



سولوسي ججوروتراءن، لوكيستك دان لاتيهن بروني
Brunei Engineering, Logistics and Training Solutions

SECTION 3

TENDER SCHEDULES

FOR

THE EXPANSION OF BELTS VEHICLE WORKSHOP

TENDER REFERENCE: BELTS/WKSPEXP/2025

TABLE OF CONTENTS

SCHEDULE 1	INFORMATION SUMMARY
SCHEDULE 2	TENDERER'S BACKGROUND
SCHEDULE 3	TENDERER'S TRACK RECORD
SCHEDULE 4	CONTRACTOR PERSONNEL
SCHEDULE 5	PROJECT IMPLEMENTATION PLAN/ PROJECT SCHEDULE
SCHEDULE 6	PRELIMINARY DESIGN DOCUMENT
SCHEDULE 7	BILL OF MATERIALS
SCHEDULE 8	TENDER REQUIREMENT COMPLIANCE
SCHEDULE 9	DOCUMENTATION AND DELIVERABLES
SCHEDULE 10	TERM SHEET COMPLIANCE
SCHEDULE 11	PRICE SUMMARY AND TERMS OF PAYMENT
SCHEDULE 12	FINANCIAL INFORMATION
SCHEDULE 13	TENDERER'S DECLARATION

COMPOSITION OF TENDER

The composition of the Technical and Commercial Proposal shall be as follows:

Tender Schedules	Technical Proposal	Commercial Proposal
Schedule 1	X	
Schedule 2	X	
Schedule 3	X	
Schedule 4	X	
Schedule 5	X	
Schedule 6	X	
Schedule 7		X
Schedule 8	X	
Schedule 9	X	
Schedule 10		X
Schedule 11		X
Schedule 12		X
Schedule 13	X	X

IMPORTANCE NOTES

1. Only Tender Proposal with ALL the above schedules duly completed and submitted in full will be evaluated.
2. Incomplete Tender Proposal will be considered invalid and will be excluded from the evaluation process.

SCHEDULE 1 – INFORMATION SUMMARY

1.1 Tenderers shall set out in this Schedule the following information:

- (a) Management Summary;
- (b) List of all the companies [including the Tenderer and all sub-contractor(s), if any] involved in the provision of the delivery of goods and services specified in this Tender, and the responsibility(s) of each company;
- (c) Company profile [including the Tenderer and all sub-contractor(s), if any];
- (d) Years of experience (as of Tender Closing Date), and skills of the Tenderer and all sub-contractor(s) in the provision of goods and services specified in the Tender;
- (e) Other information that is considered and deemed important and relevant on the Tenderer's ability and suitability in fully and satisfactorily supplying and providing the goods and services required as described in this Tender.

SCHEDULE 2 – TENDERER’S BACKGROUND

- 2.1 Tenderers shall set out in this Schedule the company profile, strengths, organisational structure, management background, and any registration or accreditation with other local and international trade of professional bodies of the Contractor and Sub-Contractor(s) (if any).

SCHEDULE 3 – TENDERER’S TRACK RECORD

- 3.1 Tenderers shall set out in this Schedule with information regarding its contributions within the last five (5) years on the construction works and the supply of the following services or items for similar projects, in particular:
- (a) Engineering, Construction, Building Works; and,
 - (b) Project Management Experience
- 3.2 Tenderers shall provide descriptions of their track record for the services or items as above, by completing **Table 3.1** as below. Tenderers are required to ensure that:
- (c) Track records must be for similar functions to the tendered construction works on Workshop Expansion; and,
 - (d) The Tenderer must have performed a similar role as in this Tender for the listed projects.

Table 3.1 Company Track Record

Customer/ Country	Description of Works	Scope of Service	Project Scale (BND)	Project Timeframe		Project Reference	
				Start {ddmmyy}	End {ddmmyy}	Name	Contact

SCHEDULE 4 – CONTRACTOR PERSONNEL

- 4.1 Tenderers shall provide in this Schedule a clear organisational chart to show the project management structure including the escalation procedures.
- 4.2 Tenderers shall also set out in **Table 4.1** the following information in respect of each of their **KEY** Project Team members to be designated for the project:
- (a) Name;
 - (b) Company to which the staff belongs to;
 - (c) Proposed role in this project;
 - (d) Terms of Service;
 - (e) Recent project experience; and,
 - (f) Years of experience in Relevant Subject Areas.

