COMMERCIAL-IN-CONFIDENCE

REQUEST FOR PROPOSAL

Facilitating Teambuilding Program for Brunei Engineering, Logistics and Training Solutions (BELTS)

Reference: BELTS/EO/2024/BELIA PROJECT GROUP 1

**27 September 2024**

Brunei Engineering, Logistics and Training Solutions

Level 6 | Setia Kenangan Complex | Kg. Kiulap

Bandar Seri Begawan | BE1518

Brunei Darussalam

Table of Contents

[**1.** **Introduction** 3](#_Toc177551814)

[**1.1.** **Scope** 3](#_Toc177551815)

[**2.** **General Bidding Information** 4](#_Toc177551816)

[**2.1.** **Submission of Proposal** 4](#_Toc177551817)

[**2.2.** **Signature Sheet** 4](#_Toc177551818)

[**2.3.** **Vendor Details** 5](#_Toc177551819)

[**2.4.** **Format of Proposal** 5](#_Toc177551820)

[**3.** **Supplier Background Information** 5](#_Toc177551821)

[**4.** **Teambuilding Proposal** 5](#_Toc177551822)

[**4.1.** **Requirement** 6](#_Toc177551823)

[**4.1.1.** **Objective of the Teambuilding Program** 6](#_Toc177551824)

[**4.1.2.** **Program Format** 7](#_Toc177551825)

[**4.2.** **Program Schedule** 7](#_Toc177551826)

[**4.3.** **Venue** 8](#_Toc177551827)

[**4.4.** **Refreshments** 8](#_Toc177551828)

[**4.5.** **Material for the program** 8](#_Toc177551829)

[**4.6.** **Trainer** 9](#_Toc177551830)

[**4.7.** **Health and Safety** 9](#_Toc177551831)

[**4.8.** **Flow Management** 9](#_Toc177551832)

[**5.** **Pricing Information and Requirement** 10](#_Toc177551833)

[**5.1.** **Terms of Payment** 10](#_Toc177551834)

[**6.** **Annexes** 11](#_Toc177551835)

# **Introduction**

Brunei Engineering, Logistics and Training Solutions (BELTS) intends to create a teambuilding program for the total of estimated 200 BELTS personnel.

The main goal for the requested teambuilding program is to encourage employees to work in teams and improve communication between colleagues. This program should be supported by theory and easily applicable to day-to-day basis. The expected performance and efficiency of the teams should be in line with our core values towards achieving our “*Wawasan Brunei 2035” aspiration*, thus ensuring that there are highly skilled workers in the organization.

## **Scope**

The Request for Proposal covers the following:

* Introduction
* General Bidding Information
* Pricing Information and Requirement
* Annexes

# **General Bidding Information**

## **Submission of Proposal**

The deadline for the submission of proposals is **2359hrs (Brunei time)** on **Thursday, 10thOctober 2024.** The proposal shall be delivered via email to **box9@belts.com.b**n.

Electronic submissions shall be compatible with Microsoft Windows, and shall be in Microsoft Word or PDF format. The Vendor shall declare in an accompanying Read me file that the submission contains no known software viruses.

All documentation shall be in English.

All requests for clarification of this RFP to be submitted to **rfq\_enquiries@belts.com.bn** **no later than 1400hrs on Thursday, 4th October 2024**. The Customer reserves the right to decline to respond to requests for clarification, and to publish the response to requests for clarification to all potential bidders.

All request for clarification must be made in writing, either by letter or by email; any other communication with the Customer is forbidden within the rules of the proposal process.

Proposal shall be valid for a minimum period of 270 days (9 months) from submission, and this shall be explicitly stated in the proposal documentation.

All costs associated with the preparation, delivery and support of Proposals are to be borne wholly and without exception by the Supplier, including any bidding and travelling costs incurred by the successful party before contract award.

## **Signature Sheet**

The Supplier shall complete the signature sheet in Section 6, Annex A as part of his response to this RFP.

## **Vendor Details**

The Vendor shall complete the form in Section 6, Annex B.

