

PB/CONVO/2025/JAMUAN/01
PERKHIDMATAN MENYEDIAKAN DAN MENGHANTAR MAKANAN
BAGI ACARA-ACARA SEMPENA MAJLIS KONVOKESYEN POLITEKNIK BRUNEI
KALI KE-11, 2025

ITEM ITEM	BANYAK QUANTITY	KETERANGAN DESCRIPTION
1		PREPARATION DAY FOR MAJLIS KHATAM
1.1	30 – 50	AJK Group
		Day/Date: Wednesday, 08th October 2025
		Time/Venue: 9.00 AM, Masjid Universiti, Universiti Brunei Darussalam
		Serving: Packed
		• Fried Noodle
		• Fried Chicken
		• Mineral Water (300ml - 350ml)
		• Plastic fork, container & bag to fit the food items
2		MAJLIS KHATAM
		Day/Date: Thursday, 09th October 2025
		Time/Venue: 8.00 AM, Masjid Universiti, Universiti Brunei Darussalam
2.1	20 – 30	VIP Group
		Serving: Silver Service
		• Steam Plain Rice
		• Chicken
		• Beef
		• Fish
		• Vegetable (No meat added)
		• Mixed Fruit
		• Dessert
		• Cordial Drink
		• Mineral Water
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
2.2	1 Lot	Service Staff for Serving: minimum of two (2) staff for a minimum of four (4) hours
2.3	1 Lot	Flower arrangement at Main Table
2.4	1 Lot	Table set up to include Chair and Table Cloth: (minimum Table clothes – 4 Chair Covers – 30)
2.5	30 – 120	AJK Group
		Serving: Buffet-Style
		• Nasi Lemak
		• Fried Chicken
		• Sambal with condiments
		• Cordial Drink
		• Mineral water

3		PREPARATION DAY FOR MAJLIS KONVOKESYEN
		Day/Date: Tuesday, 21st October 2025
		Time/Venue: 9.00 AM, International Convention Centre (ICC), Berakas
3.1	30 - 120	AJK Group
		Serving: Packed Food
		• Fried Mee Hoon
		• Fried Chicken
		• Mineral Water (330ml)
		• Plastic fork, container & bag to fit the food items
4		MAJLIS KONVOKESYEN (RAPTAI)
		Day/Date: Wednesday, 22nd October 2025
		Time/Venue: 9.00 AM, International Convention Centre (ICC), Berakas
4.1	30 - 250	AJK Group (PB Staff)
		Serving: Buffet-Style
		• Plain Rice
		• Chicken Dish
		• Vegetable Dish
		• Cordial Drink
		• Mineral Water
5		MAJLIS KONVOKESYEN
		Day/Date: Thursday, 23rd October 2025
		Venue: International Convention Centre (ICC), Berakas
5.1	10 - 20	Morning Tea (VIP)
		Venue: Ministry Lounge, International Convention Centre (ICC), Berakas
		Serving: Assisted Tray Service
		• 4 types of Finger Food (Pastries and cakes)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Mineral water
5.2	1 Lot	Service Staff for Serving: minimum of two (2) staff for a minimum of two (2) hours
5.3	30 - 250	AJK Group (PB Staff) – AM Session
		Serving: Buffet-Style
		• Fried Mee Hoon (No Vegetable)
		• Fried Chicken
		• 1 type of Kuih
		• Hot Drink
		• Mineral Water

5.4	30 - 250	AJK Group (PB Staff) – NOON Session
		Serving: Buffet-Style
		• Plain Rice
		• Chicken Dish
		• Vegetable Dish
		• Cordial Drink
		• Mineral Water
5.5	30 - 50	Lunch (VIP)
		Ready by 11.00 AM
		Venue: Press Conference Hall, International Convention Centre (ICC), Berakas
		Serving: Silver Service + Dome Setting
		• Steam Plain Rice
		• Chicken
		• Beef
		• Fish
		• Vegetable (No meat added)
		• Mixed Fruit
		• Dessert
		• Cordial Drink
		• Mineral Water
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
5.6	30 - 40	High-Tea (VIP)
		Venue: Press Conference Hall, International Convention Centre (ICC), Berakas
		Ready by 3.00 PM
		Serving: Silver Service + Dome Setting
		• 6 types of finger food (Cakes, Pastries and Sandwiches)
		<i>Menu as example: Mushroom cheese quiche, Mini Cakes, Sandwich (Egg and Cheese</i>
		<i>Malay Kuih, Scone, Panna Cotta) etc.</i>
		• Mixed Fruit Platter
		• Hot drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Mineral Water
		• Cordial Drink
		• Served with condiments e.g. Chili Sauce, Tomato Sauce, Mayonnaise
5.7	1 Lot	Flower arrangement at Main Table
5.8	1 Lot	Service Staff for Serving: a minimum of three (3) staff for a minimum of four (4) hours per session, for both morning (lunch) and afternoon (high-tea) sessions
		(Note: sessions are separate, not consecutive)
5.9	1 Lot	Table set up to include Chair and Table Cloth: (minimum Table clothes – 5 Chair Covers – 40)

5.10	30 - 50	AJK Group
		Delivered by 4 pm
		Serving: Packed Food
		• Plain Rice
		• Chicken Dish
		• Vegetable Dish
		• Mineral Water (300ml - 350ml)
		• Plastic spoon, container & bag to fit the food items
Note: 1. Majlis Khatam will be held at Masjid Universiti, Universiti Brunei Darussalam. 2. Majlis Konvokesyen will be held at International Convention Centre (ICC), Berakas. Allocation of specific areas will be finalized in due course. Updates will be communicated once confirmed.		

Note:

1. If you are interested in submitting an offer, you are required to make a payment of **BND\$5.00 to Finance Division, Politeknik Brunei on the 12th floor, Jalan Ong Sum Ping.**
2. 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.
3. Should you need any clarification on the project specification above, please contact muiz.hussain@pb.edu.bn or contact no +673 2234466 ext. 210.
4. For enquiries related to participation forms and procurement related enquires, kindly reach out to lpd@pb.edu.bn or contact no +673 2234466 ext. 292.

Thank you and looking forward to your participation.