**GOVERNMENT OF BRUNEI DARUSSALAM**

**DEPARTMENT OF ENVIRONMENT, PARKS AND RECREATION**

**MINISTRY OF DEVELOPMENT**

**BRUNEI DARUSSALAM**

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| **REQUEST FOR QUOTATION (RFQ)** |
| QUANTITY SURVEYING CONSULTANCY SERVICES IN DRAFTING REQUEST FOR PROPOSAL DOCUMENT TO INVEST, DESIGN, DEVELOP AND OPERATE WASTE INCINERATION PLANT IN NEGARA BRUNEI DARUSSALAM |
|  |
| RFQ No. |
| **JASTRE/BKP/RFQ/01/2022** |
|  |
| Closing Date |
| **24 MAY 2022**  **(not later than 2:00 pm)** |

# ANNEX 2 – SUBMISSION FORMS

# ANNEX 2A – STAFF INFORMATION

Please provide the following information regarding the management & staff of the firm at all levels, local & foreign, not necessarily proposed to be involved in the project.

It is reminded to also provide *Surat Pengesahan TAP & SCP* in this submission.

**Ownership**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **I.C. No.** | **Designation** | **Qualification** | **Tick where applicable** | |
| **Local / PR** | **Others** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**Professional, Technical & Administrative**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **I.C. No.** | **Designation** | **Qualification** | **Tick where applicable** | |
| **Local / PR** | **Others** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

|  |  |
| --- | --- |
| No. of local staff |  |
| Total no. of staff |  |

# ANNEX 2B – PROPOSED PROJECT PERSONNEL

Please provide where applicable the **proposed technical personnel to be committed to the project**. The chart below may be adjusted according to the firm (i.e. multiple personnel upon different levels of authority) provided they are proposed to be involved in the project.

It is reminded to provide copies of valid practicing certificates from BAPEQS.

For each member listed, please provide **CV details of the proposed personnel**, including academic qualifications, professional qualifications and experience to similar nature projects, not limiting to those experienced under current employers in the form below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **IC No.** | **Designation** | **Academic Qualification** | **Professional Qualification** | **Similar Nature Projects involved** |
|  |  |  |  |  |  |
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# ANNEX 2C/1 – PROJECT TRACK RECORDS

Please provide ALL information on **COMPLETED PROJECTS ONLY** by the firm. Completed Projects should be **of equal or more value** than this project in the **last 10 years** only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Project Name** | **Client** | **Value (BND)** | **Year Completed** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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**ANN****EX 2C/2 – PROJECT TRACK RECORDS**

Please provide ALL information on **ONGOING PROJECTS ONLY** by the firm.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project Name** | **Government / Private project** | **Client** | **Type of Service (Principal Consultant / Civil & Structural Engineer / Accredited Checker)** | **Value (BND)** | **Professional Fees (BND)** | **Year to be completed** | **Physical Progress %** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**I hereby declare that the details furnished above are true and correct to the best of my knowledge.**

|  |  |  |
| --- | --- | --- |
| **……………………………………………………………………….**  **NAME:**  **( )** |  | **COMPANY STAMP** |
| **POSITION:** |  |
| **COMPANY:** |  |

# ANNEX 2D – FIXED FEE

a. On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I, the undersigned, agree to the Fixed Fee below for the Consultancy services for this project.

|  |  |
| --- | --- |
| **Fixed Fee to include:** | **Total Fixed Fee Amount** |
| Consultancy services for Stage 1, 2 and Stage 3 (All Provisional Fees) | BND$\_\_\_\_\_\_\_\_ |

b. Cost breakdown of the Fixed Fee amount:-

|  |  |
| --- | --- |
| **Fixed Fee to include:** | **Fixed Fee Amount** |
| 1. **Fixed fee to include (Stage 1 and 2)**   Consultancy services, all out-of-pocket expenses (OPE) and Authorities’ fees. | BND$\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| 1. **Provisional fees (Stage 3)**   Consultancy services, all out-of-pocket expenses (OPE) and Authorities’ fees | | |
| 2.1 \*Option 1- Drafting of project contract agreement | : | BND $\_\_\_\_\_\_\_\_\_ |
| 2.2 \*Option 2- Vetting company’s proposal on the conditions of project contract agreement including negotiating and finalizing any bespoke conditions with the appointed company | : | BND $\_\_\_\_\_\_\_\_ |
| 2.3 Printing and hardcover binding (approx. 8 sets) | : | BND $\_\_\_\_\_\_\_\_\_ |

*Note: (\*) Option 1 or/and option 2 will be paid subject to further approval.*

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|  |
| **NAME:**  **( )** |
| **POSITION:**  **COMPANY:** |

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| --- |
|  |
| **COMPANY STAMP** |
|  |

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| --- |
| Stamp Lembaga Tawaran Kecil, Kementerian Pembangunan |