

Summary Specification		
BIL. SEBUTHARGA/QUOTATION REF.:	UBD/Q/195/2026 (AI-SENSE - OAVC - ULG) - [G]	
TARIKH DIKLANKAN :	<u>29 September 2026 [Selasa]</u>	
TARIKH TUTUP :	<u>06 Oktober 2026 [Selasa]</u>	JAM: 2 Petang
DOCUMENT FEE :		B\$ 10.00

Important Note:

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:

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

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TITLE :		TO DELIVER AN ADMISSION MANAGEMENT SYSTEM — APPLICATION INTAKE, INTELLIGENT ELIGIBILITY SCREENING, ACADEMIC REVIEW, OFFER MANAGEMENT AND AUTOMATED STUDENT ONBOARDING
No.	Quantity	SPECIFICATIONS
1	1 LOT	Admission Cycle, Programme Catalogue & Entry-Requirement Rule Engine <i>Refer to the attached document for the full specifications.</i>
2	1 LOT	Applicant Portal, Application Intake & Document Management <i>Refer to the attached document for the full specifications.</i>
3	1 LOT	Intelligent Eligibility Screening, Equivalency Mapping & Shortlisting <i>Refer to the attached document for the full specifications.</i>
4	1 LOT	Coordinator Appointment, Academic Review & Supervisor Matching <i>Refer to the attached document for the full specifications.</i>
5	1 LOT	Interview, Entrance Test & Appointment Scheduling <i>Refer to the attached document for the full specifications.</i>
6	1 LOT	Decision, Offer Management, Acceptance, Scholarship & Sponsorship <i>Refer to the attached document for the full specifications.</i>
7	1 LOT	Auto-Onboarding, Matriculation & Enrolment Handover <i>Refer to the attached document for the full specifications.</i>
8	1 LOT	Admission Analytics, Communications & Reporting <i>Refer to the attached document for the full specifications.</i>
9	1 LOT	Database Design & Modelling <i>Refer to the attached document for the full specifications.</i>

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No.	Quantity	SPECIFICATIONS
10	1 LOT	UI/UX Design System <i>Refer to the attached document for the full specifications.</i>
11	1 LOT	Client UAT, FAT and GoLive <i>Refer to the attached document for the full specifications.</i>

UNIVERSITI BRUNEI DARUSSALAM

OPEN QUOTATION

Request for Proposal — **Technical Specification**

Ref: UBD-OQ-2026-036

To Deliver an Admission Management System — Application Intake, Intelligent Eligibility Screening, Academic Review, Offer Management and Automated Student Onboarding

Quotation Reference	UBD-OQ-2026-036
Date of Issue	
Quotation Closing Date	
Classification	CONFIDENTIAL — For Quotation Respondents Only

1. Introduction

Universiti Brunei Darussalam (UBD) invites quotations from suitably qualified vendors for the design, development, integration, testing and delivery of an Admission Management System covering all categories of UBD application — Undergraduate, Postgraduate Taught, Postgraduate Research, Graduate Diploma and Certificate, Diploma and Foundation, Professional and Executive programmes, Exchange, Visiting and Non-graduating study, and Sponsored or Government-nominated intakes.

This document is the complete technical specification for the engagement. The scope is the eleven items listed in Section 2 — eight functional modules, together with Database Design & Modelling, the UI/UX Design System, and Client UAT, FAT & Go-Live, the last three quoted as distinct deliverables. The system must integrate with the University's existing student admission system (OASys), hand admitted students over cleanly to the existing student management system, and be delivered complete, integrated and production-ready.

2. Scope of Work

The vendor shall design, develop, integrate, test, document and deliver all items listed in the table below — the complete scope of this quotation. Each item is a distinct deliverable subject to the acceptance criteria in Section 5; partial quotations will not be considered.

Database Design & Modelling (item 9) and the UI/UX Design System (item 10) are separately priced deliverables and must be quoted individually.

