

PB-T/CONVO/Q/2025/AWARD/01
 VENUE RENTAL AND REFRESHMENT SERVICES FOR POLITEKNIK BRUNEI
 EXCELLENCE AWARDS CEREMONY 2025

ITEM ITEM	BANYAK QUANTITY	KETERANGAN DESCRIPTION
1	1 Lot	HALL RENTAL
		(Please state the availability of items listed below)
		• LED screen
		• Podium
		• PA system
		• Projector
		• Stage
		• Chairs and tables
		(Including chairs and tables clothes)
		- 8 seaters each round table (VIP group)
		-10 seaters each round table (Guest group)
		- 2 rectangular tables on the side
		- A number of tables and chairs as requested
2		REFRESHMENT: HIGHTEA
2.1	40 pax	VIP Group
		Serving styles :
		1. One (1) main table - Silver service
		2. Four (4) tables - Dome Setting
		• 6 types of finger food (Cakes, Pastries and sandwiches, no meat as a filling)
		Menu as example:
		1. Mushroom cheese quiche /mushroom puff
		2. Mini sweet cake
		3. Sandwich (layered egg and cheese)
		4. Malay cake
		5. Scone
		6. Panna Cotta
		• Mixed Fruit Platter
		• Hot drinks coffee and tea (Separate sugar, milk and creamer)
		• Mineral water
		• Cordial drink
2.2	1 Lot	SILVER SERVICE (VIP MAIN TABLE)
		- 1 Round table arrangement (8 Seats)
2.3	1 Lot	FLOWER ARRANGEMENT
		Type: Long and low flower decoration (no white, blue and black color)
		Location: VIP main table

3	1-260 pax	GUEST REFRESHMENT
		HIGH TEA (DOME SETTING)
		• 5 types of finger foods (Cakes, Pastries and sandwiches) -(No meat as filling)
		Menu as example:
		1. Mushroom cheese quiche /mushroom puff
		2. Mini sweet cake
		3. Sandwich (layered egg and cheese)
		4. Malay cake
		5. Scone (With jam and butter)
		• Mixed Fruit Platter
		• Hot drinks coffee and tea (Separate sugar, milk and creamer)
		• Mineral water
		• Cordial drink
ADDITIONAL INFORMATION		
Please provide this information:		
a	Availability of VIP and other guests parking slot	
b	Labels and signage	
c	Maximum capacity of hall	
d	Rehearsal and set up day (one day before event)	
e	Venue and food photo or catalogue	
f	Please give quotation validity	
EVENT INFORMATION		
Date:	23 rd . October 2025 (tentative)	
Time:	2.00 pm	

Note:

If you are interested in submitting an offer, you are required to make a payment of BND\$5.00 to Finance Division on the 12th floor, Politeknik Brunei.

You are also required to fill in the online PARTICIPATION FORM at <https://bit.ly/3Hp2RLt> and upload the payment receipt into the form. Quotation Form (RFQ) and related documents will be sent via email.

If you require further information, please do not hesitate to contact registrar@pb.edu.bn or contact no+673-2234466 ext 277

Thank you and looking forward to your participation.