Table 4.1 Project Role and Staffing Arrangement

Name	Company	Proposed Role	Terms of Service		Description of relevant Project Experience in last 10 Years	Years of Experience	
			Full-time/ Part-Time	On-Site/ Local Off-Site/ Overseas		Project Management	Implementation and Related Services

- 4.3 Tenders shall include, WSH coordinator and relevant certifications of the personnel to demonstrate compliance with SHENA e.g. (Hot Work, Working at Height, etc.)
- 4.4 Tenderers shall attach with this Schedule the Curriculum Vitae of **KEY** staff for the Project Team (e.g. Qualified Persons, Project Managers, etc).
- 4.5 Tenderers shall set out in this Schedule as **Table 4.2** with information regarding all the companies and business entities involved in the provision of the goods and services specified in this Tender, including details of their respective responsibilities.

Table 4.2 List of proposed Sub-contractors/ partners

Company	Proposed Role	Terms of Service		Description of relevant Project Experience in last 10 Years	Years of Experience	
		Full-time/ Part-Time	On-Site/ Local Off-Site/ Overseas		Project Management	Implementation and Related Services

- 4.6 Tenderers shall also provide information regarding any partnerships established with each Sub-Contractor. A partnership is defined as a formal and binding business relationship between the involved parties.

SCHEDULE 5 – PROJECT IMPLEMENTATION PLAN / PROJECT SCHEDULE

- 5.1 Tenderers shall provide in this Schedule, a preliminary Project Implementation Plan, which shall describe the activities of the Workshop Expansion of **Section 2 – Technical Specifications and Requirements**.
- 5.2 Tenderers are required to include within the Project Implementation Plan:
- (a) Description of the Implementation Plan or Method Statement;
 - (b) Description of Key Project Milestones, and their deliverables or outcomes;
 - (c) Overview of the Project Stages and Estimated duration for completion of each stage. Tenderers are to refer to proposed Project Schedule in **Para 1.2.2** in **Section 2 of Technical Specifications and Requirements**;
 - (d) A clear statement on the total estimated duration for completing the project (from award to commissioning stage);
 - (e) Proposed approach for Quality Management;
 - (f) Proposed approach for management of Health, Safety and Environment, including waste disposal, safety management, appointment of HSE coordinator, and compliance to environmental and safety regulations;
 - (g) Proposed approach for Risk Identification and Risk Management; and,
 - (h) Any other methods or approaches which shall demonstrate the Tenderers' abilities to deliver the project on time, on cost, and in compliance with project requirements.
- 5.3 Tenderers shall attach with this Schedule, a Project Timeline or Gantt Chart, which shall detail the sequence of activities and works to be performed across all Project Stages.

SCHEDULE 6 – PRELIMINARY DESIGN DOCUMENT

- 6.1 Tenderers shall provide a Preliminary Design Document which shall describe the proposed solution for the requirements specified in **Annex A of Section 2 – Technical Specifications and Requirements**.
- 6.2 Tenderers shall include in the Preliminary Design Document an overview of the proposed design concept, and suitability to BELTS requirements. Tenderers may include technical drawings, schematics, material data sheets, and sample pictures of similar designs to illustrate the solution.

SCHEDULE 7 – BILL OF MATERIALS

- 7.1 Tenderers shall provide descriptions of the proposed Bill of Materials for the planned building works, by completing **Table 7.1** as below.

Table 7.1 Bill of Materials

Ser	Item Materials / Consumables	Description	Unit Cost (BND)	Quantity	Total Cost (BND)

- 7.2 Tenderers shall list in **Table 7.2** all deliverables for the proposed solutions of the Project described in **Schedule 6 – Preliminary Design Document** in order to comply with the requirements in **Section 2 – Technical Specifications and Requirements**.

Table 7.2 List of Equipment

Ser	Deliverables	Unit Cost (BND)	Quantity	Total Cost (BND)
Equipment Listing				
1	<i>e.g Caged Storage</i>			
2	<i>Roller Shutter</i>			
3				
4				

SCHEDULE 8 – TENDER REQUIREMENT COMPLIANCE

- 8.1 Tenderers shall indicate their compliance to the **Technical Specifications and Requirements** as detailed in **Section 2**.
- 8.2 Tenderers shall complete the Tender Requirement Compliance Matrix in the format as per **Table 8.1**.
- 8.3 Preference is for full compliance. Tenderers who do not comply or partially comply are required to provide justification or a counterproposal in the remarks column for BELTS consideration.