No.	Module / Component	Key Functionalities	Qty
1	Admission Cycle, Programme Catalogue & Entry-Requirement Rule Engine	- Configuration of admission cycles and intakes per academic year, with opening and closing dates, extensions and per-category deadlines - Programme catalogue covering every admission category: Undergraduate, Postgraduate Taught, Postgraduate Research, Graduate Diploma and Certificate, Diploma and Foundation, Professional and Executive, Exchange / Visiting / Non-graduating, and Sponsored or Government-nominated intakes - Per-programme quota, capacity and reserved-seat management with live consumption tracking against offers made and accepted - No-code entry-requirement rule builder — qualification rules, minimum grades, subject prerequisites, English proficiency, experience conditions, portfolio, interview and entrance-test requirements — versioned per cycle and programme - Configurable document checklist, dynamic form composition, and application and acceptance fee schedules with waiver and exemption rules - Cycle cloning from a previous year with an automatic change report, and an approval workflow before a cycle is published	1
2	Applicant Portal, Application Intake & Document Management	- Public applicant portal with account creation, identity verification by email and mobile one-time password, and secure recovery - Category-driven dynamic application form with save-and-resume, progress indicator and step-level validation; multiple ordered programme choices and multiple applications under a single applicant identity - Document upload with format validation, OCR-assisted extraction from transcripts and certificates, and automatic completeness checking against the category checklist - Intelligent duplicate and returning-applicant detection by fuzzy matching on name, identification, date of birth and prior application history, surfaced with a confidence score for officer merge or link - Referee and recommendation module with secure per-referee links, reminders and confidential submission; research extensions for proposal, publications and preferred supervisor - Application fee payment via the institutional gateway and manual bank transfer with receipt verification; applicant self-service status tracking, secure messaging, submission lock and a versioned application snapshot with append-only audit	1

No.	Module / Component	Key Functionalities	Qty
3	Intelligent Eligibility Screening, Equivalency Mapping & Shortlisting	- Automated eligibility evaluation against the programme rule set, returning Eligible, Conditionally Eligible or Not Eligible with an itemised, human-readable reason list - Qualification equivalency library mapping local and international qualifications (A Level, O Level, IB, STPM, SPM, foreign and professional awards) to a normalised admission score, maintained by the Admission Office without code - Grade and GPA normalisation across differing institutional scales, with versioned conversion tables, and English-proficiency verification against accepted tests and exemption rules - Configurable weighted scoring and ranking per programme — academic score, experience, interview, portfolio, referee rating — producing a defensible ranked shortlist showing each criterion's contribution - Intelligent document-integrity checks (inconsistent dates, mismatched names, reuse across applicants) raised as review flags for officer judgement, never as automatic rejection - Automatic shortlisting and waitlist ordering against remaining capacity, with override and justification, an exception queue for unrecognised qualifications, and batch re-screening with an impact report before any rule change is applied	1
4	Coordinator Appointment, Academic Review & Supervisor Matching	- Appointment of Admission Coordinators, faculty reviewers and panel members per programme and cycle, with term, scope and delegation recorded - Automatic case routing by programme, category and workload, with caseload ceilings, reassignment, out-of-office cover, and conflict-of-interest exclusion - Structured evaluation rubric and scorecard per programme, with multi-reviewer aggregation, divergence detection and a reconciliation step - Intelligent supervisor matching for research applicants: proposal and research-interest similarity against staff profiles, ranked under supervisory-capacity constraints — advisory, and effective only on explicit academic acceptance - Supervisor consent and faculty endorsement workflow with recorded evidence of capacity and funding; committee review with meeting pack, decision capture and minute linkage - Recommendation and endorsement chain to the Registry, role-gated and audited, with return-for-amendment paths and a "My Queue" unified inbox across all roles held	1
5	Interview, Entrance Test & Appointment Scheduling	- Interview, entrance test, audition and portfolio-review events configured per programme with format, duration and panel composition - Panel, venue and online-meeting resource allocation with clash detection across programmes and faculties - Intelligent slot generation and applicant self-booking within published windows, with capacity control and time-zone handling for international applicants - Automated invitation, confirmation, reminder and rescheduling flows; no-show detection with automatic release of the slot to the waitlist - Online interview support with generated meeting links and attendance recording; structured panel scorecards aggregated into a single recommendation - Entrance test administration (paper or online) with marking capture attached to the application; accessibility requests handled as first-class cases; full appointment audit visible to the Admission Office	1
6	Decision, Offer Management, Acceptance, Scholarship & Sponsorship	- Decision workflow per application — Offer, Conditional Offer, Waitlist, Reject, Withdraw — each with a defined reason set and a role-gated approval chain, plus batch processing against the ranked shortlist with a pre-commit capacity preview - Template-driven offer letter generation with merge fields, conditions, fee summary, sponsorship terms and institutional seal, from versioned templates maintained by the Admission Office - Digital acceptance or decline with deadline, automatic expiry and acceptance-deposit payment where applicable	1

