

CONFIDENTIAL



# REQUEST FOR QUOTATION (RFQ)

**SUPPLY OF FINANCE AND PROCUREMENT SYSTEM  
FOR BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)**  
*(Quotation Reference: BDFA/Q/0010/2026)*

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# 1. Introduction

## 1.1. Background

- 1.1.1. The Brunei Darussalam Food Authority (**BDFA**) is an incorporated statutory body established on 1 January 2021. BDFA is responsible for ensuring food safety and quality in Brunei Darussalam, including regulating food importation, exportation, production, processing, transportation, and facilitating market access.

## 1.2. Purpose

- 1.2.1. **BDFA** invites qualified vendors to submit a quotation for the provision, implementation and support of a subscription-based Finance and Procurement System, including necessary customisation, training and maintenance services.
- 1.2.2. The contract shall be for an initial period of one (1) year, with the option for **BDFA** to renew annually, subject to satisfactory performance and mutual agreement.

## 1.3. Terms and Conditions

- 1.3.1. One (1) original copy of the proposal and clearly marked "**BDFA/Q/0010/2026 SUPPLY OF FINANCE AND PROCUREMENT SYSTEM FOR BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)**" shall be submitted in tamper-proof sealed envelope by 5:00PM (Brunei local time) on **Thursday, 4<sup>th</sup> June 2026**; addressed to the following:

**PROCUREMENT SECTION**  
**Brunei Darussalam Food Authority**  
Flat B22, Simpang 32-37  
Anggerek DesaTechnology Park,  
Bandar Seri Begawan, BA3713,  
Brunei Darussalam

- 1.3.2. Submitted quotation and all supplementary materials shall become the property of the **BDFA** and will not be returned.
- 1.3.3. **BDFA** shall 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.
- 1.3.6. **BDFA** may request for a concept design for each item stated in this RFQ Statement of Requirements for further review.

- 1.3.7. All enquiries regarding this RFQ shall be directed to:  
Email: [procurement@bdfa.gov.bn](mailto: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. **B DFA** 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. **B DFA** 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 and be registered with the Registry of Companies and Business Names (ROCBN) in Brunei Darussalam.
- 2.2. The Vendor shall have a minimum of 3 years' experience in delivering and implementing of finance and procurement system.

### 3. Statement of Requirements

#### 3.1. General Requirements and Information

- 3.1.1. The system shall be **Odoo Enterprise Edition**, customizable to meet BDFA's operational and policy requirements.
- 3.1.2. The system shall be **cloud-based** and hosted in Brunei Darussalam.
- 3.1.3. The system must comply with the specifications set out in **paragraph 3.2**.
- 3.1.4. The system concept design of any customisation shall be demonstrated to BDFA for evaluation **within 3 months starting from 5<sup>th</sup> June 2026 until 4<sup>th</sup> September 2026**.
- 3.1.5. The vendor whose quotation is accepted shall be notified by Letter of Award. A formal Agreement shall thereafter be executed between BDFA and the vendor.
- 3.1.6. The Agreement shall constitute the entire binding contract between BDFA and the vendor and shall supersede all previous representation or agreements.

#### 3.2. Specification and Other Requirement

##### 3.2.1. Finance Management and Procurement Modules

No.	Description	Features/specifications
1	General Ledger	<ul style="list-style-type: none"> <li>• Configurable Chart of Accounts (government/statutory body format)</li> <li>• Journal entries</li> <li>• Trial Balance</li> <li>• Period closing and year-end closing functionality</li> </ul>
2	Account Payable	<ul style="list-style-type: none"> <li>• Supplier master data management</li> <li>• Invoice recording and tracking</li> <li>• Payment processing</li> <li>• Aging reports</li> </ul>
3	Cash and Bank Management	<ul style="list-style-type: none"> <li>• Cashbook management</li> <li>• Bank reconciliation</li> <li>• Payment voucher and receipt vouchers</li> <li>• Multi-bank account handling</li> </ul>
4	Budget Management	<ul style="list-style-type: none"> <li>• Budget preparation and approval</li> <li>• Budget tracking and control</li> <li>• Budget monitoring</li> <li>• Budget report</li> </ul>
5	Procurement Management	<ul style="list-style-type: none"> <li>• Vendor master data management</li> <li>• Purchase requisition</li> <li>• Purchase approval workflow</li> <li>• Purchase order management (issuance, amendment, cancellation, etc.)</li> <li>• Good receipt recording</li> <li>• Procurement report</li> </ul>

