



سولوسي جهوروتراين، لوكيستيك دان لاتيهن بروني
Brunei Engineering, Logistics and Training Solutions

SECTION 2

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

FOR

THE EXPANSION OF BELTS VEHICLE WORKSHOP

TENDER REFERENCE: BELTS/WKSPEXP/2025

1. INTRODUCTION

1.1 Objectives

- 1.1.1 The purpose of this tender is to invite interested parties to submit detailed technical and commercial proposals for the expansion and refurbishment of BELTS workshop, including the provision and installation of workshop equipment (collectively referred to as “Workshop Expansion”).
- 1.1.2 The tender shall be evaluated on the Tenderer’s capacity, track record, and work plan which shall be fit-for-purpose against the technical specifications as provided by BELTS, its compliance to local regulations, and value for money of the tender.
- 1.1.3 The end-result is to complete the Workshop Expansion to increase available BELTS capacity to perform the maintenance and repair of heavy and specialist vehicles, storage of spares and consumables, and commissioning of the expanded developments within the expected timeline.

1.2 Products and Services Sought

- 1.2.1 Tenderers are invited for the expansion and refurbishment of the BELTS vehicle workshop located at **Plot 11 and 12, Salar Industrial Complex**. The layout diagram of the existing premises is included in **Annex B**.

- 1.2.2 The Tenderer shall propose the Project Schedule for the Project which includes:

- (a) performing the electrical and wiring works for Zone 3 and 4 in accordance to requirements in **Annex A** and at the locations in **Annex B** within one (1) month from award;
- (b) performing the installation of workstations, storage, or other facilities in accordance to the requirements in **Annex A**, and at the locations in **Annex B**;
- (c) the construction (up to practical completion) of an additional two (2) maintenance bays or sheltered workshops at the existing premises (ref to Zone 8 and 9 in **Annex B**) within three (3) months from award;
- (d) the construction (up to practical completion) of an additional building or shed for the storage of petroleum, oil, and lubricant (POL) consumables within three (3) months from award;
- (e) the supply and installation of roller shutter in accordance with the requirements in **Annex A** (Optional),

and the Services to be performed as per Para 2.2.

- 1.2.3 Specifications for the abovementioned expansions can be found in **Annex A**.

- 1.2.4 Tenderers shall consider and include within the Project Schedule all required processes, and procedures required for the Project to comply with applicable local regulations, including but not limited to:

- (a) compliance with Fire Safety checks with Brunei Fire Rescue Department;
- (b) conformance to local building codes, for the planned construction;
- (c) application and processing of permits and licenses with ABCi;
- (d) compliance with SHENA Work, Health and Safety requirements for the duration of

the works conducted;

(e) ensuring conformance with other regulatory or government bodies.

- 1.2.5 Tenderers shall manage the overall project and ensure adequacy of resources, reporting, and upkeep of any applicable certificates, licenses, or safety regulations as required by the applicable safety authority.
- 1.2.6 Tenderers shall provision for efforts in preparation and production of technical drawings, including but not limited to schematics, wiring and electrical diagrams, floor plans, and any other documents as required to obtain the necessary approval for the Building Plan.
- 1.2.7 Tenderers shall provision efforts for the application of occupational permits as required by ABCi.
- 1.2.8 Tenderers shall include within the Project Schedule the scope of the supply, installation, testing and commissioning of fixed equipment to be delivered as per Para **Error! Reference source not found..**
- 1.2.9 Tenderers shall demonstrate their controls, and processes in maintaining quality assurance for work delivered, and commitment to Work Health and Safety regulations as per Para 2.5.

2. Scope of Workshop Expansion

2.1 General Requirements

- 2.1.1 The scope of Workshop Expansion refers to the services provided by the Contractor from Construction Works, including design, approval of building plans, permit to work, build-up of the property to specifications, supply, delivery and installation of equipment, up to securing the Occupation Permit prior to commissioning.
- 2.1.2 The Contractor shall warrant that the proposed Project design shall achieve but are not limited to the following expectations:
 - (a) Fit-for-purpose;
 - (b) Safe and constructed with due care and skill;
 - (c) In compliance with local building codes and regulations, in particular the Building Code Order 2014 (BCO).

2.2 Building Design and Approval of Building Plans

Confirmation of Requirements

- 2.2.1 The Tenderer shall attend the scheduled site visits to the BELTS premises to confirm the accuracy of the provided information, and to familiarise with the property layout and requirements prior to the preparation of a Preliminary Design document.
- 2.2.2 The Tenderer shall submit **Schedule 6 – Preliminary Design Document of Section 3 – Tender Schedules**, a Preliminary Design of the building works for the Projects in **Para 1.2.2**.
- 2.2.3 The Tenderer shall submit **Schedule 7 – Bill of Materials of Section 3 – Tender Schedules**, a proposed Bill of Materials for the planned building works, which shall detail the quantity, unit cost, and total cost of materials and consumables required for

the building works under the Project.