## **Format of Proposal**

Proposal shall have the following format:

* Supplier Background Information
* Teambuilding Program Proposal
* Pricing Information
* Annexes (as necessary)

Failure to submit a bid in compliance with the instructions set out in this RFP may result in a determination of non-compliance and subsequent elimination of the bid from further consideration.

# **Supplier Background Information**

The vendor shall provide a brief introduction of their company which includes the following information:

* Number of employees
* Overview of the capabilities, areas of expertise and services
* Experiences in providing the solutions similar to the requested program

# **Teambuilding Proposal**

The Vendor shall submit a Proposal in response to this RFP which covers the following scope:

1. Teambuilding Proposal
2. Pricing
3. Annex A – Signature Sheet
4. Annex B – Suppliers Registration

The following section in this paragraph provides the requirement information of the event.

## **Requirement**

### **Objective of the Teambuilding Program**

The Vendor shall propose a teambuilding program that focuses to improve the employees in the following aspects:

1. **Teamwork**

Encourage the staff to work in a team and foster collaboration by sharing ideas, supporting one another, and working towards common goals, ensuring that everyone's strengths are utilized effectively.

1. **Respect**

Develop a sense of trust and mutual respect with one another, no matter the position level.

1. **Communication**

Improve the lateral and vertical communication in order to improve efficiency at the work place.

1. **Problem Solving**

Encourage the team to use critical and creative solving skills within teams.

1. **Better Understanding of The Company**

Provide an opportunity for the employees to learn about the Company. This may be in the form of learning about the critical functions of each department/site, understand their roles in the company, hence promoting a sense of unity and common goal.

1. **Employee Welfare**

Offer employees the chance to develop teambuilding skills in a fun and engaging way, while also providing a break from the office environment

### **Program Format**

This section provides a brief idea of the teambuilding program that may be expanded or counter proposed by the Vendor depending on the effectiveness of the program in meeting the objectives as set in Para 4.1.1.

The Teambuilding Program shall follow an 'Amazing Race' format, with employees divided into teams. The event may take place across various indoor and outdoor locations proposed by the Vendor, which can either be an outside venue or utilizing BELTS’s office braches

1. BELTS Headquarter (HQ) – Kampong Kiulap (as a checkpoint)
2. Engineering Services (ES) – Kampong Salar (as a checkpoint)
3. Paintball Arena Jerudong (PAJ) – Kampong Jerudong (as a checkpoint or gathering venue)

The event will begin at a central location with a briefing, after which teams will disperse to various checkpoints located at different sites to complete a series of missions.

Each checkpoint may feature a series of missions related to its operational functions within the company. Participants will engage in these activities while simultaneously learning about the Company’s various departments and its function and also to better understanding on company core values, mission and vision.

The teams are allotted a set time to earn points by completing missions, after which they return to the starting point for the final wrap-up and prize presentation.

The selection of team members will be determined by the Vendor to maximize effectiveness in achieving the program's objectives.

## **Program Schedule**

The tentative planned date of the one (1) whole day event shall be on **Thursday, 28th November 2024**. Vendors are open to propose another suitable date with justification. This is also subject to confirmation and agreement between all parties.

The vendor must include a detailed proposed schedule of activities for the teambuilding program in their proposal.

## **Venue**

The vendor must specify the proposed venues for the program, either utilizing existing BELTS venues as mentioned in Para 4.1.2 or recommending alternative locations. If alternative venues are proposed, their costs should be included in the overall pricing, especially if they are better suited to the program's objectives, format and ensures the safety of the participants.

## **Refreshments**

The vendor shall provide and manage refreshments throughout the teambuilding program, taking into account participants' dietary preferences. Additionally, the vendor must ensure that water bottles are readily available for all participants to keep them well hydrated throughout the event.

The refreshment proposal shall be able to accommodate 200 pax including the following information:

* Type of meal service provided: Buffet or packaging;
* The proposed menu;
* Time of Service (e.g. throughout the event/ Break Times/Hi-Tea/ Morning/ Lunch etc.).
* To include the information on food allergen on the proposed menu such as seafood, nuts, egg or dairy products.

