

PB/CONVO/2026/JAMUAN/01
PERKHIDMATAN MENYEDIAKAN DAN MENGHANTAR MAKANAN
BAGI ACARA-ACARA SEMPENA MAJLIS KONVOKESYEN POLITEKNIK BRUNEI
KALI KE-12, 2026
(KUMPULAN VIP DAN AJK)

ITEM ITEM	BANYAK QUANTITY	KETERANGAN DESCRIPTION
1		MAJLIS PELANCARAN PESTA KONVOKESYEN 2026
		Day/Date: Monday, 05 th October 2026 (Tentative)
		Time/Venue: 8.00 AM, Level 9, Ong Sum Ping Campus (Tentative)
1.1	1 – 10	Refreshment for VIP
		BREAKFAST
		Serving: Silver Service (Main Table)
		• Assorted Sandwich Rolls
		• Chicken Boxing
		• 3 Types of Cakes
		• Kuih Bingka / Talam (any kind)
		• Mix Fruit Platter
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Served with condiments e.g Chilli Sauce, Tomato Sauce, Mayonnaise etc.
		Service Staff for Serving (Required 2 Staff), Silver service at the Main Table only - (Minimum 4 hours)
		Fresh flower arrangement at Main / GOH Table - mid table decoration, medium size, do not block view, colour: do not put any white, blue, black and purple flowers
		Table set up include Chair and Table Cloth: (Minimum Table clothes - 4 and Chair Covers – 40)
1.2	1 - 5	Refreshment for VIP - Vegetarian
		BREAKFAST
		Serving: Silver Service (Main Table)
		• Assorted Sandwich Rolls
		• Pudding
		• 3 Types of Cakes
		• Kuih Bingka / Talam (any kind)
		• Mix Fruit Platter
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)

		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Served with Condiments e.g Chilli Sauce, Tomato Sauce, Mayonnaise etc.
1.3	10 - 30	BREAKFAST
		Serving: Dome Setting
		• Assorted Sandwich Rolls
		• Chicken Boxing
		• 2 Types of Cakes
		• 1 Type of <i>Kuih Melayu</i> (any kind)
		• Mix Fruit Platter
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Served with Condiments e.g Chilli Sauce, Tomato Sauce, Mayonnaise etc.
2		PESTA KONVOKESYEN 2026 – DAY 2
		Day/Date: Tuesday, 06th October 2026 (Tentative)
		Time/Venue: 9.30 AM, Ong Sum Ping Campus (Tentative)
2.1	10 - 20	Refreshment for Industry
		Serving: Buffet-Style
		• Nasi Lemak
		• Fried Chicken
		• Sambal with Condiments
		• Cordial Drink
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
2.2	10 - 20	Refreshment for AJK
		• 1 Bun (choices of filling Red Bean, Buttermilk, Kaya) with label of the flavour or 1 Slice of Cake
3		PESTA KONVOKESYEN 2026 – DAY 3
		Day/Date: Wednesday, 07th October 2026 (Tentative)
		Time/Venue: 9.30 AM, Ong Sum Ping Campus (Tentative)
3.1	10 - 20	Refreshment for Industry
		Serving: Buffet-Style
		• Fried Mee Hoon (No Vegetable)
		• Fried Chicken
		• 1 Type of Kuih
		• Hot drinks coffee and tea
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)

3.2	10 - 20	Refreshment for AJK
		• 1 Bun (choices of filling Red Bean, Buttermilk, Kaya) with label of the flavour or 1 slice of cake
4		PESTA KONVOKESYEN 2026 – DAY 4
		Day/Date: Thursday, 08th October 2026 (Tentative)
		Time/Venue: 9.30 AM, Ong Sum Ping Campus (Tentative)
4.1	10 - 20	Refreshment for Industry
		Serving: Buffet-Style
		• Fried Mee Hoon (No Vegetable)
		• Fried Chicken
		• 1 Type of Kuih
		• Hot drinks coffee and tea
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
4.2	10 - 20	Refreshment for AJK
		• 1 Bun (choices of filling Red Bean, Buttermilk, Kaya) with label of the flavour or 1 slice of cake
5		PREPARATION DAY FOR MAJLIS KHATAM
		Day/Date: Thursday, 15th October 2026 (Tentative)
		Time/Venue: 2.00 PM, Masjid Universiti, Universiti Brunei Darussalam
5.1	50 - 100	Refreshment for AJK
		Serving: Packed Food
		• Fried Noodle (No Vegetable)
		• Fried Chicken
		• Plastic spoon, container & bag to fit the food items
6		MAJLIS KHATAM
		Day/Date: Saturday, 17th October 2026 (Tentative)
		Time/Venue: 8.00 AM, Masjid Universiti, Universiti Brunei Darussalam
6.1	1 - 5	Refreshment for VIP - Vegetarian
		LUNCH
		Serving: Silver Service (Main Table)
		• Steam Plain Rice
		• 4 Types of Vegetarian Dishes (No mock meat)
		• Mixed Fruit Platter
		• Dessert
		• Cordial Drink
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and

		sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
6.2	20 - 30	Refreshment for VIP
		LUNCH
		Serving: Silver Service (Main Table) & Dome Style
		• Steam Plain Rice
		• Chicken
		• Beef
		• Fish
		• Vegetable (No meat added)
		• Mixed Fruit Platter
		• Dessert
		• Cordial Drink
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		Service Staff for Serving (Required 3 Staff), Silver service at the Main Table only - (Minimum 4 hours)
		Fresh flower arrangement at Main / GOH Table - mid table decoration, medium size, do not block view, colour: do not put any white, blue, black and purple flowers
		Table set up include Chair and Table Cloth: (Minimum Table clothes - 4 and Chair Covers – 30)
6.3	100 - 150	Refreshment for AJK
		Serving: Buffet-Style
		• Nasi Lemak
		• Fried Chicken
		• Sambal with Condiments
		• Cordial Drink
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
7		PREPARATION DAY FOR MAJLIS KONVOKESYEN
		Day/Date: Tuesday, 20th October 2026 (Tentative)
		Time/Venue: 9.00 AM, International Convention Centre (ICC), Berakas
7.1	30 - 80	Refreshment for AJK
		Serving: Packed Food
		• Fried Mee (No Vegetable)
		• Fried Chicken
		• Plastic spoon, container & bag to fit the food items

8		MAJLIS KONVOKESYEN (RAPTAI)
		Day/Date: Wednesday, 21st October 2026 (Tentative)
		Time/Venue: 9.00 AM, International Convention Centre (ICC), Berakas
8.1	100 - 300	Refreshment for AJK
		Serving: Buffet Styles
		• Plain Rice
		• Chicken Dish
		• Vegetable Dish
		• Cordial Drink
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
9		MAJLIS KONVOKESYEN
		Day/Date: Thursday, 22nd October 2026 (Tentative)
		Time/Venue: 7.00 AM – 4.00 PM, International Convention Centre (ICC), Berakas
9.1	10 - 20	Refreshment for VIP (Morning Tea)
		Venue: Ministry Lounge, International Convention Centre (ICC), Berakas
		Serving: Assisted Tray Service
		Time: Ready by 7.30 AM
		• 4 types of Finger Food (pastries and cakes)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		Service Staff for Serving: minimum of two (2) staff for a minimum of two (2) hours
9.2	100 - 300	Refreshment for AJK (AM Session)
		Serving: Buffet Style
		Time: Ready by 7.30 AM
		• Fried Mee Hoon (No Vegetable)
		• Fried Chicken
		• 1 Type of Kuih
		• Hot Drinks : Coffee and Tea
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
9.3	30 - 60	Refreshment for VIP (Noon Session)
		LUNCH
		Venue: Press Conference Hall, International Convention Centre (ICC), Berakas
		Serving: Silver Service (Main Table) and Dome Styles
		Time: Ready by 9.30 AM

		• Steam Plain Rice
		• Chicken
		• Beef
		• Fish
		• Vegetable (No meat added)
		• Mixed Fruit Platter
		• Dessert
		• Cordial Drink
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		Service Staff for Serving (Required 3 Staff), Silver service at the Main Table only - (Minimum 4 hours)
		Fresh flower arrangement at Main / GOH Table - mid table decoration, medium size, do not block view, colour: do not put any white, blue, black and purple flowers
		Table set up include Chair and Table Cloth: (Minimum Table clothes - 6 and Chair Covers – 60)
9.4	1 - 5	Refreshment for VIP (Noon Session) - Vegetarian
		Venue: Press Conference Hall, International Convention Centre (ICC), Berakas
		LUNCH
		Serving: Silver Service (Main Table)
		Time: Ready by 9.30 AM
		• Steam Plain Rice
		• 4 Types of Vegetarian Dishes (No mock meat)
		• Mixed Fruit Platter
		• Dessert
		• Cordial Drink
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Location - GOH Table
9.5	100 - 300	Refreshment for AJK (Noon Session)
		Serving: Buffet-Style
		Time: Ready by 10.30 AM
		• Plain Rice
		• Chicken
		• Vegetable
		• Cordial Drink
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)