No.	Module / Component	Key Functionalities	Qty
		- Conditional-offer condition register (pending results, original documents, medical clearance, financial guarantee) tracked to clearance with reminders and automatic conversion to an unconditional offer - Offer amendment, deferral, withdrawal and revocation with reason, approval and notification; waitlist promotion on release; appeal against decision with review panel and automatic re-entry where upheld - Scholarship and sponsorship management — scheme configuration, nomination, award workflow, sponsor records and award letters — supported by intelligent yield and acceptance-likelihood indicators presented as advisory with their contributing factors	
7	Auto-Onboarding, Matriculation & Enrolment Handover	- Automatic student record creation on firm acceptance: matriculation number generation, programme and cohort assignment, and academic-year placement - Automatic provisioning request for the institutional account and email identity, with first-time credentials issued through a secure channel - Verified application data promoted into the student record without re-keying, with field-level mapping and a per-intake reconciliation report - Pre-arrival checklist per category — document verification appointment, medical declaration, hostel application, entry formalities for international admissions, orientation registration — with automatic seeding of first-semester registration where prescribed - Structured handover to the existing student management system through a documented API contract, with idempotent transfer, retry and reconciliation of failures - Onboarding progress dashboard with outstanding-item tracking and automated nudges; deferral, no-show and late-registration handling with automatic release of the place and waitlist promotion	1
8	Admission Analytics, Communications & Reporting	- Admission funnel dashboard — received, screened, shortlisted, interviewed, offered, accepted, enrolled — segmented by programme, category, faculty, nationality and source - Conversion and yield analytics with cycle-on-cycle comparison and intelligent forecasting of expected enrolment against remaining capacity - Processing-time and bottleneck analytics per stage and per coordinator, with service-level tracking and ageing queues - Statutory and management report library with parameterised generation, scheduling and controlled export - Notification centre with administrator-managed event registry, per-applicant channel preferences and versioned templates with append-only delivery audit; bulk and segmented campaigns with suppression rules; in-context secure messaging with applicants - Asynchronous queues and scheduled jobs — batch screening, decision runs, bulk correspondence, deadline sweeps and cycle rollover — with idempotency; immutable audit trail across every application, decision and communication	1
9	Database Design & Modelling	- Full logical and physical data model: entity-relationship diagrams, per-module schema, and a published data dictionary covering every table, column, enumeration and constraint - Polyglot allocation across MySQL, PostgreSQL and MongoDB per Section 3.2, with a written rationale for each placement - Applicant-to-student identity model that survives multiple applications, deferrals, re-applications and eventual matriculation without duplication - Versioning of rule sets, equivalency mappings, fee schedules and offer templates, so that any historical decision remains reproducible under the rules in force at the time - Document store design: encryption at rest, virus scanning, access logging, and retention and disposal policy per document category	1

No.	Module / Component	Key Functionalities	Qty
		Indexing and partitioning by admission cycle; reversible migrations with tested rollback; integration data contracts with the existing student management system, validated by a data-quality suite run on a production-scale dataset	
10	UI/UX Design System	- Design tokens for colour, typography, spacing and elevation, plus grid and layout rules, delivered as CSS custom properties consistent with UBD's visual identity - Two coherent interface families sharing one token set — a public, mobile-first applicant experience and a dense internal officer workspace - Component library: multi-step forms, upload and document viewers, checklists, review scorecards, ranked shortlist tables, decision panels, approval timelines, dashboards, notifications and error states - High-fidelity wireframes and interactive prototypes for the primary journeys — application submission, document upload, screening review, interview booking, decision and offer acceptance, and onboarding - Applicant experience optimised for mobile and low bandwidth, with clear progress, error recovery and plain-language guidance for international applicants - WCAG 2.1 AA conformance with a delivered accessibility audit; print and PDF layouts for offer letters, application summaries and review packs; design system documentation for in-house extension	1
11	Client UAT, FAT and Go-Live	- UAT and FAT support, including integration regression against the University's existing student management system - Parallel-run rehearsal over one historical admission cycle, with screening outcomes, rankings and decisions reconciled against the University's recorded outcomes - Load and resilience testing of the applicant portal at the agreed peak submission volumes, including the final 48 hours before a deadline - Migration of the agreed historical application and applicant records, with a reconciliation report - User and technical documentation per module (role-based guides; architecture, OpenAPI 3.0, schema, deployment), plus role-based training and a technical handover to the in-house team - Production go-live assistance and a minimum two-week hypercare period; formal UBD sign-off gates the final payment milestone. Full requirements are detailed in Section 4.	1

