sublet, modify, or transfer management of the premises without prior written approval from the University.

2. Cleaner

The Cleaner shall maintain cleanliness and sanitation of all Cafeteria areas throughout operating hours, including dining spaces, kitchen surfaces, equipment, and drains. The Cleaner shall clear tables promptly after customer use, dispose of waste properly, and report any damage or hygiene concerns to the Operator immediately. All duties shall be carried out daily and in accordance with the schedule set by the Operator.

3. Facility Manager

The Facility Manager shall oversee the upkeep, maintenance, and operational readiness of all Cafeteria infrastructure and equipment. This includes conducting regular inspections, coordinating repairs, maintaining an asset inventory, and liaising with the University on any physical modifications. The Facility Manager shall submit a monthly facility condition report to the Operator and shall not engage external contractors without prior approval.

4. Vending Machine Vendor

The Vending Machine Vendor shall supply, install, maintain, and restock all vending machines at the UBD Cafeteria. All products must be halal-certified and within expiry. The Vendor shall respond promptly to faults and complaints, remit the agreed revenue share or rental fee to the Operator, and obtain written approval before installing or relocating any machine on campus.

5. Marketer

The Marketer shall develop and execute the Cafeteria's marketing and social media strategy, managing a minimum of one (1) post and three (3) stories per day on the official Instagram account in collaboration with @ubd.ieed and @ubdbuzz. The Marketer shall produce promotional materials, plan campaigns, and submit a monthly performance report to the Operator. All content must be approved by the Operator before publication and must align with UBD's institutional values.

6. Accountant

The Accountant shall maintain accurate financial records, prepare monthly management accounts, and process all payments including staff wages, supplier invoices, and the monthly rental fee to the University. The Accountant shall ensure compliance with applicable financial regulations, keep all records audit-ready, and report any financial irregularities to the Operator in writing immediately. All financial information shall be treated as strictly confidential.

7. Vendor

The Vendor shall operate an assigned unit within the UBD Cafeteria, offering products under one of the following approved categories:

- **Beverage** — hot and cold drinks including local teas (*teh tarik*, *kopi*, *susu halia*), specialty coffee, and seasonal beverages
- **Local Food** — traditional Bruneian and Malay staples such as *nasi katok*, *kuih*, rice dishes, and local snacks; at least 70% of the menu must reflect local cuisine
- **Western Food** — halal-adapted Western options including sandwiches, wraps, pasta, or all-day breakfast items
- **Healthy & Specialty** — health-conscious options such as salads, grain bowls, fresh juices, or dietary-specific meals
- **Snacks & Desserts** — light bites, pastries, local *kuih*, or dessert items suited for between-meal consumption

Regardless of category, all Vendors shall ensure products are halal-certified, fresh, and priced appropriately for a campus community. The Vendor shall keep their unit clean, display a clear menu with prices, observe the University's operating hours, and comply with all health and licensing requirements set by the Operator. No changes to the unit, menu category, or product offering shall be made without prior written approval from the Operator.

3.5.2 Design and Build

Proponents are to design and build its own renovation works including building and infrastructure works, electrical works and supply of its Loose Furniture and Loose Equipment to the space UBD Cafeteria that suit the purpose of its commercial structure which align to the students and staff needs. The proposed renovation shall be then approved by UBD prior to the engagement of the proponent.

3.5.3 Maintenance

Maintenance of the UBD Cafeteria that have been renovated shall be maintained by the proponent unless otherwise existing structure defects which not affected by the proponent's renovation works shall be borne by UBD. Cost of damages due to proponent's renovation works shall be borne by proponent. The proponent shall keep and maintain the UBD Cafeteria in good condition during the continuance of the contract period provided however that nothing herein contained shall impose any obligation upon the supplier to do any repair work which is of a structural nature pertaining to the UBD Cafeteria or to make good any breakage or damage to or adjoining the area or appurtenances or facilities in the said area except that such as may be occasioned by the act, neglect or default of the supplier, its servants, licences, invitees or agents or by the proponent's use or occupancy of the area.

The proponents shall keep the area and its surrounding area clean during the continuance of the contract period and keep all waste, trash and garbage in proper receptacle and arrange for the regular removal thereof from the site. Under no circumstances shall the proponent deposit any waste or rubbish in any part of the UBD Cafeteria.

