

QUOTATION NO. RFQ-2026-0694

**SUPPLY, DELIVERY AND INSTALLATION OF NEW FURNITURE FOR
BPC EMPLOYEE ACCOMMODATION**

1. Introduction

BPC is requesting quotations for the supply, delivery and installation of furniture for employee accommodation. The scope includes the provision of all specified furniture items, including delivery, unloading, assembly, and placement at the designated locations. The supplier is required to provide all materials, tools, equipment, transportation, and manpower necessary to complete the supply in accordance with the project specifications and quality standards. All items supplied shall be new, free from defects, and delivered in good condition within the specified delivery period.

2. Scope of Work and Supplier Responsibilities

The Supplier shall undertake the following tasks:

a. General Requirements

- The supplier shall supply and deliver all furniture items in accordance with the RFQ specifications, quantities, and approved product details.
- All furniture supplied shall be new, unused, free from defects, and of good commercial quality suitable for staff accommodation use.
- Any damaged, defective, unstable, or poor-quality items shall be rejected and replaced at the supplier's own cost to the satisfaction of the BPC Contract Owner.

b. Delivery and Handling

- The supplier shall be responsible for transportation, unloading, handling, and placement of all furniture items at the designated location.
- All items shall be delivered in proper protective packaging to prevent scratches, dents, stains, or damage during transportation and handling.
- The supplier shall coordinate delivery timing with the BPC Contract Owner to minimize disruption to site operations and accommodation tenants.

c. Assembly and Installation

- Where applicable, the supplier shall carry out complete assembly and installation of furniture items using proper tools and competent personnel.
- All furniture shall be properly aligned, levelled, secured, and tested for stability upon installation.
- Any damage caused to walls, floors, doors, or surrounding areas during delivery or installation shall be repaired or made good by the supplier at no additional cost.

d. Materials and Workmanship

- All furniture materials and finishes shall be durable, properly finished, and suitable for indoor use in tropical climate conditions.
- Sharp edges, loose fittings, unstable joints, chipped surfaces, or defective workmanship shall not be accepted.
- Colour, dimensions, and specifications shall comply with the approved quotation and/or sample submitted.

e. Site Protection and Housekeeping

- The supplier shall maintain cleanliness of the work area during delivery and installation activities.
- All packaging materials, cartons, plastics, debris, and waste generated from the works shall be removed and disposed of offsite by the supplier.
- Upon completion, the supplier shall ensure the area is clean, tidy, and ready for use.

f. Safety and Compliance

- The supplier shall comply with all BPC safety requirements and site regulations during delivery and installation activities.
- Delivery and installation works shall be carried out safely without obstructing walkways, emergency exits, or building access routes.

g. Defects and Warranty

- The supplier shall provide warranty coverage against manufacturing defects, faulty workmanship, or damaged components for the specified warranty period.
- Any defects identified during the warranty period shall be rectified or replaced by the supplier at no additional cost to BPC.

h. Additional Requirements

- The supplier shall perform any minor related works necessary for the proper completion of the supply and installation works as instructed by the BPC Contract Owner.
- Any additional works outside the RFQ scope shall only proceed upon prior instruction and approval from BPC.

BILL OF QUANTITIES

1. The Supplier's quoted prices shall be fixed in Brunei Dollars (BND) and shall represent the total cost to BPC for the complete supply, delivery, installation, and commissioning (where applicable) of the furniture in full compliance with the Scope of Work and quality standards.
2. The rates quoted in the Price Schedule shall be deemed to be all-inclusive and shall cover all costs associated with the supply, delivery, transportation, unloading, handling, assembly, installation, positioning, levelling, testing (where applicable), cleaning of the work area, removal and disposal of packaging materials, labour, tools, equipment, and all other incidental expenses necessary for the complete and satisfactory execution of the Works in accordance with the Scope of Work and the requirements specified in the Price Schedule.
3. All furniture supplied shall be new, unused, free from defects, and of good commercial quality. Unless otherwise specified, all furniture shall be delivered fully assembled or assembled on site by the Supplier. The Supplier shall ensure that all furniture is securely installed, levelled, and positioned at the designated locations as instructed by BPC.
4. Each furniture item shall be supplied with a minimum warranty period of **six (6) months** from the date of BPC's acceptance, covering defects in materials, workmanship, and manufacturing. During the warranty period, the Bidder shall, at no additional cost to BPC, repair or replace any defective item within a reasonable timeframe.
5. The Bidder shall complete the supply, delivery, and installation of all furniture within **2 weeks** from the date of issuance of the Purchase Order, unless otherwise agreed in writing by BPC. Timely completion is essential to the requirements of this project.

Table 1: Price Schedule

	Description	Qty.	Unit	Unit Rate (BND)	Amount (BND)
1.	Supply, deliver, and install an L-shaped sofa or a sofa with a minimum seating capacity of three (3) persons, upholstered with durable fabric or synthetic leather. Colour shall be subject to BPC approval. 	15	sets		
2.	Supply, deliver and install Coffee Table, constructed from engineered wood, solid wood, tempered glass, or equivalent durable material. Colour to match the sofa set. 	15	nos.		

3.	Supply, deliver and install TV Cabinet, approximately 1.2 m long, complete with storage drawers and/or cabinets. Colour to be approved by BPC. 	16	nos.		
4.	Supply, deliver and install Dining Table with Four (4) Chairs, suitable for residential use, complete set. Table and chairs shall be of durable construction and matching design. Colour to be approved by BPC. 	15	sets		
5.	Supply, deliver and install Queen Size Bed Set, comprising one (1) queen-size bed frame and one (1) queen-size mattress (approximately 1520 mm × 1900 mm), complete and ready for use. 	40	sets		

6.	Supply, deliver and install Two-Door Wardrobe or approved equivalent, approximately 1,520 mm (W) × 1,900 mm (H) × 600 mm (D), complete with hanging rail, adjustable shelves, handles, and lock (where applicable). Colour and finishing shall be subject to BPC's approval. 	30	nos.	
Total Amount for Supply, Delivery, and Install New Furniture for BPC Employee Accommodation				

Guaranteed Completion Time for:

- Supply, Delivery, and Install of New Furniture for BPC Employee Accommodation in **weeks** from Purchase Order Date (inclusive of time for submission of RAMS for approval, attendance of Safety Induction Course, etc.)

(Signature and Company Stamp)

Date: _____

Name :
 Position :
 Company Name :
 Address :
 Telephone No. :
 E-mail address :