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اوتوريتي ماكنن بروني دارالسلام



REQUEST FOR QUOTATION (RFQ)

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF LEASING MULTIFUNCTION PRINTERS FOR BDFA

(Quotation Reference: BDFA/Q/0015/2026)

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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 eligible vendors to submit quotations for the supply, delivery, installation and maintenance of leasing multifunction printer units for a period of three (3) years, in accordance with the requirements set out in this RFQ.

1.3. Terms and Conditions

- 1.3.1. One (1) original copy of the quotation and clearly marked "**BDFA/Q/0015/2026 – SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF LEASING MULTIFUNCTION PRINTERS FOR BDFA**" shall be submitted in tamper-proof sealed envelope by **4:00PM** local time on **Wednesday, 24 June 2026**; addressed to the following:

ATTN: PROCUREMENT SECTION
Brunei Darussalam Food Authority
Flat B22, Simpang 32-37,
Anggerek Desa Technology Park,
Bandar Seri Begawan, BA3713,
Brunei Darussalam.

- 1.3.2. Quotation documents must be submitted to the address specified in Clause 1.3.1 during the following **Counter Service Hours**:

Monday to Thursday: 8:15 AM – 11:30 AM and 1:45 PM – 4:00 PM
Friday: 8:15 AM – 11:30 AM and 2:30 PM – 4:00 PM

- 1.3.3. Submitted quotations and all supplementary materials shall become the property of the BDFA and will not be returned.
- 1.3.4. BDFA shall not accept any responsibility for costs incurred in responding to this Request for Quotation (RFQ).
- 1.3.5. Submitting a response does not present a commitment on the part of BDFA to proceed further in this process or plan with any Respondent.
- 1.3.6. BDFA reserves the right to enter into discussions or negotiations with any respondent, request further information, or pursue other options at its discretion.

1.3.7. BDFA may request for a concept design for each item stated in this RFQ requirement for further evaluation.

1.3.8. Enquiries regarding this RFQ shall be directed to the following email address:

TECHNICAL INFORMATION

Department: Corporate Operations

Section/Unit: IT Unit

Email: it.enquiry@bdfa.gov.bn

Contact Number: 2704468

COMMERCIAL INFORMATION

Department: Corporate Operations

Section/Unit: Procurement Section

Email: procurement@bdfa.gov.bn

Contact Number: 2704468

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

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

1.3.11. 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 and be registered with the Registry of Company and Business Names (ROCBN) in Brunei Darussalam.

2.2. Possess relevant experience in supplying and maintaining similar equipment.

3. Statement of Requirements

3.1. The requirements of the Multifunction Colour Printer/Copier/Scanner Leasing are as stated below:

No	Descriptions	Requirements
General Specifications		
1	Type	Floor-Standing Heavy Duty Multifunction Colour Printer/Copier/Scanner
2	Display	Full colour touchscreen control panel
3	Memory (RAM)	Minimum 3GB
4	Hard Disk Drive	Minimum 250GB
5	Interface	Ethernet (10/100/100 Base -T, USB 2.0 or higher
6	Printable paper size, weight and ink	A6 to A3; Minimum 80-300GSM, separate CMYK toner system
7	Paper Trays	Minimum 2 Standard Trays + 1 bypass tray; total capacity not less than 1000 sheets.
8	Monthly print capability	Minimum 15,000 pages
9	Duplex Print	Automatic duplex printing (standard)
10	Operating System Support	Compatible with windows 10/11, Windows Server, MacOS; support for network printing
Printer Specifications		
12	Print Resolution	Up to 1200 x 1200 dpi
Copier Specifications		
14	Reduce/Enlarge range	Minimum 25% to 400%
15	Auto Document Feeder	Minimum 100-sheet capacity; support single-pass duplex scanning
16	Copy Resolution	Up to 600 x 600 dpi
17	Multiple copies	Up to 99 copies per job
Scanner Specifications		
19	Auto Document Feeder	Minimum 100-sheet capacity; support duplex scanning
20	Scan Resolution	Up to 600 dpi
21	Save option and format	Scan to email, Scan to folder (SMB), USB; formats including PDF, JPEG, TIFF
Other Specifications		
22	Warranty	a) 3 Years warranty on both parts and labour b) Replacement if leased unit is beyond repair
23	Brand and Model	To be provided by the respondents
24	Lease Duration	3 Years
25	Quantity required	6 units
26	Specification Sheets or Brochures	Respondents shall provide specification sheets or brochures for the makes/model quoted.