3.5.4 Health, Safety, Security and Environment

Health, Safety, Security and Environment (HSSE) is also one aspect to be included in the proposal. Proponent is to provide plan to manage and operate the UBD Cafeteria on the daily basis operational with the aspects of HSSE.

3.6 The Project Commercial Structure

UBD will lease the UBD Cafeteria to the Proponents for a contract period of 2 Years and with an option to renew for another 1 year. The Proponents is expected to operate, manage and maintain the UBD Cafeteria during the lease period.

For the proposal, the Proponents MUST propose based on but is not limited to the following Options:

3.6.1 Fixed Monthly Rental

Fixed Monthly rental to the UBD in return for the right to use the UBD Cafeteria area over a period of **2 Years + 1 Year**.

3.6.2 Other Commercial Structure (if any) such as **Revenue Sharing Structure** detailing the mechanism and structure for this commercial structure between the UBD and the Proponents or any other alternative commercial structure.

4. Proponent Selection Process

4.1 Introduction

This section of the RFP outlines the:

- RFP assessment process; and
- Selection criteria for selecting a Preferred Proponent.

4.2 Process Overview

- Issuance of RFP
- Lodgement of proposals by Proponents

Proponents may be asked to provide further information clarifying any aspects of their proposal.

- Evaluation of proposals as per the Selection Criteria outlined in this RFP
- Presentation by Preferred Proponent (if any)
- Selection of Preferred Proponent
- UBD, relevant stakeholders and the Preferred Proponent shall be required to enter into all necessary project documents for implementation and development of the Proposal.

4.3 Selection for Proposals

This section outlines criteria that should be addressed by all Proponents.

UBD shall use this as the primary information to select Proponents.

Accordingly, the critical selection criteria will include (but is not limited to) the Proponent's:

4.3.1 Operational Expertise and Experience

The Lead Proponent will need to demonstrate their years of experience and expertise in performing range of commercial strategies or equivalent experience in operating projects similar to one being proposed. These should include at least 1 key personnel with 2 years experiences in commercial service or equivalent experience.

4.3.2 Financial Capability and Stability

Lead Proponents will need to demonstrate their financial capability to bring in adequate financial resources required to execute the project from start to completion. Proponents' financial strength will be evaluated based on annual turnover of proponent in the preceding three years or less.

4.3.3 Detailed Operational and Marketing Plan

Proponents will be required to provide a detailed, well thought out and implementable, Operational and Marketing Plan as part of their proposal. Proponents have to ensure that the UBD Cafeteria area is sustainable throughout the contract duration which will benefit the needs and wants of the commercial and surrounding community.

A maximum weightage of 50% will be awarded based on the quality of the operational and marketing plan that demonstrate the capability of the Proponent to provide and execute the services as defined in the key project requirement.

4.3.4 Proposed Commercial Structure to the UBD

Proponents will be required to propose a Commercial Structure based on a fixed monthly rental of **not less than \$9,000.00 per month including utility bills** to UBD for the rights to use the UBD Cafeteria. Proponents are allowed to propose on other Commercial Structure (if any) such as *Revenue Sharing Structure* detailing the mechanism and structure for this commercial structure between the UBD and the Proponents or any other alternative commercial structure.

Similarly, a maximum weightage of 50% will be awarded based on the quality and attractiveness of the proposed commercial structure to the UBD.

5. Proposal Submission Requirements

5.1 Introduction

The purpose of this RFP is to facilitate the selection of preferred Proponent capable of undertaking to operate, manage and maintain the UBD Cafeteria.

5.2 Mandatory Information

The following information, along with the Letter of Response (as per Appendix E) must be submitted as part of each proposal by the Proponent (including its consortium members, if applicable) and its parent company (where applicable) Proponents are advised to adhere to the submission requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submissions.

5.2.1 Proponent Information

Proposals can be submitted by a single company or by a group of companies as part of a consortium. Every company will be jointly and severally liable for the project and one Lead Member will need to be nominated to be authorized signatory and have the Power of Attorney to act on behalf of the consortium. The Lead Member can only be part of one RFP document while Other Member can participate in more than 1 RFP. During the selection process, only the company or a group of companies who participated as part of a consortium will be evaluated (not subcontractors or vendors).