Table 8.1 Tender Requirement Compliance Matrix

Para No	Sub-Clause No	Compliance Yes/No/Partial	Remarks

SCHEDULE 9 – DOCUMENTATION AND DELIVERABLES

- 9.1 Tenderers shall propose a complete list of documentation that will be provided, including all the documents specified in **Section 2 – Technical Specifications and Requirements**.
- 9.2 Tenderers shall complete **Table 9.1** by listing all the relevant documentation for all deliverables as specified in **Table 7.2 of Schedule 7 – Bill of Materials**.

Table 9.1 Project Documentation

Ref. No.	Description	Deliverable (D)/ Ref Material (R)	No. of Copies	
			Softcopy (Pls specify medium)	Hardcopy
	e.g. Building Plans			
	e.g. Bill of Materials			

- 9.3 The Contractor shall deliver all relevant material and documentation for the provision of Implementation and Related Services as detailed in **Section 2 – Technical Specifications and Requirements**.

SCHEDULE 10 – TERM SHEET COMPLIANCE

- 10.1 Tenderers shall indicate their compliance to the draft Term Sheet as detailed in Section 4 – Term Sheet.
- 10.2 Tenders shall acknowledge that the Form of Contract in Section 4 is an initial draft of the Agreement between BELTS and the successful Tenderer shall be required to finalise the Agreement with BELTS following any mutually agreed terms as may be discussed.
- 10.3 Tenderers shall complete the Contract Compliancy Matrix in the format as per **Table 10.1**.
- 10.4 Preference is for full compliance. Tenderers who do not comply or partially comply are required to provide justification or a counterproposal in the remarks column for BELTS consideration.

Table 10.1 Contract Compliancy Matrix

Clause No	Clause Heading	Compliance Yes/No/Partial	Remarks
1	Nature & Scope of Agreement		
2	Entire Agreement		
3	Key Personnel		
4	Project Management		
5	Implementation		
6	Compliance and Health, Safety and Environment (HSE)		
7	Intellectual Property		
8	Title and Risk		
9	Payment Terms		
10	Performance Bond		
11	Duties and Taxes		
12	Claims for Additional Work		
13	Defect Liability Period		
14	Insurance		
15	Liability and Indemnity		
16	Confidentiality		
17	Liquidated Damages		
18	Change Control		
19	Notices		
20	Expenses		
21	Amendments and Variations		
22	Gifts		
23	Continuing Effect of Agreement		
24	Waiver		
25	Time of Essence		
26	Assignment/Sub-Contracts		
27	Termination		
28	Governing Law and Dispute Resolution		
29	Non-Binding		

SCHEDULE 11 – PRICE SUMMARY AND TERMS OF PAYMENT

- 11.1 Tenderers shall provide a complete breakdown of the prices for the services proposed.
- 11.2 Tenderers shall ensure that the prices are consistent with the prices listed in **Schedule 7**. In the event of any discrepancy, this **Schedule 11** shall prevail.
- 11.3 Tenderers shall provide a complete and accurate price breakdown, in the format as per **Table 11.1**.

Table 11.1 Price Summary

Ser	Description	Unit Cost (BND)	Quantity	Total Cost (BND)	Schedule Reference (if applicable)	Remarks
	Supply of Materials					

Table 11.2 Payment Terms

Ser	Milestone Description	Percentage	Value (BND)	Milestone Deliverables
	e.g. Design Consultation			Finalised Building Plan
Grand-Total		100%		

SCHEDULE 12 – FINANCIAL INFORMATION

- 12.1 Tenderers shall provide in this **Schedule 12**, the Audited Financial Statements (minimum 3 years) or Management Accounts to demonstrate the capacity of the Tenderer to undertake this project financially.

SCHEDULE 13 – TENDERER’S DECLARATION

- 13.1 Tenderers shall complete the Tenderer’s Declaration by completing **Appendix 1 – Tenderer’s Declaration** attached with this Invitation to Tender.