2.2.4 Upon the commencement of the Workshop Expansion for the Project, the Contractor shall review the Preliminary Design document with the Project Team and:

- (a) Conduct a detailed review of the Project requirements with the Project Team;
- (b) Confirm any amendments to the Preliminary Design document; and,
- (c) Prepare and produce the finalised Building Plans, as well as an updated Bill of Materials required for the proposed building works.

2.2.5 The Contractor shall submit copies (hardcopy and softcopy in pdf format) of the Building Plans for the review and approval of the Project Team prior to seeking for the approval of the Building Plan by the relevant authority.

2.2.6 In the event that any building alterations, renovations, or works proposed within the Building Plan is exempted from approval by the relevant authority or any Government body, the Contractor shall be required to demonstrate proof of such exemption.

Design and Development of Building Plans

2.2.7 The Tenderer shall ensure that a suitable Qualified Person (QP) registered with the Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS) shall submit and seek for the approval of the Building Plans.

2.2.8 The Contractor shall be responsible for ensuring that the finalised design shall conform to procedures as set within the BCO, including where necessary, preparation of the requisite documentation by the approving authority, obtaining endorsement by any accredited checker for the proposed building works, and etc.

2.2.9 The costs and fees borne for the application and approval of the Building Plan shall be borne by the Contractor.

2.3 Construction Works

Site Preparation

2.3.1 The Contractor shall be responsible of any preparation to the work site, including:

- (a) coordination with the site supervisor for the delivery of building materials;
- (b) laying protective material, barricades, and signage at the vicinity of the work site; and,
- (c) allocating proper storage of material, tools, and equipment for the works.

Availability of Personnel

2.3.2 The Tenderer shall provide as part of the tender submission, the proposed list of key contractor personnel involved in the Project as per **Schedule 4 - Contractor Personnel of Section 3 – Tender Schedules**, informing BELTS of the required manpower resources for the building works.

2.3.3 In the event that the building works or any part thereof shall be performed by a sub-contractor, the Tenderer shall provide a list of Sub-Contractors, in **Table 4.2 of Schedule 4 of Section 3 – Tender Schedules**. Any sub-contractors included in the abovementioned schedule shall be certified by the approving authority.

2.3.4 The Tenderer shall include, where relevant, valid and applicable certificates of the

proposed Contractor Personnel, including sub-contractor personnel, (example welding, safety training) as required to demonstrate the availability of suitably qualified personnel deployed for the works.

- 2.3.5 For avoidance of doubt, the Contractor shall be responsible for the performance of any works undertaken by any Contractor personnel, sub-contractors, or third parties appointed by the Contractor under this Project.
- 2.3.6 In the event of non-availability of personnel, the Contractor shall be responsible for replacement of any workers or sub-contractors as may be required for the duration of the building works. The Contractor shall duly notify BELTS of any such replacement from time to time, including updating the list of Contractor Personnel as required.
- 2.3.7 The Contractor shall be responsible for the transportation of workers to and from the work site.
- 2.3.8 The Contractor shall be required to comply with the BELTS safety and security requirements within the work site during the period of the Project, including:
- (a) Appointment of a Health, Safety and Environment (HSE) Coordinator who shall act as the Contractor's focal point for all HSE matters throughout the duration of the work; and,
 - (b) Provide valid and up-to-date certificates of HSE trained personnel, test certificates of any heavy machinery, or other supporting documentation as requested by the BELTS HSE focal; and,
 - (c) To commence works only upon receiving the authorisation of the BELTS HSE focal; and,
 - (d) To comply to the safety regulations, procedures, and instructions of the BELTS HSE focal within the work site, and over the duration of the works; and,
 - (e) To pause works in the event the BELTS HSE focal notifies of a stop-work order as a result of a risk in breach of HSE protocol;
 - (f) To immediately report to the BELTS HSE focal on any incident, near-miss events, unsafe conditions, or non-compliance observed during the course of the work; and,
 - (g) To ensure the proper use of appropriate personal protective equipment (PPE) by all personnel who are working within the work site at all times.
- 2.3.9 The Contractor shall appoint a foreman or site supervisor to oversee the building works performed at the work site. The foreman shall be the focal person on matters related to the performance of the works, and communication of project matters to the BELTS representative.
- 2.3.10 The Contractor shall ensure that the foreman shall be contactable by BELTS during working hours.
- 2.3.11 The Contractor shall ensure the availability of qualified manpower in accordance with the proposed Contractor Personnel for the duration of the building works.
- Construction
- 2.3.12 Upon obtaining the Permit to commence the building works, the Contractor shall notify and coordinate with BELTS of the proposed start date for the building works.

