أوتوريتي ماكنن بروني دارالسلام

BDFA

BRUNEI DARUSSALAM FOOD AUTHORITY

REQUEST FOR QUOTATION (RFQ)

SUBSCRIPTION BASED COMPUTERIZED ACCOUNTING SYSTEM SERVICE

FOR

BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)

(Quotation Reference: BDFA/Q/0011/2025)

Contents

[Quotation Reference: BDFA/Q/0011/2025]

1. Introduction

1.1 Background

1.1.1 The Brunei Darussalam Food Authority (BDFA) is an incorporated statutory body established on 1 January 2021, with the consent of His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan and Yang Di-Pertuan of Brunei Darussalam.

1.1.2 BDFA's role is to ensure food safety and quality in Brunei Darussalam; and will thus regulate food importation and exportation, production and processing, transportation including transits, and also facilitates market access.

1.2 Purpose

1.2.1 BDFA would like to invite your company to submit a proposal for the provision of a robust subscription-based computerized accounting system service to BDFA for one (1) year, renewable annually, as per requirements in the quotation document.

1.3 Terms and Conditions

1.3.1 One (1) original copy of the proposal and clearly marked **"BDFA/Q/0011/2025 – SUBSCRIPTION BASED COMPUTERIZED ACCOUNTING SYSTEM SERVICE FOR BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)"** shall be submitted in _tamper-proof sealed envelope_ **by 4:00PM** (Brunei local time) on **Tuesday, 9th September 2025;** addressed to the following:

ATTN: PROCUREMENT DIVISION
Brunei Darussalam Food Authority
Flat B22, Simpang 32-37
Anggerek DesaTechnology Park,
Bandar Seri Begawan, BA3713,
Brunei Darussalam

1.3.2 All responses received shall become the property of the **BDFA** and will not be returned.

1.3.3 **BDFA** will not accept any responsibility for costs incurred in responding to this Request for Quotation (RFQ).

1.3.4 Submitting a response does not present a commitment on the part of **BDFA** to proceed further in this process or plan with any Respondent.

1.3.5 **BDFA** may at its discretion, enter into discussions or negotiations with any Respondent, request further information from the marketplace, or pursue other options.

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1.3.6 **BDFA** may request for a concept design for each item stated in this RFQ requirement for further review.

1.3.7 Questions regarding submission requirements or any technical questions regarding this RFQ should be directed to the following email address.
Email: procurement@bdfa.gov.bn

1.3.8 The RFQ does not constitute a commitment to offer of a Contract or prospective Contract.

1.3.9 All responses must be received on the date and time indicated on the RFQ. All late responses will be disqualified.

1.3.10 **BDFA** shall not be under any obligation to disclose any quotation or any particulars thereof to any prospective vendor and does not in any way undertake nor obliged to accept any quotation which is properly made and which conforms to the terms and conditions of submission. **BDFA** reserves the right to accept or reject such quotation as it may in its absolute discretion think fit.

2. Eligibility Criteria

2.1 The Vendor shall have a functioning office located in Brunei Darussalam with relevant documents attached such as business registration in the Registry of Company and Business Names (ROCBN).

2.2 The Vendor shall have a minimum of 3 years' experience in delivering and implementing of accounting solution.

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3. Statement of Requirements

3.1 The requirements of the Computerized Accounting System service are as below:

a. Mandatory Requirement:

No.	Description	Features/specifications
1	**General Ledger**	Chart of accounts, general ledger configuration, budgeting, period-end journals, period-end processing, year-end processing, management accounts (Trial Balance, Profit and Loss Account, Balance Sheet), general ledger reports
2	**Account Payable**	Supplier master file and set up, data entry, data validation, invoice / order matching, non-PO invoiced payments, payments, end of period processing, accounts payable reports
3	**Purchase**	Procurement set up options, requisitions, quotation requests, purchase orders, order amendment, purchase day books, receipting / goods received, returns to supplier, purchase order analysis and reports
4	**Cash Book**	Bank account, transactions, reconciliation, cash book reports
5	**Fixed Assets**	Asset records, asset acquisition, asset disposal, asset types, asset valuations, capital projects, asset tracking, depreciation, lease asset accounting, end of year processing, fixed assets reports
6	**Sales**	Sales (revenue/collection) types and methods, sales (revenue/collection) creation, receipt, sales (revenue/collection) reports
7	**Reporting**	Exportable in CSV/Excel and PDF formats

b. Optional Requirement:

No.	Description	Features/specifications
8	**Invoicing**	Invoicing types and methods, invoice creation, receipt, invoice reports
9	**Account Receivable**	Customer master file, payments received, invoice / payment matching, credit notes, credit control, end of period processing, accounts receivable analysis and reports
10	**Inventory**	Inventory item master file, transactions, locations, sales prices, inventory item levels, inventory item values and cost prices, inventory stock counts (stock takes), lot (batch) control, inventory reports
11	**Prepayment**	Prepayment tracking and management
12	**Accrual**	Accrual tracking and management

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c. **Technical Requirement:**

No.	Description	Features/specifications
13	**Accessibility**	Accessible on and off premises via browser from desktop, laptop, tablet, and smartphone.
14	**Security**	Role-based access control and custom role access control based on users or positions.
15	**Data Migration**	The Vendor must assist in migrating BDFA legacy data and current data to the proposed system
16	**Backup and Recovery**	The proposed system shall provide scheduled daily, monthly and yearly data backup capability. The proposed system must have scheduled data backup (at least monthly) with rollback possibilities in case of data loss or similar issues
17	**Audit Trails**	The proposed system must have audit trail for any activity/transaction (insert, update, delete, display) accessed by the users. The audit trail must be able to access directly by BDFA authorized personnel through the proposed system at any time
18	**Upgrade**	Ability to scale with BDFA's growth and customize according to BDFA's financial processes
19	**System Type**	Cloud Based

d. **Other Requirement:**

No.	Description	Features/specifications
20	**Maintenance and Support**	i. phone call and email support and advice during office hours on any aspect of the proposed accounting system should be available 5 working days (Monday to Friday: 8.00 AM – 5.00 PM Brunei Local Time) a week per year. ii. Free updates for improvements and enhancement on the proposed system will be provided by the vendor as part of the subscription. iii. Providing manuals and guidelines material and updated according to system upgrade/changes
21	**Training**	Local training must be provided
22	**Service Type**	Subscription based
23	**Duration**	One (1) year, Renewable annually
24	**Number of Users**	Six (6) Users
25	**Proposed System Name**	**To be provided by respondent**

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3.2 General requirements and information

3.2.1 BDFA shall have the right to increase the number of user than the quantity indicated at the statement of requirements. Purchase order shall be issued by BDFA for any additional user requested.

3.2.2 The Vendor whose quotation is accepted and successful will be notified of the acceptance of the quotation by letter ("the Letter of Acceptance"). Thereafter a formal contract of engagement ("the Agreement") be drawn up by the Solicitors for BDFA on such terms and conditions as BDFA may in its absolute discretion stipulate.

3.2.3 The Agreement shall be the complete and full agreement constituting a binding contract between BDFA and the successful vendor the terms of which shall bind BDFA and the Vendor accordingly and shall supersede all other previous representations or agreements (whether written or oral) made between the parties in respect of the quotation.

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4. Submission of RFQ

4.1 Submission format

4.1.1   Respondents shall submit the RFQ in the following format:

4.1.1.1 Title Page
a) The title page should indicate the title **"BDFA/Q/0011/2025 – SUBSCRIPTION BASED COMPUTERIZED ACCOUNTING SYSTEM SERVICE FOR BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)"** respondent name, address, telephone and fax number, email address and contact person's name.
b) Table of Contents/Index.