The Proponent shall provide the following:

- The full name and nature of the entity, Business Number, Company Number or other identification number, beneficial owners / shareholders (top 5 in the case of a public-listed company), place of incorporation / registration, registered office address, details of current directors. Please also provide a copy of company registration certificate.
- Details of the authorised representative for the Proponent who can make decisions on behalf of the Proponent and bind the Proponent, including in relation to amendments to the proposal.
- A diagram of the corporate structure of the Proponent. Where a consortium is proposed, Proponent shall indicate for each consortium member the percentage level of shareholding in the Proponent's consortium (if applicable), and any other relevant information to enable the UBD to understand ownership and control interests (direct and indirect) in the Proponent's consortium. If the Proponent incorporates a trust,

partnership or unincorporated joint venture, appropriate equivalent details must be provided.

- Details of the intended roles, responsibilities and relationships of each of the consortium members, including details of all existing or intended agreements relating to participation, financial support, management or technical service between consortium members (including their associates) and the Proponents.

5.2.2 Proponent Expertise and Experience

The Proponent and/or Consortium members shall provide the following:

- A description of company profile which includes relevant experience in facilities or property management and company background including ownership structure.
- Details of the team experience including Curriculum Vitae (CV) of key personnel information, detailed qualifications in performing the range of operational and maintenance services on various property types, past experience including experience in projects similar in nature and scope and number of years working with the company.
- Similar projects developed/operated by the Proponents (including consortium members) for those relating to the project proposed including details of project size, capital expenditure, technology, capacity utilisation, location, year of operation, employment, etc.
- **Track record** with details of similar commercial strategy.

5.2.3 Financial Information

The Proponent and/or Consortium members shall provide the following:

- A Bank Letter of Support.
- Details of any financial commitments of a material nature that can reasonably be expected to influence adversely upon the financial performance of the relevant consortium member.
- Audited annual reports for the past 3 years (consisting of unabridged balance sheet, profit and loss account, auditor's report etc.).
- A listing and explanation of any past and pending litigation which any party to the proposal is currently involved.

5.2.4 Project Proposal

The Proponent shall provide the following:

A description of **Operational** and **Marketing Plan** which includes:

- Description of operational and marketing plan including but not limited to forecasted milestones, deliverables, resource inflow and outflow. These plans must not be limited to the design and build of the proposal but must include plans for the operations and its maintenance of the facility as well as plan for marketing and securing the right tenant mix.
- Other details/information Proponents believe are pertinent and supportive of the proposal.

5.2.5 Employment and Localisation Plan

The Proponent shall submit a brief employment and localisation plan which will provide the following:

- Proposed operational utilisation of locally employed staff, companies and sub-contractors.

5.2.6 Proposed Commercial Structure to the UBD

The Proponent should provide the following:

- A proposed fixed monthly rental detailing the proposed financial arrangement between the Proponent and the UBD for the rights to use the UBD Cafeteria.
- Proponents are allowed to propose on **other Commercial Structure (if any)** such as Revenue Sharing Structure detailing the mechanism and structure for this commercial structure between the UBD and the Proponents or any other alternative commercial structure.
- All prices shall be quoted in Brunei dollars (BND) rounded to the nearest whole dollar.

5.3 Proposal Submissions Checklist

Table 5.3 Proposal Submissions Checklist

S/N	Proposal Submission Requirement	Response (Yes/No)
1	Letter of Response (Appendix E)	
2	Proponent Information (Form 1, 1A)	
3	Financial Information (Form 2)	
4	Proponent Expertise and Experience (Form 3)	
5	Employment & Staffing Requirements (Form 4)	
6	Operational and Marketing Plan (Form 5)	
7	Proposed Commercial Structure (Form 6)	
8	Any Other Information (Form 7)	

6. General Terms and Conditions

This section of the RFP describes the General Terms and Conditions that apply to the RFP process which each Proponent accepts by the lodgement of a proposal.

6.1 No Obligation

UBD has compiled this RFP for the guidance of interested Proponents. The provision of this information is not intended to, nor shall it constitute, any legal relationship between the UBD and the recipient of this information, except to the extent that it contains acknowledgements by the Proponents (and such acknowledgements are to be binding on the Proponent).

6.2 Costs Borne by Proponents

The Proponents shall bear all costs, expenses and losses incurred in connection with, arising out of or in relation to the development, preparation and lodgement of proposals for this RFP, including but not limited to attendance at meetings, discussions, site visits and providing any additional information required by UBD.