3.2. General Requirements

3.2.1. The awarded vendor shall invoice BDFA on a monthly basis for:

- a. The leasing charge of the Multifunction Printer; and
- b. The monthly printing and copying usage charge.

3.2.2. Meter readings shall be taken on a monthly basis by the Vendor and the report generated shall be attached to the monthly usage invoice submitted to BDFA.

3.2.3. The pricing submitted shall apply to all supplied under the contract, including initial and any additional units, provided that there is no material change in scope, specifications, or external cost factors beyond the Vendor’s reasonable control.

3.2.4. The quantities stated in this RFQ are indicative only. BDFA reserves the right to procure units on a phased basis and shall not be obliged to procure the full quantity stated.

3.2.5. The deployment of the Multifunction Printer shall be as follows:

Location	Initial Quantity	Provisional Quantity	Remarks
BDFA KB Branch Office No 5, Simpang 137, Jalan Maulana, Kuala Belait	1 Unit	Up to 1 Unit	Initial quantity unit to be delivered upon award
BDFA Principal Office Flat B22, Simpang 32-37, Anggerek Desa Technology Park	5 Unit	Up to 2 Units	Initial quantity unit to be delivered upon request

Final allocation, delivery schedule and installation arrangements shall be determined by BDFA.

3.2.6. Additional units ordered under Clause 3.2.4 and 3.2.5 shall be of the same make, model, specifications and functionality as proposed by the Vendor, and shall be supplied at the same leasing rates and usage charges, with no additional cost imposed to BDFA.

3.2.7. The Multifunction Printer proposed by the Vendor shall be of standing height. If otherwise, the Vendor shall provide a suitable stand/table/desk/cabinet at no additional cost to BDFA.

3.2.8. The Vendor shall maintain sufficient quantity of consumables (such as toners, imaging units, drum kits, fuser units, etc.) at their offices to ensure continuous operation of each Multifunction Printer leased to BDFA.

3.2.9. The Respondents shall provide the option of printing/photocopying cost with providing A4 and A3 size papers. (Note: The minimum paper thickness shall be 80 GSM.)

3.2.10. Delivery, installation and configuration of the Multifunction Printer shall be performed by Vendor's trained technicians. Upon completion, the Vendor shall test the units to ensure full operational functionality.

3.2.11. The Vendor shall coordinate delivery, installation, configuration and commissioning across BDFA locations. All such services shall be deemed included within the quoted prices unless otherwise stated.

3.2.12. The Vendor shall provide relocation services of the Multifunction Printer:

- a. between BDFA premises; and/or
- b. within the same premises throughout the lease period at no additional cost.

The Vendor shall be responsible for reinstallation and reconfiguration of network settings after relocation.

3.2.13. At the end of the lease period, the Vendor shall be responsible for de-installation, packing and removal of all units from BDFA premises at no additional cost.

3.2.14. Each Multifunction Printer shall be labelled with a durable sticker containing:

- a. Company name
- b. Vendor contact number
- c. Serial number
- d. Purchase Order number and date
- e. Leasing period
- f. Warranty, Support and Maintenance

3.2.15. All Multifunction Printer units shall be covered under warranty throughout the lease period, including parts and labour. The warranty period shall commence from the date of acceptance and commissioning.

