

## QUOTATION NO. RFQ-2025-0651

# PROVISION OF GRASS CUTTING SERVICES AT BPC SUBSTATIONS OVER A ONE-YEAR PERIOD

## 1. Introduction

Overgrown grass and vegetation poses potential safety risks, hinders routine maintenance access, and negatively impacts the overall appearance and operational environment of the facilities. Regular grass cutting is essential to maintain a safe, clean, and efficient working area across all sites.

This Request for Quotation (RFQ) seeks proposals for the scheduled grass cutting and maintenance at five (5) of BPC's main substations. The scope includes trimming overgrown grass, clearing vegetation around perimeter fences, pathways, and critical infrastructure areas, and ensuring proper disposal of green waste. The goal is to maintain a neat and hazard-free environment to support ongoing operations and site accessibility.

## 2. Scope of Work and Contractor Responsibilities

The Contractor shall undertake the following tasks:

### **a. Grass Cutting and Vegetation Control:**

Perform scheduled grass cutting at each of the named locations. This includes trimming of lawns, clearing overgrown grass and vegetation from around perimeter fencing, access roads, walkways, equipment areas, and other key infrastructure zones to maintain clear visibility and ease of access.

### **b. Equipment and Materials Supply:**

Provide all necessary tools, machinery, fuel, and personal protective equipment (PPE) required for efficient grass cutting and vegetation control. All equipment used must be suitable for the terrain and site-specific conditions.

### **c. Proper Removal and Disposal of Grass, Weeds, and Other Vegetation:**

Collect and remove all cut grass and vegetation debris from site. Disposal must be in compliance with local environmental regulations. No waste is to be left onsite unless otherwise instructed by the Client.

### **d. Site Clean-Up and Reinstatement:**

Ensure all work areas are cleaned upon completion. Reinstatement any minor damage to the grounds or surrounding surfaces caused during the grass cutting operation.

### **e. Labour and Supervision:**

Provide qualified personnel with experience in site maintenance and vegetation control as the Person-in-Charge. PIC must be present at all times to ensure safe and effective delivery of services.

### **f. Safety and Compliance:**

Bidders are advised to refer to SHENA's Industry Guidance Note on Safe Use of Grass Cutting Machine (Ref: IGN 01/2021) as a guidance document. Contractors should review the guidance note and consider its recommendations when planning and carrying out the grass cutting works.

### **g. Additional Works:**

Perform any reasonable additional tasks directly related to site vegetation control, subject to prior approval from the Client. This may include clearing blocked drains caused by vegetation, trimming overhanging branches, or weed spraying if necessary.

### **h. BPC HSE Requirements and Training Course**

- All bidders are required to complete and submit the BPC HSE Questionnaire together with their quotation. (Downloadable from <https://www.bpc-brunei.com/wp-content/uploads/2024/10/BPC-HSE-Questionnaire.xlsx>);
- All personnel are required to complete the BPC HSE Induction and PIC-N Training courses (for Person-In-Charge) and must hold valid BPC passes prior to commencing any work on site.
- For the scope of this project, **PIC-N certification is mandatory** for personnel supervising the related activities.
- The applicable fees are as follows:
  - BPC HSE Induction (new or renewal): BND 20.00
  - PIC-N Training (new or renewal): BND 30.00
  - Combined BPC HSE Induction and PIC-N Training: BND 50.00
- Further details regarding booking procedures and payment instructions will be provided in the HSE Induction Form, which will be issued upon RFQ award.

### **i. Group Work Permit and BPC Induction / PIC Pass:**

Submit a detailed worker's list along with the workers' photocopy IC / Passport for Client review and approval of Group Work Permit before starting work. The worker's list / IC must include each individual's signatures for acknowledgment. All workers must attend the BPC HSE Induction and have valid BPC Passes prior to commencing work.

***J. Risk Assessment and Method Statement:***

The Contractor shall prepare and submit comprehensive Risk Assessments and Method Statements (RAMS) for all planned activities prior to commencing any work on site. The RAMS must clearly identify potential hazards, assess associated risks, and outline safe systems of work to mitigate these risks. All RAMS must be task-specific, comply with relevant health and safety regulations, and be approved by the Client or their representative before work begins. The Contractor is responsible for ensuring that all personnel are briefed on the RAMS and adhere to them at all times.

**Grass Cutting Procedure**

- a) Site Preparation
  - Identify any hazards like power lines, equipment, or uneven ground.
  - Inform Contract Owner before grass cutting activity.
  
- b) Safety Measures
  - Wear appropriate PPE (e.g., gloves, safety boots, eye protection)
  - Make sure all equipment is in good working condition and used safely.
  
- c) Grass Cutting
  - Cut grass using suitable tools (e.g., lawnmower, brush cutter, trimmer).
  - Clear around fences, buildings, footpaths, and equipment areas.
  - Avoid damaging any cables, pipes, or infrastructure.
  - Avoid disposing the grass/debris into the drain.
  