3. Technology Requirements

All development must conform to the technology stack of the University's existing student management system. Only the scope-specific usage is summarised below; all other backend, API and security requirements follow that system unchanged. Any deviation must be declared in the submission and approved by UBD in writing before work commences.

3.1 Backend Framework

Component	Mandated Technology	Requirements
MVC Framework	Laravel (PHP) — minimum v11.x	Eloquent ORM; service / repository pattern; strict typing.
PHP Version	PHP 8.2 or above	Strict mode; typed methods; no deprecated functions.
Dependency Management	Composer	composer.json and composer.lock submitted.
Background Jobs	Laravel Queues (Redis)	Batch eligibility screening and re-screening, batch decision and offer generation, bulk correspondence, document OCR and onboarding hand-over.
Real-Time Events	Laravel Echo + WebSocket (Pusher / Soketi)	Live admission funnel dashboards, queue counters and notification streams to logged-in officers.

Component	Mandated Technology	Requirements
Task Scheduling	Laravel Scheduler (cron-backed)	Deadline sweeps, offer expiry, conditional-offer reminders, referee chasers, waitlist promotion and cycle rollover.
Caching	Redis	Rule-set, configuration and reference-data caching with explicit invalidation.

3.2 Database Layer

The University's student management system uses a polyglot persistence strategy. The vendor must implement data access across all three engines.

Engine / Version	Role	Usage in This Scope
MySQL 8.0+	Primary transactional store	Applicants, applications, documents, screening outcomes, reviews, appointments, decisions, offers, sponsorships and onboarding records. InnoDB; UUID keys; utf8mb4.
PostgreSQL 15+	Aggregation and reporting feed	Funnel, conversion, yield and processing-time aggregations and cycle-on-cycle comparison; materialised views where appropriate.
MongoDB 6.0+	Audit trails and event streams	Application event stream, decision and offer change log, communication delivery audit and system-wide change log.

3.3 Frontend & UI Layer

Component	Mandated Technology	Requirements
Template Engine	Laravel Blade	All server-rendered views in Blade; reusable components and slots.
CSS	Custom CSS (CSS Custom Properties, BEM)	No third-party CSS frameworks without written UBD approval. Design tokens as CSS variables.
JavaScript	jQuery 3.7+ with Vanilla JS (ES6+)	DOM, AJAX and event handling. No SPA frameworks; no transpilation.
Calendar Component	FullCalendar.js v6+	Interview and entrance-test scheduling, panel availability and appointment calendars; iCalendar export; mobile-responsive.
Charting	Chart.js v4+ or approved equivalent	Dashboard and analytics visualisations; underlying figures also in accessible tabular form.
PDF / Document Output	Laravel DomPDF or Browsershot	Offer letters, application summaries, review packs, shortlist reports and management reports.

3.4 Intelligence & Analytical Services

All intelligent capabilities must be hosted on UBD-provisioned infrastructure; no University data may be sent to an external inference service. Every automated score, match, ranking or flag must be explainable, overridable, and confirmed by an authorised officer before it takes effect.

Capability	Requirement
Eligibility & Equivalency Engine	Rule-based evaluation against versioned rule sets and a maintained equivalency library, returning an itemised reason list; rules editable by the Admission Office without code.
Duplicate & Identity Matching	Deterministic and fuzzy matching with a confidence score; no applicant record merged without officer confirmation.
Document Intelligence	OCR-assisted field extraction with per-field confidence and mandatory officer verification; integrity checks raise review flags only.

