

STANDARD OPERATING PROCEDURE

PROJECT PLANNING SECTION COUNTER, HOUSING DEVELOPMENT DEPARTMENT

TENDER SUBMISSIONS.

1. Interested Tenderers can view available **Tender Notice** via Pelita Brunei, HDD website and from the notice board located at Ground Floor of HDD Building.
2. Tenderers may request by email for the Tender Information Pack (TIP) for more information on the project details from Project Planning Section email address: tender.jkp@hdd.gov.bn. Request by email for Tender information pack must include the following information;
 - i. Copy of Requestor's IC, Name and Position within Company,
 - ii. Copy of Company's Owner IC,
 - iii. Copy of MOD's Contractor Registration Certificate,
 - iv. Request must be made through Official company's email.
3. **'Tender Eligibility Certification Form'** (PDF format) and **'Particulars and Certification of Participating Tenderer Form'** (PDF format) will be posted on HDD website www.housing.gov.bn. Tenderers may print out the form.
4. Tenderers are not allowed to go to Level 4, HDD (Project Planning Section Counter). Application to participate in Tender are through this mode:
 - a) Tenderers may submit their **'Tender Eligibility Certification Form'** and **'Particulars and Certification of Participating Tenderer Form'** (scan copy) to Project Planning Section email address: tender.jkp@hdd.gov.bn
 - b) Tenderers are required to pay tender fees and document fees through online, One Common Billing System (OCBS).
5. These documents need to be attached with **Tender Eligibility Certification Form**:
 - i. Copy of MOD's Contractor Registration Certificate,
 - ii. Copy of ABCi's Lesen Pembina,
 - iii. Copy of Business Registration Certificate,
 - iv. Copy of Company's Owner IC,
 - v. Letter of Undertaking, MOD's Contractor Registration Certificate, ABCi's Lesen Pembina from Sub-Contractors (if applicable).
6. Project Planning Section's representative will review the application. If not comply, :
 - a) Project Planning Section will notify Tenderers by email.

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7. Project Planning Section's representative will review the application. If comply,:
 - a) Project Planning Section will create invoice for OCBS payment.
 - b) Tenderers will be notified by email or SMS with regards to OCBS payment details.

8. Issuance of Tender Document to Tenderers will be through email after notification of payment made is received.

Date: 4th September 2021