		<ul style="list-style-type: none"> <li>• Integrated with Account Payable, payment processing, and budget management.</li> </ul>
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3.2.2. Technical Requirement

No.	Description	Features/specifications
1	Accessibility	Accessible on and off premises with desktop or laptop.
2	Workflow and Approval System	<ul style="list-style-type: none"> <li>• Configurable multi-level approval workflows</li> <li>• Approval based on roles, value thresholds, and departments</li> <li>• Notification system with email</li> <li>• Delegation of authority functionality</li> </ul>
3	Security and Access Control	<ul style="list-style-type: none"> <li>• Role-based access control</li> <li>• Segregation of duties</li> <li>• User activity logs</li> <li>• Data encryption and backup</li> </ul>
4	Customization Requirements	<p>Vendor shall:</p> <ul style="list-style-type: none"> <li>• Customize process to align with BDFA’s policies, SOPs, and workflows</li> <li>• Configure Chart of Account</li> <li>• Develop custom reports, forms, and templates for but not limited to Payment Voucher, Purchase Order, Internal memo</li> <li>• Ensure minimal disruption to standard Odoo upgradability</li> <li>• Ability to scale with BDFA’s growth and changes in processes</li> </ul>

3.2.3. Other Requirement

No.	Description	Features/specifications
1	System Setup and Data Migration	<ul style="list-style-type: none"> <li>• System setup for organization details</li> <li>• Migration of historical data from Excel</li> <li>• Data validation and reconciliation</li> <li>• Opening balance setup</li> </ul>
2	Training and Knowledge Transfer	<p>Local training must be provided for:</p> <ul style="list-style-type: none"> <li>• User Training</li> <li>• System administrator training</li> <li>• User manuals and documentation</li> </ul>
3	Maintenance and Support	<ul style="list-style-type: none"> <li>• Post-implementation support for 1 year</li> <li>• SLA for issue resolution</li> <li>• System update and patches</li> </ul>
4	Duration of Licence	One (1) year. Renewable annually
5	Number of Users	Four (4) Users with option to increase

## 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/0010/2026 – SUPPLY OF FINANCE AND PROCUREMENT SYSTEM 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 Finance and Procurement 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.

			For Respondents to complete	
No	Descriptions	Requirements	Comply (Yes/No/Customization)	Respondent's Offer of Features/specifications
1	<b>System to be Provided</b>	Odoo Enterprise Edition		
2	<b>Storage</b>	Cloud-based hosting in Brunei Darussalam		
3	<b>General Ledger</b>	<ul style="list-style-type: none"> <li>• Configurable Chart of Accounts (government/statutory body format)</li> <li>• Journal entries</li> <li>• Trial Balance</li> <li>• Period closing and year-end closing functionality</li> </ul>		
4	<b>Account Payable</b>	<ul style="list-style-type: none"> <li>• Supplier master data management</li> <li>• Invoice recording and tracking</li> <li>• Payment processing</li> <li>• Aging reports</li> </ul>		
5	<b>Cash and Bank Management</b>	<ul style="list-style-type: none"> <li>• Cashbook management</li> <li>• Bank reconciliation</li> </ul>		

