



GOVERNMENT OF BRUNEI DARUSSALAM
MINISTRY OF DEVELOPMENT
Procurement and Finance Division
Bandar Seri Begawan, Brunei Darussalam

RFQ Reference No.: MOD/PROC/2025/017
Date Issued: 10 April 2025

To:
Registered Vendors
Government E-Procurement System

REQUEST FOR QUOTATION (RFQ)

This document records the procurement transaction for the acquisition of office information technology equipment intended to support routine administrative operations within selected departments. The procurement activity forms part of the approved annual operational expenditure and is processed under the standard financial workflow applied by the Ministry of Finance and Economy.

The procurement requirement was identified through internal asset reviews indicating replacement needs for existing equipment that has reached the end of its service life. Budget allocation for this procurement has been approved under the Information Technology Equipment provision for the 2025 financial year.

Suppliers participating in this procurement exercise are requested to submit price quotations detailing the cost of supply, delivery, and setup of the required equipment. The quotation is expected to present a clear breakdown of unit prices, total cost per item, and the overall quotation value. All pricing information is to be stated in Brunei Dollars (BND).

The equipment required under this procurement includes desktop computers, network printers, and supporting power backup units. Quantities are based on current departmental operational needs and projected usage. Pricing submissions are expected to reflect prevailing market rates and include all associated procurement costs.

Item Description	Quantity	Estimated Unit Cost (BND)	Estimated Total (BND)
1 Desktop Computer (Standard Office Specification)	28	1,200.00	33,600.00
2 Network Laser Printer	10	850.00	8,500.00
3 UPS Unit	28	250.00	7,000.00



Item Description	Quantity	Estimated Unit Cost (BND)	Estimated Total (BND)
Estimated Procurement Total			49,100.00

Submitted quotations will be reviewed for cost accuracy, completeness of pricing information, and alignment with the stated equipment specifications. Financial comparison will be conducted to assess cost efficiency and value for money based on the submitted unit and total prices.

Upon completion of quotation comparison and internal financial review, the selected supplier will be issued a Purchase Order specifying the approved items, quantities, and total payable amount. The Purchase Order serves as the official financial commitment for this procurement transaction.

Delivery confirmation and verification of supplied items will be conducted upon receipt. Once delivery has been verified, the supplier may submit an invoice referencing the issued Purchase Order. Payment processing will be initiated following invoice verification and confirmation that the supplied items correspond to the approved procurement details.

Payment will be processed through the Ministry's standard financial system in accordance with established accounting procedures. Supporting documentation, including delivery notes and invoices, will be retained for audit and financial reconciliation purposes.

All procurement records related to this transaction, including quotations, price comparisons, purchase orders, and invoices, will be maintained as part of the Ministry's financial documentation. These records contribute to expenditure tracking, audit readiness, and financial transparency.

Issued by:

Procurement and Finance Division

Ministry of Development

Government of Brunei Darussalam