

INVITATION TO TENDER FOR:

OPERATION OF CAFÉ/RESTAURANT AT BANK ISLAM BRUNEI DARUSSALAM BERHAD (BIBD) BANKING CENTRE LOCATED AT BLOCK H, LOT 48080, YAYASAN SULTAN HAJI HASSANAL BOLKIAH COMPLEX, KG. PUSAT BANDAR, MUKIM KIANGGEH

1. INTRODUCTION

BIBD is pleased to invite submissions from independent, locally owned and operated entities for the operation of a café/restaurant located at Block H, Lot 48080, Yayasan Sultan Haji Hassanal Bolkiah Complex, Kg. Pusat Bandar, Mukim Kianggeh ("**Tender**"). Tenderers operating under franchise agreements is not eligible to participate in this Tender.

The objective of this Tender is to appoint a suitable vendor ("**Tenderer**") to manage and operate the café/restaurant professionally by providing quality food and beverage services to staff, visitors, and members of the public during the café/restaurant's operating hours.

2. LOCATION OF CAFÉ/RESTAURANT

The café/restaurant is located at:

BIBD Branch at Block H, Lot 48080, Yayasan Sultan Haji Hassanal Bolkiah Complex, Kg. Pusat Bandar, Mukim Kianggeh.

Approximate Area

Ground Floor: 1,000 Sq. Ft (Internal and External Areas - Day and Night Operation)

1st Floor : 477 Sq. Ft (Night Operation after Bank Operating Hour)

The space shall be used solely for the café/restaurant and related food & beverage operations.

3. SCOPE OF SERVICES

The successful Tenderer shall be responsible for, including but not limited to the following:

- Daily operation and management of the café/restaurant;
- Sell of food and beverages;
- Designing and fitting-out works for the café/restaurant space provided;
- Submission of and compliance with all relevant local authority requirements and approvals related to the fitting-out works;
- Staffing and supervision;
- Cleaning and housekeeping within the leased premises;
- Maintaining and ensuring proper functioning of all café/restaurant equipment, fittings, and related systems, including grease traps, plumbing, water supply, leak rectification, septic and drainage systems, and all other infrastructure necessary for safe and continuous operations;
- Payment of electricity and other operational costs;
- Maintaining acceptable service quality, food presentation and hygiene standards at all times; and
- To comply with all applicable laws, regulations, health and fire safety requirements and directives issued by the relevant authorities from time to time.

4. FITTING-OUT REQUIREMENTS

The successful Tenderer shall undertake and bear all costs associated with the fitting-out works of the café/restaurant space.

All fitting-out works shall:

- Comply with all relevant local authority requirements, regulations, and approvals;
- Be properly coordinated with the BIBD prior to commencement;
- Be subject to BIBD's review and approval prior to implementation; and
- Be carried out by qualified consultants/contractors/specialist vendors where applicable.

Any proposed extension, alteration, additional structure, or modification beyond the existing designated café/restaurant space shall be undertaken solely by the Tenderer and shall be subject to the prior written approval from BIBD and relevant authorities. BIBD reserves the right to reject or request amendments to any proposed works deemed unsuitable or non-compliant.

The successful Tenderer shall complete all necessary fitting-out works, authority approvals, installations, testing, commissioning, staffing arrangements, and operational preparations for the café/restaurant premises in accordance with the approved implementation plan by the relevant authorities.

The café/restaurant shall be fully completed and ready for business operations by Third Quarter 2026.

The Tenderer shall ensure that all work and preparations are properly coordinated to meet the above operational commencement date.

Any delay in completion arising from the Tenderer's coordination, procurement, fitting out works, authority submissions, or operational arrangements shall be the sole responsibility of the Tenderer.

BIBD reserves the right to review the Tenderer's proposed implementation schedule and monitor the progress of the café/restaurant setup works to ensure timely completion and operational readiness.

The successful Tenderer shall not assign, sublet, transfer, license, or otherwise part with possession of the café/restaurant premises or any part thereof to any other party without the prior written approval of BIBD.

The Tenderer shall also not assign, transfer, hand over, or allow the operation or management of the café/restaurant business to any other person, company, or entity whatsoever unless expressly approved or directed in writing by BIBD.

Any unauthorised assignment, subletting, transfer, or handover shall constitute a breach of the tenancy conditions and may result in termination of the tenancy agreement at the sole discretion of BIBD.

