



INVITATION TO TENDER

Brunei Fertilizer Industries Sdn Bhd (BFI) invites interested Parties to participate in a tender, **C2026013 Provision of Office Consumables**.

In accordance with the Local Business Development Directive, this tender falls under Development Quadrant. Please refer to the LBD Directives at the Department of Energy's website (<https://www.energy.gov.bn>) for more information.

SCOPE OF SERVICES

The following are the scope of Services that the Contractor shall carry out throughout the Contract period:

- a) To supply and deliver Products in accordance with the specifications, quantities and frequencies as listed in the tender documents.
- b) To deliver the Products on a Delivered Duty Paid (DDP) basis in accordance with Incoterms® 2020.
- c) To ensure all Products are properly packed, stored, transported and delivered in accordance with the manufacturer's recommendations, applicable food safety requirements and BFI requirements.
- d) To ensure all Products supplied are fit for human consumption, free from defects, contamination and spoilage, and have the required remaining shelf life.
- e) To ensure that all applicable food and beverage products supplied under this Contract are Halal certified by authorities recognized by the Brunei Ministry of Religious Affairs (MOHA) and comply with all applicable laws, regulations and requirements of Brunei Darussalam, including the relevant food import and food safety regulations.
- f) The Services shall be provided for a period of three (3) years, with an option to extend for a minimum of one (1) year subject to BFI's discretion and Contractor's performance.
- g) The above Scope of Services shall be executed in full compliance with BFI's Health, Safety, Security and Environment (HSSE) requirements and procedures, all the relevant policies, safety rules and regulations implemented by the relevant Brunei Government Authorities. All costs related to compliance with such requirements shall be borne by the Interested Parties.



To register for this tender, Interested Parties are required to submit a **valid Business Registration Certificate and Business Name Extract/Company Extract demonstrating business activities related to the supply of office consumables together with documentary evidence demonstrating a minimum of one (1) year experience in providing office consumables** to tenders@bfi.com.bn no later than **COB 20th October 2026**. Any submission received after **20th October 2026**, shall neither be accepted nor be considered for this tender. Upon BFI internal verification on the certificate, the tender document will be issued to the eligible Interested Parties. Interested Parties shall comply with the instructions issued together with the tender document.

For any related queries, kindly email to: tenders@bfi.com.bn with the subject header **"C2026013 Provision of Office Consumables"**.

This invitation shall not be construed to oblige BFI to accept any submitted tender as a Contract for the above Scope of Services. Contractual obligation commences only upon signature of the Contract with the successful Bidder.