3.2.16. The Vendor shall provide support and maintenance services throughout the lease period. The Vendor shall maintain documented records of the start and end dates of each unit for submission to BDFA.

3.2.17. Minimum service response requirements:

- a. Response within one (1) hour
- b. Repair within four (4) hours
- c. Temporary replacement unit of similar specifications shall be provided if downtime exceeds forty-eight (48) hours
- d. Single point of contact for support (during and after office hours)

e. Phone support available during BDFA working hours, five (5) working days per week

3.2.18. The lease period for all Multifunction Printer units shall be aligned to a common contract end date.

For units delivered at a later stage, the lease period shall be adjusted such that all units shall expire on the same contract end date, regardless of their individual delivery or commissioning dates.

No additional cost, penalty or variation in leasing rates shall be imposed due to such lease alignment.

3.2.19. BDFA reserves the right to terminate or discontinue the lease of one (1) or more Multifunction Printer units during the contract period by providing prior written notice to the Vendor.

No penalty, additional leasing cost, or early termination charge shall be imposed on BDFA for such termination or discontinuation.

This provision shall apply to all units supplied under the Agreement, including any additional or provisional units.

3.2.20. The Vendor shall provide training for BDFA staff at no additional cost, including provision of user manuals for each unit. The Vendor shall specify training content, duration and maximum number of participants.

3.2.21. 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.

3.2.22. The Agreement shall constitute the entire binding contract between BDFA and the Vendor and shall supersede all previous representations or agreements.

4. Submission of RFQ

4.1. Submission format

Respondents shall submit the RFQ in the following format:

4.1.1. Title Page

- a. The title page should indicate the title **“BDFA/Q/0015/2026 – SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF LEASING MULTIFUNCTION PRINTERS FOR BDFA”**, respondent name, address, telephone and fax number, email address and contact person’s name.
- b. Table of Contents/Index

4.1.2. 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 client references for the implementation of similar projects

4.1.3. 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 who has direct relation to any of the BDFA's employee

4.1.4. Section 3: Proposed Brand/Model/Solution

- a. A summarized brief description for each of the proposed service/solution in each category of the mode of procurement

4.1.5. Section 4:

- a. Specifications and Compliance Sheets on Annex A.
- b. Commercial Proposal on Annex B. The validity of the proposal should not be less than 90 days.

4.1.6. Section 5:

- 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 Multifunction Printer Leasing

No	Descriptions	Requirements	For Respondents to complete	
			Comply (Yes/No)	Your Proposal
General Specifications				
1	Type	Floor-Standing Heavy Duty Multifunction Colour Printer/Copier/scanner		
2	Display	Full colour touchscreen control panel		
3	Memory (RAM)	Minimum 3GB		
4	Hard Disk Drive	Minimum 250GB		
5	Interface	Ethernet (10/100/100 Base -T, USB 2.0 or higher)		
6	Printable paper size, weight and ink	A6 to A3; Minimum 80-300GSM, separate CMYK toner system		
7	Paper Trays	Minimum 2 Standard Trays + 1 bypass tray; total capacity not less than 1000 sheets.		
8	Monthly print capability	Minimum 15,000 pages		
9	Duplex Print	Automatic duplex printing (standard)		
10	Operating System Support	Compatible with windows 10/11, Windows Server, macOS; support for network printing		
Printer Specifications				
12	Print Resolution	Up to 1200 x 1200 dpi		
Copier Specifications				
14	Reduce/Enlarge range	Minimum 25% to 400%		
15	Auto Document Feeder	Minimum 100-sheet capacity; support single-pass duplex scanning		
16	Copy Resolution	Minimum 600 x 600 dpi		
17	Multiple copies	Up to 99 copies per job		
Scanner Specifications				