In no event shall UBD be liable to Proponents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs incurred in reliance on this RFP. No Proponents shall be entitled to repayment from UBD for any costs, expenses or fees related to this RFP.

6.3 No Warrants

UBD parties make no representation or warranty, express or implied, as to the reliability, accuracy or completeness of the information contained in this RFP or any information that may be provided in association with it.

UBD parties accept no responsibility or liability, whether arising from, in connection with or in relation to this RFP including any claims of negligence or otherwise or any reliance placed on the contents of this RFP or for any representations (whether expressed or implied) or information contained in or any omissions from this RFP, or any written or verbal communication with a recipient in the course of evaluation of the project. Each Proponent releases the UBD parties from any such responsibility or liability.

This RFP and any information that is subsequently provided by or on behalf of the UBD has been prepared to give interested Proponents background information on the project. This RFP does not purport to comprehensively describe the scope of the project or to contain all the information that interested parties and their advisors may desire in relation to whether or not to submit a proposal. Proponents must form their own views as to what information is

relevant and they must also rely on their own investigations to satisfy themselves in relation to all aspects of the proposal.

6.4 Right to Alter or Terminate Process

UBD reserves the right, in its sole discretion, at any stage to:

- Terminate the process for any reason;
- Terminate further participation in the process by any party;
- Amend the structure, content, procedures and timing of the process;
- Allow further parties to enter the process post the lodgement of the proposal whether or not those parties have submitted a proposal in accordance with this RFP; and
- Decide not to proceed with, carry out itself, or have any other person carry out all or part of the project.

6.5 Variations to this RFP Document

UBD reserves the right to vary this RFP and all Proponents should ensure they are registered with the UBD to receive information on additions or variations to this RFP. Proponents are to satisfy themselves that they have received, acknowledged and addressed all variations that have been issued up to the closing date of the lodgement of their proposals. Updates or any additions or variations will be provided via e-mail from the Officer-in-Charge.

6.6 Changes to Consortia Members

Any proposed changes to the shareholding or membership of a Proponent or their consortium after the lodgement of a proposal are subject to the written approval of the UBD at its absolute discretion.

6.7 Confidentiality

All documents and information submitted by Proponents may be disclosed within the UBD to its advisors, and to relevant Government departments, agencies and/or bodies on a need to know basis. Notwithstanding the above, the confidentiality of any information submitted by the Proponents, which is not available to the public, will be respected except where disclosure is required by law.

All Proponents will be required to maintain confidentiality with respect to their own submissions, and should not seek details of competing submissions. The names of those registered to receive RFP documents will not be made available to other parties.

6.8 Ownership of Proposals

All proposals and accompanying and supporting documents submitted in response to this RFP will become the property of UBD on lodgement. UBD reserves the right for it to copy, adapt or otherwise disclose to its officers, agents or advisors or to any other party from whom the UBD may seek advice the material contained in the documents lodged. Intellectual property that has been specifically identified by Proponents to be contained in the material submitted and has been demonstrated to the satisfaction of UBD to exist may remain the property of the Proponent.

6.9 Proponents to Fully Inform Themselves

Proponents shall make independent enquiry and satisfy themselves with respect to all the required information, inputs, conditions and circumstances and factors that may have any effect on their proposal, including familiarity with all the relevant laws of Brunei Darussalam.

6.10 Integrity of Proponents

Every Proponent must:

- (a) Comply with relevant laws and acceptable probity standards in preparing and lodging its proposal;
- (b) Without limiting paragraph (a) above:
 - (i) not collude with, accept any commission from, offer any commission to, any other Proponent;
 - (ii) not disclose any part of its proposal to any other Proponent;
 - (iii) not enter into any contract, arrangement or understanding with any other Proponent or any trade, industry or other association to the effect that the Proponent, if successful, will confer any benefit on any other party;
 - (iv) not offer incentives, gifts or other favours to any person who is in any way:
 - 1. involved with;
 - 2. capable of providing technical or other advice to those who are involved in any way with; or
 - 3. in a position to influence, the evaluation of proposals (including without limitation any person closely related or associated with those persons or entities); and
 - (v) not enter any improper or anti-competitive contract, arrangement or understanding with any other party in connection to the Proponent's proposal.

7. Enquiries, Site visit and Lodgement of Proposals

This section of the RFP outlines the administrative arrangements for making enquiries and submitting a proposal.