- d) Clean-Up
  - Rack or collect cut grass and remove it from the site.
  - Ensure no grass is left in drains, walkways, or access roads.
  
- e) Final Check
  - Walk the site to check everything is clean and tidy.
  - Report any issues (e.g., damaged fencing or blocked drains) to the Contract Owner.
  - Pack up equipment and leave the area safe and secure.

**3. Grass Cutting Locations and Areas**

The substation locations are as follows:

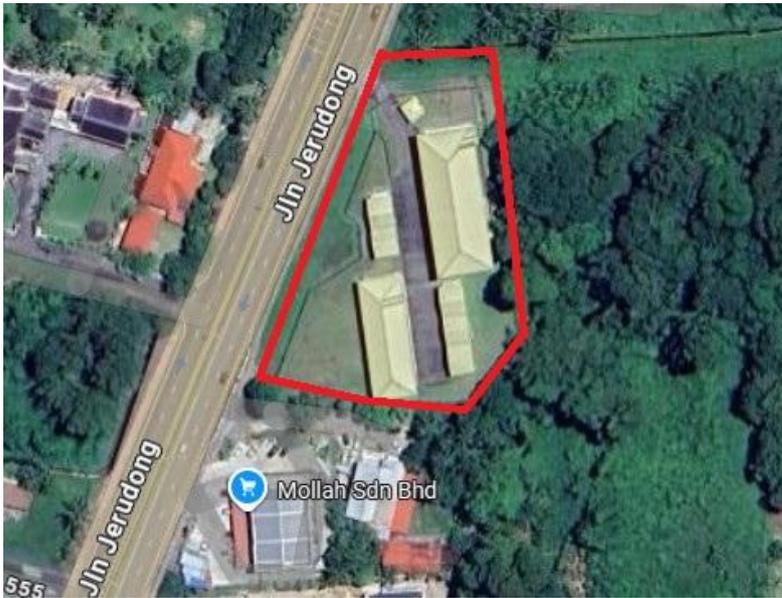
1. Peninjau Substation (Jalan Jerudong south of Jalan Pulau Kubu)
2. Merdeka Substation (Jalan Mentiri Besar at the Brunei Research Department)
3. BSB City Substation (Jalan Tasek at Jalan Sentosa)
4. Manggis Substation (Simpang 23 at Jalan Manggis 1)
5. Kilanas Substation (Jalan Gadong at Jalan Tutong)

The scope of work shall cover the regular cutting, clearing, and proper disposal of grass, weeds and other vegetation within the following areas:

1. Within the Perimeter Fence. All grassed and vegetated areas located within the perimeter fence of each substation compound.
2. Outside the Perimeter Fence. A buffer zone extending up to six (6) meters from the external boundary of the perimeter fence, covering all surrounding turfed or vegetated areas.
3. Access Road Approaches. All turfed or grassed areas within six (6) meters on both sides of the designated access roads leading to each substation.

**BILL OF QUANTITIES**

- 1) The bid price for the works represents the full cost to BPC for the performance and delivery of the works by the Contractor. The rates in these bills shall include supply of materials, labour costs to operate, temporary works or any other PPE and safety training costs deemed necessary to complete the works.
- 2) No modifications or deviations are permitted without the prior written approval of the Client. The Contractor shall allow for any costs associated with limited or restricted working hours imposed by the Client and daily assembling, dismantling and re-mobilisation of manpower and equipment to the site.
- 3) A site visit is highly encouraged prior to submitting this RFQ. The Contractor is strongly advised to visit the site to fully comprehend the scope of work. No claims will be entertained for any inaccuracies or insufficient information provided after bid submission.
- 4) The Contractor’s bid price shall be in full compliance with all relevant HSE rules and regulations implemented by BPC and Government Authorities. Bidders are also required to comply with BPC’s safety and environmental guidelines throughout the project.
- 5) The contractor shall carry out grass cutting services **twice a month** at all designated areas. The work must include trimming around curbs, pathways, and obstacles to maintain a neat and uniform appearance.

Item	Description	Unit	Qty.	Unit Rate BND	Amount BND
1.	Peninjau Substation 	months	12		

<p>2. Merdeka Substation</p>		<p>months</p>	<p>12</p>		
<p>3. BSB City Substation</p>		<p>months</p>	<p>12</p>		
<p>4. Manggis Substation</p>		<p>months</p>	<p>12</p>		

5.	Kilanas Substation	months	12	
		<b>Total Amount for Monthly Grass Cutting Maintenance for 12 Months</b>		

(Signature and Company Stamp)

Date: \_\_\_\_\_

Name : .....

Position : .....

Company Name : .....

Address : .....

Telephone No. : .....

E-mail address : .....