Capability	Requirement
Ranking & Shortlisting	Configurable weighted scoring with each criterion's contribution displayed; advisory and overridable with a recorded justification.
Supervisor Matching	Proposal and interest similarity against staff profiles under capacity constraints; effective only on explicit academic acceptance.
Yield Forecasting	Acceptance-likelihood and expected-enrolment indicators from historical cycles, with contributing factors and an accuracy statement.
Hosting & Data Residency	On UBD-provisioned infrastructure only. Model artefacts, versions and configuration delivered with the source code.
Explainability & Override	Contributing factors shown in plain language; every outcome overridable with a recorded reason, captured in the audit trail.
Configurability	Rules, weights and thresholds maintainable by an administrator through the interface, without code deployment.
Evaluation & Fairness	Quality metrics reported against a UBD-approved evaluation set before FAT, with a documented bias review.

3.5 API & Security Requirements

The API layer and Security & Code Quality requirements are exactly as implemented in the University's existing student management system: RESTful APIs under /api/v1 with OpenAPI 3.0; Laravel Sanctum authentication; standard JSON envelope, cursor pagination and request throttling; RBAC via Laravel Gates and Policies with a documented permission matrix; Form-Request validation; immutable MongoDB audit logging of all create / update / delete; TLS 1.2+ in transit and AES-256 at rest; PHPStan level 8 and Laravel Pint with zero errors; minimum 80% test coverage; secrets via environment configuration only. Personal data must be minimised, role-scoped and access-logged, with retention and disposal implemented as configurable policy per the University's data-protection policy.

4. Testing, Documentation & Go-Live

The vendor is responsible for the full testing lifecycle, documentation and go-live process for all delivered modules, including integration testing against the University's existing student management system.

Activity	Requirement
User Acceptance Testing (UAT)	Attend UAT sessions and fix defects within the agreed Service Level. All Priority 1 and Priority 2 defects resolved before sign-off.
Final Acceptance Testing (FAT)	Full regression of all delivered modules plus integration regression against the existing student management system. No outstanding Priority 1 or 2 defects.
Parallel Run / Rehearsal	A full parallel run over one historical admission cycle agreed with UBD. Screening outcomes, equivalency mappings, rankings, decisions and onboarding records reconciled against the University's recorded outcomes. Includes load testing of the applicant portal.
User Documentation	Role-based end-user guides in plain English covering all key workflows.
Technical Documentation	Architecture overview, OpenAPI 3.0 documentation, schema guide, data dictionary and environment template. A new developer must be able to set up locally within 30 minutes.
Data Migration	Migration of the agreed historical records with a reconciliation report.
Training	Role-based training for administrative and academic users, plus a technical handover to the in-house development team.
Go-Live	Production deployment assistance, with the vendor available on go-live day.
Hypercare	Minimum two-week hypercare; Priority 1 response within four business hours.
Client Sign-Off	Formal written UBD sign-off required before the final payment milestone is released.