7.1 Enquiries

Proponents requiring any clarification of the RFP may e-mail their questions to **Project Secretariat at RFP.secretariat@ubd.edu.bn** with subject heading: "Request for Proposals Library Learning Commons Café, Universiti Brunei Darussalam. The UBD shall not respond to any request for clarification received 5 working days prior to the deadline for submission of proposal. Copies of the UBD response will be forwarded to all Proponents.

7.2 Briefing and Site Visit

Proponents shall be held to have their own independent observations and enquiries when submitting their proposal to the UBD.

7.3 Lodgement of Proposals

Proponents shall submit hard copy proposals to be **received before 1400hrs (Brunei Darussalam Time) on 16th June 2026** addressed to:

UBD Tabung Secretariat
Universiti Brunei Darussalam
Bandar Seri Begawan
Brunei Darussalam

Lodgement via facsimile and/or e-mail will not be accepted. Proposals lodged after the deadline will not be considered unless the UBD otherwise determines at its absolute discretion and without any obligation to do so that it is appropriate for a later proposal to be considered.

Proposals submissions shall comprise of ONE original and three paper copies, marked "ORIGINAL" and "COPIES" respectively, along with an electronic copy in PDF and Word/Excel format, shall be submitted in a sealed envelope clearly labelled "Request for Proposals Library Learning Commons Café, Universiti Brunei Darussalam."

The UBD will assign a reference number for any RFP issued. This reference number should be quoted in any correspondence and during proposal submission.

7.4 Contact Details

Proponents are requested to provide a single point of contact for their proposal (name of the company, name of the individual to be contacted, phone number, facsimile number, email and postal address) as part of their proposal

Appendix E: Letter of Response Format

(Letterhead paper of the Proponent or Leader responsible for a joint venture or consortium, including full postal address, telephone number, fax number and email contact)

Date:

Universiti Brunei Darussalam
Bandar Seri Begawan
Brunei Darussalam

Sir,

**REQUEST FOR PROPOSAL
LIBRARY LEARNING COMMONS CAFÉ AT UNIVERSITI BRUNEI DARUSSALAM**

REFERENCE NO: RFP/XX/XXX/XX

1. We, the undersigned, have been authorised to represent and act on behalf of _____ (please insert the name of the Proponent or the Consortium) (hereinafter referred to as “the Proponent”). We have read, examined and understood the requirements of the Request for Proposal (RFP) to operate, manage and maintain of UBD Cafeteria (hereinafter referred to as “Project”). We hereby submit our Proposal.

2. **Contact Person**

UBD may contact the following person(s) on behalf of the Proponent for further information.

Name:

Designation:Company:

Address:

Phone No:

Fax No:

E-mail address:

3. **UBD’s Rights with regard to RFP Process**

This Proposal is made in the full understanding and representation that:

- a. UBD reserves the right to reject or accept any proposal and to annul the proponent selection process in relation to this RFP (Proponent Selection Process);
- b. UBD will not be liable for any actions nor be under any obligation to inform the Proponent of the reasons for such actions stipulated in Clause 4(A) in this letter;
- c. We, the Proponent, accept and will bear all costs incurred in preparing and submitting this Proposal; and

d. We hereby expressly and irrevocably waive any and all claims in respect of, arising out of, and/or in relation to the Proponent Selection Process and the RFP including any claims of negligence.

4. **Complete Proposal**

The information submitted in our Proposal is complete, strictly as per the requirements stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.

5. **Validity**

This Proposal shall remain valid for a period of twenty-four (24) months from the date of this letter.

Signed:	Signed:
Name:	Name:
Designation:	Designation:
For and on behalf of: (name of Proponent or Lead Proponent)	For and on behalf of: (name of Proponent or Lead Proponent)
<i>(Company Stamp)</i>	<i>(Company Stamp)</i>

FORM 1

PAGE _____ OF _____ PAGES

GENERAL INFORMATION

All individual proponents and each member of a consortium or joint venture participating in RFP must complete the information in this FORM. Nationality and residency information is to be provided for all shareholders and directors (shareholders holding more than a 10% interest) of companies that are corporations carrying on business.

Use a separate for each member of a consortium or joint venture.

