

INTRODUCTION

The Employer is seeking interested companies to provide Janitorial Services for the Employer's Offices and Temporary Dormitories at Pulau Muara Besar for a contract period of two (2) years.

SUBMISSION OF QUESTIONNAIRE/PROPOSAL

Interested Participant shall submit hard copy proposals which comprises of One (1) ORIGINAL and One (1) paper copy, marked "ORIGINAL" and "COPY" shall be submitted in a sealed envelope clearly labelled "**PROVISION OF JANITORIAL SERVICES FOR OFFICES AND TEMPORARY DORMITORIES AT PULAU MUARA BESAR**".

The complete proposal must be submitted to Employer before **12.00 hours (Brunei Darussalam) on 27th May 2019 (Monday)** and shall be addressed to:

**Tender Secretary
HENGYI INDUSTRIES SDN BHD
The Empire Hotel and Country Club,
Muara-Tutong Highway.
Bandar Seri Begawan BG3122, Negara Brunei Darussalam**

An electronic copy in PDF format shall be sent via email to tender@hengyi-industries.com with the subject heading "**IPD260037: PROVISION OF JANITORIAL SERVICES FOR OFFICES AND TEMPORARY DORMITORIES AT PULAU MUARA BESAR**".

Proposal lodged after the deadline will not be not be considered unless Employer determine at its absolute discretion and without obligation to do so that it is appropriate for a late proposal to be considered.

CONTACT DETAILS

Interested Participant is required to provide a single point of contact for the proposal (name of the company, name of the individual to be contacted, phone number, email address, facsimile number and postal address) as part of their proposal.

ENQUIRIES

All enquiries pertaining to all matters of the EOI/Proposal should be sent by email to tender@hengyi-industries.com with the subject heading "**IPD260037 : PROVISION OF JANITORIAL SERVICES FOR OFFICES AND TEMPORARY DORMITORIES AT PULAU MUARA BESAR**".

QUALIFICATION QUESTIONNAIRE

The Tenderer is required to complete the following pre-qualification questionnaire and failure to do so may result in its Expression of Interest being rejected. The Employer will not send any clarifications in the event that Tenderer submission is being rejected.

The Tenderer shall prepare the submission in English Language.

In the event of Tenderer is successful and awarded the Contract, at the Employer's sole discretion some or all of these Appendices will form part of the Contract.

QUALIFICATION SUBMISSION

Form 1	General Information of Tenderer
Form 2	Financial Capability
Form 3	Past Experience Record
Form 4	Current and Future Projects
Form 5	Organisation Chart and Manpower Information
Form 6	Dispute History

FORM 1

GENERAL INFORMATION OF TENDERER

Tenderer must complete the information on this FORM. Copies of relevant registration certificates or proof of registration with JASTRE must be submitted.

1	Name of Applicant/Tenderer :			
2	Registered Office Address :			
3	Telephone :		Contact Person :	
4	Fax :		Email :	
5	Place of Incorporation/Registration :		Year of Incorporation/Registration :	
6	Number of Staffs :	Local :	Non Local :	Total :
7	Number of Staffs :	Technical :	Non-Technical :	Total :

Note : Please provide printed copy of Tenderer's:

- **Certificate of Incorporation**
- **Form X (the latest copy)**
- **Annual Return (the latest copy)**
- **Share Certificate**

FORM 2

FINANCIAL CAPABILITY

Tenderer's must provide financial information to demonstrate that they are financially capable to undertake the work. A copy of the audited financial statements for the last three (3) years with explanatory notes and/or a SUPPORT LETTER from Tenderer's bank must be attached.

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

Summarise actual assets and liabilities in Brunei Dollars (BND) for the previous three (3) years.

Financial Information (BND)	Previous three (3) years		
	1	2	3
Annual Turnover			
Total Assets			
Current Assets			
Total Liabilities			
Current Liabilities			
Profits before Taxes			
Profits after Taxes			

FORM 3

PAST EXPERIENCE RECORD

Tenderer must provide the list of past experience of similar nature undertaken in the last five (5) years. This information is to be summarized for each project.

Use a separate sheet for each service or project

1	Name of Project :	
	Country :	
2	Name of Employer/Client :	
3	Role (Tick One)	
	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> Sub Contractor
4	Value of the Project (B\$)	
5	Date of Commencement	
6	Date of Completion	

FORM 4

CURRENT & FUTURE PROJECTS

Tenderer must provide information on commitments on all current projects.

	Name of Services/Project	Value of Contract (B\$)	Percentage Completed	Project Type	Estimated Completion Date
1					
2					
3					
4					
5					
6					
7					
8					

The Tenderer shall also provide relevant details or information of its/their future commitments indicating its assigned resources for this tender.

FORM 5

ORGANISATION CHART AND MANPOWER INFORMATION

Tenderer must provide information of the Company organisation chart, labour quota, and list of personnel employed under the Company including their qualifications.

Tenderer shall also provide a letter (with company letterhead) to confirm that all personnel employed by the Tenderer has no criminal record and the like.

FORM 6

DISPUTE HISTORY

Tenderer must provide information on history of litigation or arbitration resulting from projects executed by Tenderer in the last ten (10) years or currently in progress.

Year	Award for or Against Tenderer	Names of Parties to Dispute and Cause of Litigation and matter of dispute	Disputed Amount