4.1.1.2 Section 1: Corporate Experience
a) Describe the type of company (e.g. Limited Companies) and provide copy of Business Registration Certificate.
b) Provide Company Registration Form X or 16/17 (whichever applicable)
c) Provide the owners, partners or shareholders names and copy of their identity card.
d) Describe the company size.
e) Provide a minimum of three (3) client references whom have subscribed to the proposed solution including name, address, telephone number, email address and the date of implementation.

4.1.1.3 Section 2: Corporate Capability and Declaration
a) Describe capability (financial, experience and workload capacity) to undertake this project.
b) Declare if there are any personnel in your company whom has direct relation to any of the BDFA's employee.

4.1.1.4 Section 3:
a) Specifications and Compliance Sheets on Annex A.
b) Commercial Proposal on Annex B. The validity of the proposal should not be less than 60 days.

4.1.1.5 Section 4:
a) Other applicable attachments can be included and listed under Additional Information.

Annex A: Specifications and Compliance Sheet

Respondents are required to fill in the *'For Respondents to complete'* section

A.1 Computerized Accounting System service

"Customization" – when the Vendor cannot meet a stated Features/specifications in full and the Vendor wishes to customize the System / Equipment to fulfil the requirement.

No	Descriptions	Requirements	For Respondents to complete	
			Comply (Yes/No/ Customization)	Respondent's Offer of Features/specifications
1	**General Ledger**	Chart of accounts, general ledger configuration, budgeting, period-end journals, period-end processing, year-end processing, management accounts (Trial Balance, Profit and Loss Account, Balance Sheet), general ledger reports		
2	**Account Payable**	Supplier master file and set up, data entry, data validation, invoice / order matching, non-PO invoiced payments, payments, end of period processing, accounts payable reports		
3	**Purchase**	Procurement set up options, requisitions, quotation requests, purchase orders, order amendment, purchase day books, receipting / goods received, returns to supplier, purchase order analysis and reports		
4	**Cash Book**	Bank account, transactions, reconciliation, cash book reports		

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7	**Reporting**	Exportable in CSV/Excel and PDF formats		
8	**Invoicing (optional)**	Invoicing types and methods, invoice creation, receipt, invoice reports		
9	**Account Receivable (optional)**	Customer master file, payments received, invoice / payment matching, credit notes, credit control, end of period processing, accounts receivable analysis and reports		
10	**Inventory (optional)**	Inventory item master file, transactions, locations, sales prices, inventory item levels, inventory item values and cost prices, inventory stock counts (stock takes), lot (batch) control, inventory reports		
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19	**System Requirement**	Cloud Based		
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No	Descriptions	Requirements	For Respondents to complete	
			Comply (Yes/No/ Customization)	Respondent's Offer of Features/specifications
		days (Monday to Friday: 8.00 AM – 5.00 PM Brunei Local Time) a week per year. ii. Free updates for improvements and enhancement on the proposed system will be provided by the vendor as part of the subscription. iii. Providing manuals and guidelines material and updated according to system upgrade/changes		
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25	**System Name Proposed to be provided by Respondent**			

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Annex B: Commercial Proposal

Respondents are required to fill in the cost as well as the price validity, payment terms, delivery terms and other terms and conditions.

The commercial proposal must bear the official stamp and signature.

B.1 Computerized Accounting System service

Proposed System Name	No. of Users	Monthly subscription fee per user (BND)	Annual subscription fee per user (BND)	Total Annual subscription fee of 6 users (BND)
	6			

B.2 Subscription Fee per additional user

Monthly subscription fee per additional user (BND)

B.3 Once-off Costs (if any)

Description	Cost (BND)
Customization Cost of the modules' features/specification as per the needs of BDFA listed in Section 3 above	
Training Cost	
Other Costs if any (Please Specify) #	

Note:
Costs must be clearly defined with detailed breakdown

Price Validity (minimum 60 days):

Payment Terms:

Delivery Terms:

Other Terms and Conditions (if applicable):

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