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No	Descriptions	Requirements	For Respondents to complete	
			Comply (Yes/No)	Your Proposal
19	Auto Document Feeder	Minimum 100-sheet capacity; support duplex scanning		
20	Scan Resolution	Up to 600 dpi		
21	Save option and format	Scan to email, Scan to folder (SMB), USB; formats including PDF, JPEG, TIFF		
Other Specifications				
22	Warranty	3 Years warranty on both parts and labour Replacement if leased unit is beyond repair		
23	Brand and Model	To be provided by the respondents		
24	Lease Duration	3 Years		
25	Quantity required	6 units		
26	Specification Sheets or Brochures	Respondents shall provide specification sheets or brochures for the makes/model quoted.		
27	Other Information from Respondents if any			

General Requirements

		For Respondents to complete													
No	Descriptions	Comply (Yes/No)	Your Proposal												
1	The awarded vendor shall invoice BDFA on a monthly basis for: <ul style="list-style-type: none"> a. The leasing charge of the Multifunction Printer; and b. The monthly printing and copying usage charge. 														
2	Meter readings shall be taken on a monthly basis by the Vendor and the report generated shall be attached to the monthly usage invoice submitted to BDFA.														
3	The pricing submitted by the Vendor shall apply to all units supplied under this contract, including both initial and provisional quantities, regardless of delivery phase, delivery location or lease duration.														
4	Quantities indicated in this RFQ are estimates only and shall be procured on a phased basis.														
5	The deployment of the Multifunction Printer shall be as follows:														
	<table border="1"> <thead> <tr> <th>Location</th> <th>Initial Quantity</th> <th>Provisional Quantity</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>BDFA KB Branch Office No 5, Simpang 137, Jalan Maulana, Kuala Belait</td> <td>1 Unit</td> <td>Up to 1 Unit</td> <td>Initial quantity unit to be delivered upon award</td> </tr> <tr> <td>BDFA Principal Office Flat B22, Simpang 32-37, Anggerek Desa Technology Park</td> <td>5 Unit</td> <td>Up to 2 Units</td> <td>Initial quantity unit to be delivered upon request</td> </tr> </tbody> </table>			Location	Initial Quantity	Provisional Quantity	Remarks	BDFA KB Branch Office No 5, Simpang 137, Jalan Maulana, Kuala Belait	1 Unit	Up to 1 Unit	Initial quantity unit to be delivered upon award	BDFA Principal Office Flat B22, Simpang 32-37, Anggerek Desa Technology Park	5 Unit	Up to 2 Units	Initial quantity unit to be delivered upon request
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6	Additional units ordered under Clause 3.2.4 and 3.2.5 shall be of the same make, model, specifications and functionality as proposed by the Vendor, and shall be supplied at the same leasing rates and usage charges, with no additional cost imposed to BDFA.														
7	The Multifunction Printer proposed by the Vendor shall be of standing height. If otherwise, the Vendor shall provide a suitable stand/table/desk/cabinet at no additional cost to BDFA.														

No	Descriptions	For Respondents to complete	
		Comply (Yes/No)	Your Proposal
8	The Vendor shall maintain sufficient quantity of consumables (such as toners, imaging units, drum kits, fuser units, etc.) at their offices to ensure continuous operation of each Multifunction Printer leased to BDFA.		
9	The Respondents shall provide the printing/photocopying cost with providing continuous A4 and A3 size papers supply. (Note: The minimum paper thickness shall be 80 GSM.)		
10	Delivery, installation and configuration of the Multifunction Printer shall be performed by Vendor's trained technicians. Upon completion, the Vendor shall test the units to ensure full operational functionality.		
11	The Vendor shall coordinate delivery, installation, configuration and commissioning across multiple BDFA premises, including phased deployment. No additional charges shall be imposed for multiple delivery locations, phased delivery schedules or separate installation arrangements within Brunei Darussalam.		
12	The Vendor shall provide relocation services of the Multifunction Printer: <ul style="list-style-type: none"> a. between BDFA premises; and/or b. within the same premises throughout the lease period at no additional cost. The Vendor shall be responsible for reinstallation and reconfiguration of network settings after relocation.		
13	At the end of the lease period, the Vendor shall be responsible for de-installation, packing and removal of all units from BDFA premises at no additional cost.		
14	Each Multifunction Printer shall be labelled with a durable sticker containing: <ul style="list-style-type: none"> a. Company name b. Vendor contact number c. Serial number d. Purchase Order number and date e. Leasing period f. Warranty, Support and Maintenance 		
15	All Multifunction Printer units shall be covered under warranty throughout the lease period, including parts and labour. The warranty period shall commence from the date of acceptance and commissioning.		
16	The Vendor shall provide support and maintenance services throughout the lease period. The Vendor shall maintain documented records of the start and end dates of each unit for submission to BDFA.		

