



PROJECT REF: L3C/B00606/2021-2022/09

**“SUPPLY AND DELIVERY OF OFFICE SUPPLIES AT LIFELONG LEARNING CENTRE  
(L3C), MINISTRY OF EDUCATION”**

| <b>Bil.<br/>No.</b> | <b>Keterangan<br/>Description</b>                         | <b>Kuantiti<br/>Quantity</b> | <b>Unit<br/>Unit</b> |
|---------------------|---|------------------------------|----------------------|
| 1                   | <b>Binder Clip</b><br>- 15mm                              | 30                           | Boxes                |
| 2                   | <b>Binder Clip</b><br>- 25mm                              | 20                           | Boxes                |
| 3                   | <b>Binder Clip</b><br>- 41mm                              | 25                           | Boxes                |
| 4                   | <b>Binder Clip</b><br>- 51mm                              | 30                           | Boxes                |
| 5                   | <b>Binding Ring</b><br>- 38mm                             | 150                          | Units                |
| 6                   | <b>Binding Ring</b><br>- 28mm<br>- 50 pcs/box             | 200                          | Units                |
| 7                   | <b>Box File</b>   | 15                           | Units                |
| 8                   | <b>Double Sided Tape</b><br>- 2" (48mm)                   | 5                            | Units                |
| 9                   | <b>Fastener</b><br>- Plastic                              | 30                           | Boxes                |
| 10                  | <b>Flipchart Paper A1</b>                                 | 30                           | Units                |
| 11                  | <b>Hardcover Ring File F4</b><br>- 3"<br>- Mixed Colors   | 350                          | Units                |
| 12                  | <b>Paper A3</b><br>- White<br>- 80 gsm                    | 15                           | Reams                |
| 13                  | <b>Paper A4</b><br>- Blue<br>- 80 gsm<br>- 5 reams/box    | 1                            | Box                  |
| 14                  | <b>Paper A4</b><br>- Lavender<br>- 80gsm<br>- 5 reams/box | 1                            | Box                  |
| 15                  | <b>Paper A4</b><br>- White<br>- 80gsm<br>- 5 reams/box    | 40                           | Boxes                |
| 16                  | <b>Paper Punch 2 hole (Big)</b>                           | 10                           | Units                |

|    |  |    |       |
|----|--|----|-------|
| 17 | <b>A4 Paper Sticker</b>                                | 10 | Boxes |
| 18 | <b>A4 Protector Sheet</b>                              | 70 | Reams |
| 19 | <b>A4 PVC Sheet</b>                                    | 10 | Reams |
| 20 | <b>Stapler – No.10</b>                                 | 10 | Units |
| 21 | <b>Suspension Pocket File</b>                          | 40 | Boxes |
| 22 | <b>Whiteboard Marker</b><br>- Purple<br>- 12pcs/box    | 6  | Boxes |
| 23 | <b>Whiteboard Marker</b><br>- Red<br>- 12pcs/box       | 5  | Boxes |
| 24 | <b>Whiteboard Marker</b><br>- Black<br>- 2pcs/box      | 4  | Boxes |
| 25 | <b>Whiteboard Marker</b><br>- Green<br>- 12pcs/box     | 5  | Boxes |
| 26 | <b>Whiteboard Marker</b><br>- Blue<br>- 12pcs/box      | 4  | Boxes |
| 27 | <b>Ball pen</b><br>- Color: Red                        | 10 | Nos   |
| 28 | <b>Ball pen</b><br>- Color: Blue                       | 50 | Nos   |
| 29 | <b>Cloth Tape</b><br>- 3"                              | 15 | Units |
| 30 | <b>Cutter</b>  | 10 | Units |
| 31 | <b>Letter Opener</b>                                   | 15 | Units |
| 32 | <b>L-Shape Folder File</b><br>- A4<br>- Mixed Colors   | 30 | Units |
| 33 | <b>Paper Clip</b><br>- Type: Big                       | 20 | Boxes |
| 34 | <b>Paper Clip</b><br>- Type: Small                     | 20 | Boxes |
| 35 | <b>Paper Tray</b>                                      | 20 | Units |
| 36 | <b>2B Pencil</b><br>- 12pcs/box                        | 10 | Boxes |
| 37 | <b>Scissors</b><br>- 6"                                | 15 | Units |
| 38 | <b>Sharpener Pencil for desk</b>                       | 15 | Units |
| 39 | <b>Sticky Label</b><br>- 12mm x 45mm<br>- Mixed Colors | 20 | Units |
| 40 | <b>Eraser</b>  | 10 | Units |
| 41 | <b>Fancy Paper</b><br>- A4<br>- Mixed Colors           | 10 | Reams |

|    |  |    |       |
|----|--|----|-------|
|    | - 230gsm   |    |       |
| 42 | <b>Notebook F4</b>                                       | 20 | Units |
| 43 | <b>Correction Pen / Blanco</b>                           | 15 | Nos.  |
| 44 | <b>Carbon Paper</b><br>- Black                           | 3  | Packs |
| 45 | <b>Hardcover Arch Ring File</b><br>- A5<br>- Mixed Color | 10 | Units |