Vendors must use the following table template for the refreshments proposal:

|  |
| --- |
| **Time of service:**  |
| **Price/ Pax:** |
| **No.** | **Type of meal service** | **Proposed Menu** | **Food contains** |
| 1 | Click here to enter text. | Click here to enter text. | Seafood | Nuts | Egg | Dairy |
| 2 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 3 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

##

## **Program Materials**

The vendor shall ensure all necessary materials required to conduct the teambuilding activities are available.

This necessary materials include:

1. Activity materials such as stationery and print-outs;
2. Logistics materials such as tents, canopies (if necessary), tables, chairs and standing fans;
3. Any other materials essential for the smooth execution of the event.

The vendor shall also propose to provide team identity wearables such as lanyards or wristbands for team identification and to promote unity and team spirit among participants.

## **Trainer**

The vendor shall provide the trainer’s CV profile, including certifications and qualifications relevant to hosting and leading the teambuilding program.

## **Health and Safety**

Vendors are responsible for ensuring the health and safety of participants during the teambuilding event, with proper emergency preparedness and first aid readily available.

The vendor shall include the information of their point of contact in the proposal.

## **Flow Management**

Vendors must also propose the activities effectively, managing site traffic to prevent multiple teams from arriving at the same location simultaneously. This may be in the form of introducing side missions at locations outside of the list of sites mentioned in **Para 4.1.2**.

# **Pricing Information and Requirement**

The Supplier shall provide a Firm Fixed Price (FFP), compliant with the instruction in the following table unless otherwise stated.

The Customer welcomes alternative pricing mechanisms for the teambuilding program however these must be clearly stated as an option and shall be an alternative to, not a replacement of, the RFP’s requirement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Unit Price (BND)** | **Qty** | **Unit** | **Total Price (BND)** |
| 1 | **Teambuilding Event**Please provide the breakdown price and shall include:* The manpower to conduct the event, i.e. Trainer(s) and facilitators.
* The host
* The photographer(s)
 | Click here to enter text. | Click here to enter text. | Lot | Click here to enter text. |
| 2 | **Refreshments**(Please provide the breakdown cost and the list of the refreshments provided according to the table template in Para 4.4) | Click here to enter text. | Click here to enter text. | Lot | Click here to enter text. |
| 3 | **Materials** (Please provide the breakdown cost and list of the materials provided.) | Click here to enter text. | Click here to enter text. | Lot | Click here to enter text. |
| 4 | **Venue** (if applicable) | Click here to enter text. | Click here to enter text. | Lot | Click here to enter text. |
| 5 | **Optional** (if applicable)Click here to enter text. | Click here to enter text. | Click here to enter text. | Lot | Click here to enter text. |

## **Terms of Payment**

BELTS standard terms of payment shall be 45 days upon successful program completion.

# **Annexes**

**Annex A - Signature Sheet**

On behalf of the organizations stated below, I hereby offer Brunei Engineering, Logistics and Training Solutions (BELTS) with the services and deliverables set forth in the attached proposal, at the specified prices, and subject to the terms and conditions stated.

|  |  |
| --- | --- |
| Date | Click here to enter text. |
| Signature |  |
| Name and Title | Click here to enter text. |
| Organization | Click here to enter text. |

**Annex B – Supplier Registration Application Form**

|  |
| --- |
| **Supporting Documentation** |
|  **The following must be included in your application:**[ ]  Latest Certificate of Company Registration.[ ]  Company’s most recent Annual Audited Financial Statement.[ ]  Copy of company Bank details to your company letterhead.[ ]  If "Authorised Agent" or "Trader" or “Distributor”. Please provide a copy of your proof of Certificate(s) or letter from your manufacturer(s) that you are authorised to offer their products. [ ]  Latest company profile and product brochure.[ ]  Company stamp of applicant is required in the provided box[ ]  Latest Quality Assurance Certificate e.g. ISO 9000 or equivalent. |

