



PB/CONVO/2026/JAMUAN/02
PERKHIDMATAN MENYEDIAKAN DAN MENGHANTAR MAKANAN
BAGI ACARA-ACARA SEMPENA MAJLIS KONVOKESYEN POLITEKNIK BRUNEI
KALI KE-12, 2026
(KUMPULAN SUKARELAWAN DAN GRADUAN)

ITEM ITEM	BANYAK QUANTITY	KETERANGAN DESCRIPTION
1		PREPARATION DAY FOR MAJLIS KHATAM
		Day/Date: Thursday, 15th October 2026
		Time/Venue: 2.00 PM, Masjid Universiti, Universiti Brunei Darussalam
1.1	10 - 20	Refreshment for Volunteer
		Serving: Packed Food
		• Fried Noodle (No Vegetable)
		• Fried Chicken
		• Plastic spoon, container & bag to fit the food items
2		MAJLIS KHATAM
		Day/Date: Saturday, 17th October 2026
		Time/Venue: 8.00 AM, Masjid Universiti, Universiti Brunei Darussalam
2.1	50 - 70	Refreshment for Volunteer
		Serving: Buffet-Style
		• Nasi Lemak
		• Fried Chicken
		• Sambal with Condiments
		• Cordial drink
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam, from an established local manufacturer/supplier, with appropriate food safety and quality certifications/standards)
3		MAJLIS KHATAM
		Day/Date: Saturday, 17th October 2026
		Time/Venue: 8.00 AM, Masjid Universiti, Universiti Brunei Darussalam
3.1	900 - 1110	Refreshment for Graduates
		Serving: Packed Food
		• Traditional or dry food items to be supplied in uniform containers of the same shape, size and type, with each container clearly labelled with the name of the respective kuih/food item. (E.g. Kuih Cincin, Kuih Sapit, dll)
		• Plastic bag for each individual pack

4		PREPARATION DAY FOR MAJLIS KONVOKESYEN
		Day/Date: Tuesday, 20th October 2026
		Time/Venue: 9.00 AM, International Convention Centre (ICC), Berakas
4.1	10 - 20	Refreshment for Volunteer
		Serving: Packed Food
		• Fried Noodles (No Vegetable)
		• Fried Chicken
		• Plastic spoon, container & bag to fit the food items
5		MAJLIS KONVOKESYEN (RAPTAI)
		Day/Date: Wednesday, 21st October 2026
		Time/Venue: 9.00 AM, International Convention Centre (ICC), Berakas
5.1	50 - 100	Refreshment for Volunteers
		Serving: Buffet Style
		• Plain Rice
		• Chicken
		• Vegetable
		• Cordial Drink
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam, from an established local manufacturer/supplier, with appropriate food safety and quality certifications/standards)
6		MAJLIS KONVOKESYEN
		Day/Date: Thursday, 22nd October 2026
		Time/Venue: 7.00 AM, International Convention Centre (ICC), Berakas
6.1	100 - 130	Refreshment for Volunteers – AM Session
		Serving: Buffet-Style
		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, from an established local manufacturer/supplier, with appropriate food safety and quality certifications/standards)
6.2	100 - 130	Refreshment for Volunteers – NOON Session
		Serving: Buffet-Style
		READY BY: 11.00 AM
		• Plain Rice

		• Chicken
		• Vegetable
		• Cordial Drink
		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam, from an established local manufacturer/supplier, with appropriate food safety and quality certifications/standards)
7		MAJLIS KONVOKESYEN
		Day/Date: Thursday, 22nd October 2026
		Time/Venue: 7.00 AM, International Convention Centre (ICC), Berakas
7.1	400 - 500	Refreshment for Graduates – AM Session
		Serving: Packed Food
		READY BY: 6.00 AM
		• 1 Bun (choices of filling Redbean, Buttermilk, Kaya) with label of the flavour
		• Plastic bag for each individual pack
7.2	700 - 800	Refreshment for Graduates – NOON Session
		Serving: Packed Food
		READY BY: 10.00 AM
		• 1 Bun (choices of filling Redbean, Buttermilk, Kaya) with label of the flavour
		• Plastic bag for each individual pack
8		MALAM KEBUDAYAAN (RAPTAI)
		Day/Date: Friday, 23/30 October / 6 November 2026 (to be confirmed)
		Time/Venue: 5.00 PM, Venue Tentative
8.1	100 - 150	Refreshment for Volunteers
		Serving: Packed Food
		• Fried Noodles (no vegetable)
		• Fried Chicken
		• Plastic spoon, container & bag to fit the food items
9		MALAM KEBUDAYAAN
		Day/Date: Saturday, 24/31 October / 7 November 2026 (to be confirmed)
		Time/Venue: 5.00 PM, Venue Tentative
9.1	100 - 150	Refreshment for Volunteers
		Serving: Buffet Style
		• Plain Rice
		• Chicken
		• Vegetable
		• Cordial Drink

		• Mineral Water 1.5L (preferably locally produced in Brunei Darussalam, from an
		established local manufacturer/supplier, with appropriate food safety and
		quality certifications/standards)
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 and number of pax will be finalized in due course. Updates will be communicated once confirmed. 3. Venue for Malam Kebudayaan is to be confirmed. 4. Tenderer must present sample picture of the type of Bun and Traditional or Dry food items offered. 5. Politeknik Brunei reserves the right to change the type of food or drink into another type of equivalent value. Vendors may be required to provide food samples when necessary, at the request of Politeknik Brunei.		

Note:

1. Prospective vendors are kindly advised to use the following payment method for the purchase of procurement document:
 - **Jawatankuasa Sebut harga Tabung Politeknik Brunei (JSTPB)**
 - Payment via **BIBD Online**
 - Payee Name: **TABUNG HASIL DAN RAMPAIAN, POLITEKNIK BRUNEI**
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 norhayati.latif@pb.edu.bn and raihana.raup@pb.edu.bn or telephone +673 880 8485.

Thank you and looking forward to your participation.