9.6	30 - 60	Refreshment for VIP (PM Session)
		HIGH TEA
		Venue: Press Conference Hall, International Convention Centre (ICC), Berakas
		Serving: Silver Service (Main Table) and Dome Styles
		• 6 types of finger food (Cakes, Pastries and Sandwiches)
		Menu as example: Mushroom cheese quiche, Mini Cakes, Sandwich (layered egg and cheese), Kuih Malay, Scone, Panna Cotta
		• Mixed Fruit Platter
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Cordial Drink
		• Served with condiments e.g Chilli Sauce, Tomato Sauce, Mayonnaise etc.
9.7	1 - 5	Refreshment for VIP (PM Session) - Vegetarian
		HIGH TEA
		Venue: Press Conference Hall, International Convention Centre (ICC), Berakas
		Serving: Silver Service (Main Table)
		Time: Ready by 2.00 PM
		• 6 types of vegetarian finger food (Cakes, Pastries and sandwiches - no mock meat)
		Menu as example: Mushroom cheese quiche, Mini Cakes, Sandwich (layered egg and cheese), Kuih Malay, Scone, Panna Cotta
		• Mixed Fruit Platter
		• Hot Drinks: Coffee and Tea (Separate sugar, milk and creamer)
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)
		• Cordial Drink
		• Served with condiments e.g Chilli Sauce, Tomato Sauce, Mayonnaise etc.
		• Location - GOH Table
		Service Staff for Serving (Required 3 Staff), Silver service at the Main Table only - (Minimum 4 hours)
		Fresh flower arrangement at Main / GOH Table - mid table decoration, medium size, do not block view, colour: do not put any white, blue, black and purple flowers
		Table set up include Chair and Table Cloth: (Minimum Table clothes - 6 and Chair Covers – 60)
9.8	30 - 80	Refreshment For AJK
		Delivered by 4.00 PM
		Serving: Packed Food
		• Plain Rice
		• Chicken
		• Vegetable
		• Mineral Water 330 ml (preferably locally produced in Brunei Darussalam and sourced from an established local supplier, meeting applicable food safety and quality standards)

		• 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. Dates, allocation of specific areas and number of pax will be finalized in due course. Updates will be communicated once confirmed. 3. Dates and venue for Pesta Konvokesyen is to be confirmed. Updates will be communicated once confirmed. 4. Tenderer must present sample picture of the type of Bun offered. 5. Vendors may be required to provide food samples when necessary, at the request of Politeknik Brunei. 6. Politeknik Brunei reserves the right to change the type of food or drink into another type of equivalent value. 7. The vendor shall be responsible for establishing and maintaining a designated waste disposal area at each event venue, including: a. providing clearly labelled bins or containers for used plates, cups, cutlery and food waste; b. ensuring that the disposal area is clean, easily accessible and appropriately distanced from the dining and buffet areas to maintain hygiene; and c. removing and properly disposing of all waste after the event, ensuring that no litter is left behind.		

Note:

1. Prospective vendors are kindly advised to use the following payment method for the purchase of procurement document:
 - **Jawatankuasa Sebut harga Politeknik Brunei (JSPB)**
 - Payment via One Common Billing System (OCBS) Web Portal: <https://ocbs.mofe.gov.bn>.
2. Payments made to the wrong account before official payment instructions are issued are strictly **NON-REFUNDABLE**.
3. Should prospective vendors require further clarification regarding the payment process, kindly contact the Finance Division directly via:
 - i. **Email:** finance@pb.edu.bn
 - ii. **Telephone:** +673-2234466 ext 297
 - iii. **Whatsapp only:** +673-7174466
4. Vendors 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.
5. If you require further information regarding the above specification, please do not hesitate to contact If you require further information, please do not hesitate to contact norhayati.latif@pb.edu.bn and raihana.raup@pb.edu.bn or telephone +673 880 8485.

Thank you and looking forward to your participation.