			For Respondents to complete	
No	Descriptions	Requirements	Comply (Yes/No/Customization)	Respondent's Offer of Features/specifications
		<ul style="list-style-type: none"> <li>• Payment voucher and receipt vouchers</li> <li>• Multi-bank account handling</li> </ul>		
6	<b>Budget Management</b>	<ul style="list-style-type: none"> <li>• Budget preparation and approval</li> <li>• Budget tracking and control</li> <li>• Budget monitoring</li> <li>• Budget report</li> </ul>		
7	<b>Procurement Management</b>	<ul style="list-style-type: none"> <li>• Vendor master data management</li> <li>• Purchase requisition</li> <li>• Purchase approval workflow</li> <li>• Purchase order management (issuance, amendment, cancellation, etc.)</li> <li>• Good receipt recording</li> <li>• Procurement report</li> <li>• Integrated with Account Payable, payment processing, and budget management.</li> </ul>		
8	<b>Accessibility</b>	Accessible on and off premises with desktop or laptop.		
9	<b>Workflow and Approval System</b>	<ul style="list-style-type: none"> <li>• Configurable multi-level approval workflows</li> <li>• Approval based on roles, value thresholds, and departments</li> <li>• Notification system with email</li> <li>• Delegation of authority functionality</li> </ul>		
10	<b>Security and Access Control</b>	<ul style="list-style-type: none"> <li>• Role-based access control</li> <li>• Segregation of duties</li> </ul>		

			For Respondents to complete	
No	Descriptions	Requirements	Comply (Yes/No/Customization)	Respondent's Offer of Features/specifications
		<ul style="list-style-type: none"> <li>User activity logs</li> <li>Data encryption and backup</li> </ul>		
11	<b>Customization Requirements</b>	Vendor shall: <ul style="list-style-type: none"> <li>Customize process to align with BDFA's policies, SOPs, and workflows</li> <li>Configure Chart of Account</li> <li>Develop custom reports, forms, and templates for but not limited to Payment Voucher, Purchase Order, Internal memo</li> <li>Ensure minimal disruption to standard Odoo upgradability</li> <li>Ability to scale with BDFA's growth and changes in processes</li> </ul>		
12	<b>System Setup and Data Migration</b>	<ul style="list-style-type: none"> <li>System setup for organization details</li> <li>Migration of historical data from Excel</li> <li>Data validation and reconciliation</li> <li>Opening balance setup</li> </ul>		
13	<b>Training and Knowledge Transfer</b>	Local training must be provided for: <ul style="list-style-type: none"> <li>User Training</li> <li>System administrator training</li> <li>User manuals and documentation</li> </ul>		
14	<b>Maintenance and Support</b>	<ul style="list-style-type: none"> <li>Post-implementation support for 1 year</li> <li>SLA for issue resolution</li> <li>System update and patches</li> </ul>		

			For Respondents to complete	
No	Descriptions	Requirements	Comply (Yes/No/Customization)	Respondent's Offer of Features/specifications
15	<b>Duration of Licence</b>	One (1) year, Renewable annually		
16	<b>Number of Users</b>	Four (4) Users with option to increase		

## **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 Finance and Procurement System service**

<b>Proposed System Name</b>	<b>No. of Users</b>	<b>Monthly subscription fee per user (BND)</b>	<b>Annual subscription fee per user (BND)</b>	<b>Total Annual subscription fee for 4 users (BND)</b>
<b>Odoo Enterprise Edition</b>	<b>4</b>			

### **B.2 Subscription Fee per additional user**

<b>Monthly subscription fee per additional user (BND)</b>	<b>Yearly subscription fee per additional user (BND)</b>

### **B.3 Other recurring (monthly/yearly) Costs (if any)**

<b>Description</b>	<b>Cost (BND)</b>

### **B.4 Any other cost (if any)**

<b>Description</b>	<b>Cost (BND)</b>

Note:

# Costs must be clearly defined with detailed breakdown

**Price Validity (minimum 6 months):**

**Payment Terms:**

**Delivery Terms:**

**Other Terms and Conditions (if applicable):**