

STANDARD OPERATING PROCEDURE

PROJECT PLANNING SECTION COUNTER, HOUSING DEVELOPMENT DEPARTMENT

QUOTATION APPLICATIONS

1. Interested Tenderers can view available **Quotation Notice** via HDD website and from the notice board located at Ground Floor of HDD Building.
2. **Tender Eligibility Certification Form** (PDF format) will be posted on HDD website. Tenderers may print out the form.
3. Tenderers are not allowed to go to Level 4, HDD (Project Planning Section Counter). Application to participate in Quotation are through this mode:
 - a) Tenderers may submit their **Tender Eligibility Certification Form** (scan copy) to Project Planning Section email address: tender.jkp@hdd.gov.bn
 - b) Only local Company's owner or local authorised representative who wish to participate are allowed to request for the documents. Please attach IC (scan copy) and authorization letter (if applicable) together with other documents needed as per no. 4.
 - c) Tenderers are required to pay tender fees through online, One Common Billing System (OCBS) or Internet Banking
4. These documents need to be attached with **Tender Eligibility Certification Form**:
 - i. Scan copy of MOD's Contractor Registration Certificate
 - ii. Scan copy of ABCi's Lesen Pembina
 - iii. Scan copy of Business Registration Certificate
 - iv. Scan copy of Company's Owner IC
 - v. To confirm method of payment either using Internet Banking or e-Darussalam OCBS
5. Project Planning Section's representative will review the application. If not comply, :
 - a) Project Planning Section will notify Tenderers by email.
6. 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.
7. Issuance of Quotation Document to Tenderers will be through email (PDF format) after notification of payment made is received.
8. Submission of quotation document before closing date through Quotation Box located at Ground Floor, HDD Building **on the specified date not later than 9.30 am.**