1	Name of proponent:			
2	Head Office Address:			
3	Telephone:		Contact Person:	
4	Fax:		Email:	
5	Place of Incorporation / Registration:		Year of Incorporation / Registration	
6	Number of Staff:	Technical:	Non-technical:	

Citizenship / Resident Status of Shareholders and Directors (shareholders holding more than a 10% interest)			
Name		Citizenship / Resident Status	Directorship
1			
2			
3			
4			
5			

***Please attach a copy of the company registration form.**

FORM 1A

PAGE _____ OF _____ PAGES

CONSORTIUM OR JOINT VENTURE SUMMARY

Names of All Members of a Consortium or Joint Venture		
1	Lead Member:	
2	Member:	
3	Member:	
4	Member:	

FORM 2**FINANCIAL CAPABILITY**

Name of proponent (or member of a consortium of JV):

Proponents, including each member of a consortium or joint venture, must provide financial information to demonstrate that they meet the requirements stated in the Proposal Submission Requirements. Each proponent or a member of a consortium or joint venture must fill in this FORM. If necessary, use separate sheets to provide complete banker information. A copy of the audited financial statement with explanatory notes must be attached.

Use a separate sheet for each member of a consortium or joint venture.

Banker	Name of Banker:		
	Address of Banker:		
	Telephone:		Contact Name and Position
	Fax:		
	Email:		

Summarise actual assets and liabilities in Brunei Dollar (B\$) for the previous three (3) years.

Financial Information (B\$)	Previous 3 years		
	YR 1	YR 2	YR 3
Annual Turnover			
Total Asset			
Current Asset			
Total Liabilities			
Current Liabilities			
Profits before Taxes			
Profits after Taxes			

- **Please attach audited financial statement for the past three (3) years (for the individual response or each member of a consortium or joint venture).**
- **Please attach a Bank Letter of Support.**

FORM 3**EXPERTISE AND EXPERIENCE RECORD**

Name of proponent (or member of a consortium or joint venture):

All proponents must list projects of a similar size undertaken during last two (2) years. The information is to be summarized for each project completed or in progress by the proponent or by each member of a consortium or joint venture.

Use a separate sheet for each service or project.

1	Name of Project				
	Country:				
2	Name of Owner / Employer:				
3	Address of Owner / Employer:				
	Fax No:		Tel No:		Email:
4	Number of Staff Involved:				
5	Contract Role (tick one)				
	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> Sub-Contractor	<input type="checkbox"/> Partner in a JV		
6	Details of Project provided:				
7	Value of the Project (B\$):				
8	Gross Floor Area (sqft):				
9	Date of Award:				
10	Date of Completion:				
11	Salient Features of the Project:				
12	Any other remark:				

FORM 4

PAGE _____ OF _____ PAGES

INFORMATION REQUEST – EMPLOYMENT & STAFFING REQUIREMENTS

Name of proponent (or member of a consortium or joint venture):

Enter response here

FORM 5

PAGE _____ OF _____ PAGES

INFORMATION REQUEST – OPERATIONAL & MARKETING PLAN

Name of proponent (or member of a consortium or joint venture):

Enter response here

FORM 6

PAGE _____ OF _____ PAGES

PROPOSED COMMERCIAL STRUCTURE

Name of proponent (or member of a consortium or joint venture):

Enter response here

FORM 7

PAGE _____ OF _____ PAGES

ANY OTHER INFORMATION

Name of proponent (or member of a consortium or joint venture):

Enter response here

SUBMISSION CHECKLIST**Name of proponent:**

We confirm that we have submitted a Proposal which consists of the following required documents.

No.	Description	Submitted / Not Submitted
1	Letter of Response (Appendix E)	
2	Form 1: General Information	
3	Form 1A: Consortium of Joint Venture Summary	
4	Form 2: Financial Capability complete with Annual Audited Financial Reports	
5	Form 3: Expertise and Experience Record	
6	Form 4: Information Request – Employment & Staffing Requirements	
7	Form 5: Information Request – Operational and Marketing Plan	
8	Form 6: Proposed Commercial Structure	
9	Form 7: Any Other Information	

We confirm that failure to comply with the requirements of proposal submission will be at the proponent's own risk.

Signed:	Signed:
Name:	Name:
Designation:	Designation:
For and on behalf of: (name of Proponent or Lead Proponent)	For and on behalf of: (name of Proponent or Lead Proponent)
<i>(Company Stamp)</i>	<i>(Company Stamp)</i>