- 2.3.13 The Contractor shall perform the building works and construct the Project in accordance with the approved Building Plan and Project Schedule.
- 2.3.14 The Contractor shall be responsible for purchasing building materials as listed in the Bill of Materials in accordance with the products registered and certified by the approving authority.
- 2.3.15 The Contractor shall be responsible for ensuring the delivery of building materials and equipment purchased for the Project to the work site.
- 2.3.16 The Contractor shall take reasonable steps to minimise disruption to business activities within the premises. In the event that a disruption shall be unavoidable (e.g. power shut-off, or pathway obstruction) the Contractor shall reasonably inform BELTS by providing one (1) week advance notice of such disruption.
- 2.3.17 The Contractor shall be responsible for protection of BELTS property within the vicinity of the work site from construction debris, contamination, or damage. Where accidental damage or a defect to BELTS property was found as a result of the Contractor's actions or its personnel, the Contractor shall repair and make good such damage or defect identified.
- 2.3.18 The Contractor shall submit reports to the BELTS project team following the completion of each of the milestones within the Project Schedule, as proof of work done, prior to any claims for payment.
- 2.3.19 Upon completion of the building works, the Contractor and BELTS shall jointly inspect the Project for any defects, non-compliance, or inconsistencies in the constructed building against the approved Building Plan.
- 2.3.20 The Contractor shall subsequently be responsible for making the application for the Occupation Permit with the relevant authority, including preparation of any documentation, submission material, and etc., as required for the application.
- 2.3.21 The Contractor shall be responsible for resolving non-conformances found during the inspection in **Para 2.3.19** or those requested by the authority for rectification as part of the assessment for the Occupation Permit in **Para 2.3.20**.
- 2.3.22 Upon BELTS receipt of the Occupation Permit from the relevant authority, the Contractor shall maintain the Defects Liability Period of twelve (12) months from the date of the Occupation Permit issuance, during which the Contractor shall:
- (a) repair any defects, poor workmanship, improper use of material, and poor design as a consequence of the Contractor's performance;
 - (b) resolve any defects which arise within the Defects Liability Period; and,
 - (c) replace any non-conforming materials or components which do not conform to local guidelines or standards.

Waste Management

- 2.3.23 The Contractor shall provide the means for proper collection and storage of waste material generated over the course of the building works.
- 2.3.24 The Contractor shall promptly remove any building waste material, construction debris, or hazardous substances from the work site in a safe and reasonable manner.
- 2.3.25 Upon completion of the building works, the Contractor shall be responsible for:

- (a) restoring the work site to a reasonably good, and clean condition; and,
- (b) removal of any remaining building waste, scrap material, construction debris, and unused materials.

2.3.26 BELTS shall have the right to appoint an external party to perform waste management services and claim from the Contractor the amount for the services performed by the external party in the event that the Contractor fails to perform their obligations under **Para 2.3.23 to 2.3.25.**

Insurance

2.3.27 The Contractor shall maintain applicable insurances for the duration of the Services, including but not limited to:

- (a) Contractor All Risk for loss or damage to property;
- (b) Workmen Compensation for workers appointed by the Contractor; and,
- (c) Any other insurance policies as required by law or regulatory body.

2.4 Project Management

2.4.1 The Tenderer shall include in **Schedule 4 – Contractor Personnel of Section 3 – Tender Schedules**, a dedicated Project Manager that shall be responsible for overseeing the execution of the Project.

2.4.2 The Tenderer shall submit as **Schedule 5 – Project Implementation Plan/Project Schedule of Section 3 – Tender Schedules**, a proposed Project Schedule which includes at minimum:

- (a) an overview of the method statement, and scope of works to be performed;
- (b) the breakdown of activities and their respective timelines in the form of a Gantt Chart, Project Timeline, or Work Breakdown Structure;
- (c) the project milestones and their target completion dates; and,
- (d) contact details of the proposed Project Manager.

Drawings and Documentation

2.4.3 The Tenderer shall include a list of documentation in **Schedule 9 – Documentation and Deliverables of Section 3 – Tender Schedules** which shall be prepared and produced over the course of the Project, to be provided to BELTS, and may include but not limited to the following:

- (a) Building Plans, including M&E drawings, revised Building Layout Diagrams;
- (b) Concept Drawings;
- (c) Technical Assessments, studies, or illustrations;
- (d) Technical manuals or brochures for the supplied equipment;
- (e) Workplans;
- (f) Bill of Materials;
- (g) Certificates, Licenses, and Permits; and,
- (h) Progress Reports.

2.5 Quality Assurance and Compliance to Standards

- 2.5.1 The Tenderer shall include as **Schedule 4 – Contractor Personnel of Section 3 – Tender Schedules** the relevant standards, certificates, and licenses of the Tenderer and the proposed sub-Contractors as included in the submission in **Schedule 4**.
- 2.5.2 The Contractor shall assure that such certificates, licenses, or standards shall be renewed and remain valid over the course of the Project.
- 2.5.3 The Contractor shall at all times comply with the policies, procedures, and health and safety guidelines as set within the BELTS premises, or by the law, including but not limited to:
 - (a) Applicable provisions as set in the following guidelines:
 - i. WSH Act Chapter 277 (SHENA)
 - (b) BELTS HSE Requirements