1. Delivery and installation work shall be done in any days which are from Monday to Saturday. The operation time shall be from 8 am to 2 pm every day.
2. Before any installation begins, Superintending Officer shall monitor the area to ensure that the Company/Vendor proceeds with the installation at the right area as requested.
3. The Company/Vendor shall provide all the necessary equipment for the installation.
4. The Company/Vendor will be responsible for personal injury, loss of or damage to property and any other loss.
5. Warranty should be provided at least for **twelve months** for any manufacturing defects and servicing to include spare parts and consumables item. The Company / Vendor can provide after sale service after the warranty period ends upon request by the L3C at specified price.
6. Price shall include:
  - a) Installation / services.
  - b) Warranty
  - c) Any Additional charges

**PERHATIAN:**

Jika awda berminat untuk ikut serta dalam tawaran ini, awda dikehendaki mengisi **Borang Penyertaan** melalui pautan: <https://tinyurl.com/vm53k5zw> dan membuat pembayaran secara **ONLINE** sebanyak **BND\$5.00 (tidak dikembalikan)** melalui aplikasi BIBD MOBILE. Sebelum membuat pembayaran secara online, pihak Syarikat / Pembekal bolehlah menghubungi pihak Unit Kewangan dan Perolehan di talian **+673 2346201 ext 111** atau emel: [finance.l3c@moe.gov.bn](mailto:finance.l3c@moe.gov.bn) untuk mendapatkan tatacara pembayaran.

Selepas pembayaran dibuat, salinan resit ataupun 'screenshot' pembayaran bagi setiap projek hendaklah terlebih dahulu diemel oleh pihak Syarikat/Pembekal yang berminat ikut serta tawaran/sebutharga tersebut kepada [finance.l3c@moe.gov.bn](mailto:finance.l3c@moe.gov.bn) untuk tujuan mengesahkan pembayaran.

Resit Pembayaran, Borang Sebutharga dan dokumen yang berkaitan akan dihantar kepada pihak Syarikat/Pembekal sebaik sahaja pihak Pusat Pembelajaran Sepanjang Hayat (Pusat L3) menerima 'screenshot' pembayaran Syarikat/Pembekal tersebut.

Tawaran hendaklah dihadapkan dalam sampul surat yang rapi (*sealed*) dengan menyertakan bilangan dan tajuk tawaran serta tarikh tutup tanpa menyatakan nama penender / syarikat dengan dialamatkan kepada **Pengerusi Jawatankuasa Sebutharga Pengajian Tinggi, Kementerian Pendidikan**.

Tawaran yang lengkap hendaklah dimasukkan ke dalam Peti Tawaran yang disediakan di alamat: **Tingkat 1 (Peti Surat Sebutharga), Pusat Pembelajaran Sepanjang Hayat (Pusat L3), Jalan 10 Selatan, RPN Lambak Kanan, BC2315. Negara Brunei Darussalam.**

**NOTE:**

*If you are interested to submit an offer, you are required to fill in the online **Participation Form** at <https://tinyurl.com/vm53k5zw> and pay **\$5.00 (non refundable)** by **ONLINE** through BIBD MOBILE application. Before making payment online, Companies / Suppliers can contact Finance and Procurement Unit at +673 2346201 ext 111 or email: [finance.l3c@moe.gov.bn](mailto:finance.l3c@moe.gov.bn) to obtain payment procedures.*

*After payment is made, please email a copy of the 'screenshot' receipt of payment of each project to [finance.l3c@moe.govbn](mailto:finance.l3c@moe.govbn) to confirm your payment.*

*The Payment Receipt (Resit Asal), Original Quotation (Borang Sebutharga Asal) and related documentation will be sent to you once we receive your 'screenshot' receipt of payment. Please make sure you use a valid email account.*

*All quotation documents must be submitted in sealed envelope(s) with the quotation reference number, description of item, date advertised and closing date, on the top right hand of the envelope. Suppliers must not include their company name on the envelope. The quotation should be addressed to **Pengerusi Jawatankuasa Sebutharga Pengajian Tinggi, Kementerian Pendidikan**.*

*The completed quotation must be submitted to quotation box at **Tingkat 1 (Peti Surat Sebutharga), Pusat Pembelajaran Sepanjang Hayat (Pusat L3), Jalan 10 Selatan, RPN Lambak Kanan, BC2315. Negara Brunei Darussalam.***