No	Descriptions	For Respondents to complete	
		Comply (Yes/No)	Your Proposal
17	<p>Minimum service response requirements:</p> <ul style="list-style-type: none"> a. Response within one (1) hour b. Repair within four (4) hours c. Temporary replacement unit of similar specifications shall be provided if downtime exceeds forty-eight (48) hours d. Single point of contact for support (during and after office hours) e. Phone support available during BDFA working hours, five (5) working days per week 		
18	<p>The lease period for all Multifunction Printer units shall be aligned to a common contract end date.</p> <p>For units delivered at a later stage, the lease period shall be adjusted such that all units shall expire on the same contract end date, regardless of their individual delivery or commissioning dates.</p> <p>No additional cost, penalty or variation in leasing rates shall be imposed due to such lease alignment.</p>		
19	<p>BDFA reserves the right to terminate or discontinue the lease of one (1) or more Multifunction Printer units during the contract period by providing prior written notice to the Vendor.</p> <p>No penalty, additional leasing cost, or early termination charge shall be imposed on BDFA for such termination or discontinuation.</p> <p>This provision shall apply to all units supplied under the Agreement, including any additional or provisional units</p>		
20	<p>The Vendor shall provide training for BDFA staff at no additional cost, including provision of user manuals for each unit. The Vendor shall specify training content, duration and maximum number of participants</p>		
21	<p>The Vendor whose quotation is accepted shall be notified by Letter of Acceptance. A formal Agreement shall thereafter be executed between BDFA and the Vendor.</p>		
22	<p>The Agreement shall constitute the entire binding contract between BDFA and the Vendor and shall supersede all previous representations or agreements.</p>		

Annex B: Commercial Proposal

Respondents are required to fill in the *Fixed Monthly Lease Charge for 3 years, Lease Cost Breakdown, Variable Monthly Cost – Based on Consumption and Other Cost* as well as the price validity, payment terms, delivery terms and other terms and conditions.

B.1 Fixed Monthly Lease Charge for 3 years

No	Description	Quantity	Proposed Brand / Model / Version for	Monthly leasing per unit B\$	Annual Leasing of Total Unit B\$
1	Multifunction Printers	6			
Total Leasing fees for 3 Years					

B.2 Lease Cost Breakdown

Year	Monthly leasing per unit B\$	Annual Leasing of Total Unit B\$
Year 1		
Year 2		
Year 3		
Total Leasing fees for 3 Years		

B.3 Variable Monthly Cost – Based on Consumption

Description	Cost Per Print/Copy		
	No Charge	No Charge	No Charge
Scanning	No Charge	No Charge	No Charge
Per Page Colour print/copy – A4 size			
Per Page Colour print/copy – A3 size			
Per Page Black & White print/copy – A4 size			
Per Page Black & White print/copy – A3 size			

B.4 Other Cost

Description	Cost
Other Costs if any: (Please Specify) *	Where applicable, vendors may attach a separate sheet to provide a detailed breakdown of other costs

***Cost must be clearly defined with detailed breakdown**

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Price Validity:

Payment Terms:

Delivery Terms:

Other Terms and Conditions (if applicable):