**INCOMPLETE FORM WILL BE RETURNED TO APPLICANT / SUPPLIER.**

|  |
| --- |
| 1. **Company details and general information**
 |
| **Section 1** |
| Certificate of Incorporation No | Click here to enter text. |
| Date of Issue | Click here to enter text. | Place of Issue. | Click here to enter text. |
| 1. | Name of Company | Click here to enter text. |
| 2. | Office Address | Click here to enter text. |
| 3. | Correspondence Address | Click here to enter text. |
| 4. | Contact Person | Click here to enter text. |
| 5. | Phone | Click here to enter text. | 6. Fax : | Click here to enter text. |
| 7. | E-mail Address | Click here to enter text. |
| 8. | Web-sites Address | Click here to enter text. |
| 9. | Type of Business | Corporation [ ]  Partnership [ ]  Sole Proprietorship [ ] Other (Please Specify): Click here to enter text. |
| 10. | Nature of Business | [ ]  Manufacturer / OEM [ ]  Trader [ ]  Authorized Agent [ ]  Distributor [ ]  Consulting Company Other (Please Specify): Click here to enter text. |
| 11. | Number of Employees | Click here to enter text. |
| **Section 2** |
| 12.13.14. | Parent Company (Full Legal Name) : Click here to enter text.International Offices / Representation (countries where the Company has local Office Representation or Agent) : Click here to enter text.Please provide a Corporate Tree that depicts the parents, affiliates, or any other subsidiaries of your company, and their relationships to each other and your company* Click here to enter text.
* Click here to enter text.
 |

|  |
| --- |
| **For Limited Company** |
| 15. | Authorised Share Capital : Click here to enter text. |
| 16. | Paid up Capital: Click here to enter text. |
| 17. | Name(s) of Director (s) (Please use separate sheet if the space provided is not sufficient)* Click here to enter text.
* Click here to enter text.
* Click here to enter text.
 |
| **Customer Reference Check** |
| 18. | Please provide three of your major customers for the past three years below or use separate sheet if the space provided is not sufficient)Company Name, Address, Contact Person & Phone No * Click here to enter text.
* Click here to enter text.
* Click here to enter text.
 |

|  |
| --- |
| **Bank Details** |
| Banker’s Name : Click here to enter text.Address : Click here to enter text.Account Number : Click here to enter text.Sort Code (for UK only) : Click here to enter text. IBAN Number : Click here to enter text. BIC / SWIFT Code : Click here to enter text.  |

|  |
| --- |
| 1. **Application Declaration**
 |
| Is your company currently involved in any litigation? If Yes, Please explain fully in a *separate sheet*. | [ ]  Yes [ ]  No |

|  |
| --- |
| I / We declare and confirm that information disclose is authentic. I am / We are aware and understand that any information and documents submitted found to be false shall cause my/our application to be rejected and any approval granted shall be revoked.I/We hereby agree to the terms and conditions contained herein. |

|  |  |  |
| --- | --- | --- |
|   | **AUTHORISED SIGNATORY & COMPANY STAMP** |   |
|  |
| *The application must be signed by either Business Owner, Managing Director, Chief Executive Officer or**General Manager who is duly authorised to sign on behalf of the company.* |
|   |  |  |  |  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |  |  |  |  |
|   | Name: |      |  | **Company Stamp:** |  |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   | Position: |      |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   | Signature: |  |  |   |  |  |   |   |
|   |  |   |   |   |  |   |  |  |   |   |
|   | Date: |   |  |   |  |  |   |   |
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| Upon completion of this form, please fax or email or post this form together with other relevant documents to :**Brunei Engineering, Logistics and Training Solutions****(Ref : Supplier Registration Form)****6th Floor, Setia Kenangan Office Complex,** **Kampong Kiulap, Bandar Seri Begawan BE1518****Negara Brunei Darussalam****Telephone : +673 2 242700** **Facsimile : +673 2 243767****E-mail :** **src@belts.com****.bn**  |