5. Acceptance Criteria

No.	Deliverable	Acceptance Criterion
1	Admission Cycle, Catalogue & Rule Engine	A complete cycle configured for all admission categories without code changes. Rule builder produces correct eligibility outcomes across a seeded test set. Quota and capacity tracking accurate. Cycle cloning, change report and publication approval validated.
2	Applicant Portal, Intake & Document Management	Applicants can register, complete a category-specific form, upload documents and submit across all categories. Save-and-resume, multi-choice and multi-application flows validated. OCR extraction, completeness checking and duplicate detection operate on a seeded set. Referee flow, fee payment and receipt verification validated. Portal usable on mobile at low bandwidth.
3	Eligibility Screening, Equivalency & Shortlisting	Automated screening returns the correct outcome and reason list across local and international qualifications. Equivalency library maintainable without code. Ranked shortlist reproducible and explainable per criterion. Batch re-screening produces a correct impact report before application.
4	Coordinator Appointment, Review & Supervisor Matching	Coordinators and panels appointed and cases routed correctly with caseload ceilings and conflict-of-interest exclusion. Rubric scoring, multi-reviewer aggregation and divergence reconciliation validated. Supervisor matching returns ranked, explainable suggestions effective only on acceptance. Endorsement chain and "My Queue".
5	Interview, Entrance Test & Scheduling	Events configured, panels and venues allocated without clash. Applicant self-booking, time-zone handling, rescheduling, reminders and no-show release validated. Scorecards aggregate correctly and attach to the application. Entrance-test results captured. Full appointment audit verified.
6	Decision, Offer, Acceptance, Scholarship & Sponsorship	Decision workflow and approval chain validated for every decision type. Batch decisions honour remaining capacity with a correct pre-commit preview. Offer letters generate from versioned templates. Acceptance, deposit payment, expiry, conditional-offer clearance, deferral, withdrawal, waitlist promotion and appeal all validated rec.
7	Auto-Onboarding, Matriculation & Handover	On firm acceptance the student record, matriculation number, cohort assignment and provisioning request are created automatically and correctly. Application data promoted without re-keying, with a reconciliation report. Checklist, module seeding and orientation assignment operational. Hand-over is idempotent, retried on failure and reconciled. Deferral and no-show release validated.
8	Analytics, Communications & Reporting	Funnel, conversion, yield and processing-time analytics reconcile with the underlying data. Forecasting output presented with contributing factors. Notification centre, event registry, channel preferences and versioned templates operational with delivery audit. Campaigns, secure messaging, queues and scheduled jobs run reliably.
9	Database Design & Modelling	ERDs, per-module schema and data dictionary delivered and complete. Applicant-to-student identity model validated across re-application, deferral and matriculation. Versioning demonstrated by reproducing a historical decision under superseded rules. Document store encryption, scanning, access logging and retention validated. Migrations apply and roll back cleanly.
10	UI/UX Design System	Design tokens, component library, wireframes and prototypes delivered and implemented. Applicant and officer interface families demonstrably share one token set. WCAG 2.1 AA audit passed with findings resolved. Mobile and low-bandwidth behaviour verified. Print and PDF layouts render correctly. Documentation handed over.
11	Client UAT, FAT & Go-Live	All Priority 1 and Priority 2 defects resolved before FAT. Parallel-run reconciliation accepted by UBD. Portal load testing passed at the agreed peak volume. Historical data migrated and reconciled. System live in production. Documentation delivered, training completed, client sign-off obtained.
All	Code Quality	PHPStan level 8 passes with zero errors. Laravel Pint passes. Unit test coverage $\geq 80\%$. OpenAPI specification delivered and Swagger UI live in staging. No undocumented endpoints.

6. Quotation Pricing

Vendors must provide a fixed-price quotation against each item below. Partial quotations (covering only some items) will not be considered. All prices in Brunei Dollars (B\$), inclusive of all applicable taxes and levies.

No.	Qty	Description	Unit (B\$)	Total (B\$)
1	1	Admission Cycle, Programme Catalogue & Entry-Requirement Rule Engine		
2	1	Applicant Portal, Application Intake & Document Management		
3	1	Intelligent Eligibility Screening, Equivalency Mapping & Shortlisting		
4	1	Coordinator Appointment, Academic Review & Supervisor Matching		
5	1	Interview, Entrance Test & Appointment Scheduling		
6	1	Decision, Offer Management, Acceptance, Scholarship & Sponsorship		
7	1	Auto-Onboarding, Matriculation & Enrolment Handover		
8	1	Admission Analytics, Communications & Reporting		
9	1	Database Design & Modelling <i>Priced separately; not to be absorbed into the module prices.</i>		
10	1	UI/UX Design System <i>Priced separately; not to be absorbed into the module prices.</i>		
11	1	Client UAT, FAT and Go-Live 1. User Acceptance and Final Acceptance Testing Support 2. Data Migration and Reconciliation 3. User and Technical Documentation 4. Role-Based Training and Technical Handover 5. Go-Live, Hypercare and Client Sign-Off		
Please indicate if you need access to the existing system with yes or no, and if yes which part				
TOTAL QUOTED AMOUNT (B\$)				

Notes:

- All prices in Brunei Dollars (B\$), inclusive of all applicable taxes and levies.
- Quoted prices must remain valid for a minimum of 90 days from the quotation closing date.
- Database Design & Modelling and the UI/UX Design System are separately priced items and must be quoted individually; they are not to be absorbed into the functional module prices.
- Payment milestones to be agreed in the resulting contract. Final payment is contingent on the client sign-off described in Section 5.