5. UTILITIES

A separate electricity meter shall be provided for the café/restaurant Tenderer. The successful Tenderer shall be responsible for all electricity charges associated with their operations.

Water services shall be supplied through BIBD's existing water supply system, subject to reasonable usage associated with café/restaurant operations.

Any additional utility requirements beyond the allocated utility capacity of the premises shall be subject to BIBD's review and approval.

6. FOOD & BEVERAGE PROPOSAL REQUIREMENTS

Tenderers shall provide details of the proposed food and beverage offerings to be served at the café/restaurant, including but not limited to:

- Types of food to be served;
- Types of beverages to be served;
- Proposed menu categories; and
- Specialty items/signature dishes.

7. OPERATING HOURS

The proposed operating hours shall be as follows:

Monday to Friday: 7:00 am to 10:00 pm

Saturday: 7:00 am to 10:00 pm

Sunday/Public Holiday: 7:00 am to 10:00 pm

Any proposed changes to the operating hours shall be subject to BIBD's prior approval.

8. TENDER SUBMISSION REQUIREMENTS

Tenderers are required to submit the following information:

- Company Information
- Company profile
- Company registration certificate
- Relevant business licences
- Years of experience in café/restaurant operations
- Technical Proposal
- Proposed fitting-out concept/interior design
- Proposed menu and pricing range
- Detailed types of food and beverages to be served
- Proposed service approach for Perdana customers
- Proposed operating hours
- Staffing arrangement
- Previous relevant projects/operations

9. FINANCIAL PROPOSAL

Tenderers are required to submit a detailed financial proposal comprising the following requirements:

- **Base Rent:**

The proposed monthly or annual rental amount payable by the Tenderer for the premises. This should be clearly stated and exclusive of any additional charges.

For this Tender, the proposed rental rate is BND 2.50 per square foot per month, inclusive of service charges.

Tenderers may either:

- Accept the proposed rental rate; or
- Submit a counter proposal with supporting justification.

- **Service Charges:**

Service charges are included within the proposed rental rate of BND 2.50 per square foot. These cover shared services including, but not limited to:

- Security services
- Maintenance of common areas
- Cleaning services
- Utilities for common facilities
- Overall facilities management

- **Security Deposit:**

A refundable security deposit equivalent to three (3) to six (6) months of gross rent shall be required upon award. This deposit shall be held as a performance bond to ensure compliance with all lease obligations and conditions.

- **Supporting Documents:**

- Photos/examples of previous café operations
- Proposed interior concept
- Any additional value-added proposals

10. TERM OF TENANCY

The proposed tenancy period shall be:

Term: 2 Years

Renewal Option: Renewal of the tenancy shall be subject to satisfactory performance and mutual agreement of the parties.

11. SITE VISIT

Tenderers are encouraged to conduct a site visit prior to submission.

Site visit arrangements can be coordinated by contacting BIBD's representatives as follows:

Hjh Laila Kasmiah Binti Hj Kassim - laila.kassim@bibd.com.bn

Nurul Amirah Solehati @ Nurul 'Aliah binti Md Ya'akob -

amirahsolehati.mdyaakob@bibd.com.bn

12. SUBMISSION DETAILS

Tender submissions shall be submitted in a sealed envelope to the following address with the subject/title clearly marked as follows:

"Tender for Café Operations at BIBD Branch at Block H, Lot 48080, Yayasan Sultan Haji Hassanal Bolkiah Complex, Kg. Pusat Bandar, Mukim Kianggeh."

Address:

BIBD Headquarters, Ground Floor (Security Reception Desk) - Back entrance

Lot 159, Jalan Pemancha

Bandar Seri Begawan, Brunei Darussalam

Submission Deadline: 22nd June 2026, before 12: 00 noon

Any Tender submission received after the deadline will not be considered.

13. EVALUATION CRITERIA

Tender submissions may be evaluated based on:

- Experience and proven track record
- Quality and suitability of café concept
- Ability to cater for prestige/VIP clientele
- Proposed fitting-out concept
- Variety and suitability of food and beverage offerings
- Financial proposal
- Operational capability
- Overall value-added proposal

14. RIGHTS OF THE MANAGEMENT

The Management reserves the right to:

- Accept or reject any tender submission
- Request further clarification from Tenderers
- Cancel or amend the Tender process without prior notice
- Award the Tender based on overall suitability