

E-GOVERNMENT NATIONAL CENTRE (EGNC)

Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam

Department/References : EGNC/PM/4.2/2016.038 (Tel) 2424955 (Fax) 2424940 (Email) hr@egc.gov.bn

APPENDIX 1: QUOTATION FOR PROJECT MANAGEMENT PROGRAMME : FOUNDATIONS OF BUSINESS ANALYSIS FOR E-GOVERNMENT NATIONAL CENTRE

Item	Description	Price Per Person	Remarks (If any)
1.	(a) QUOTATION for (i) <u>Project Management Programme : Foundations of Business Analysis</u>		

Item	Description	Please specify contents of the proposed item/sectotion	
2.	The training above must satisfy the following requirements:- (a) <u>Training Schedules</u> (i) <u>Project Management Programme : Foundations of Business Analysis</u> should be conducted before February 2017 (ii) <u>Project Management Programme : Foundations of Business Analysis</u> should be conducted FULL TIME according to time below: Monday – Thursday : 8.00 am to 4.30 pm Saturday : 8.00 am to 4.30 pm	Y / N	
	(b) <u>Trainer information</u> (i) Trainer details (ii) His/her past working experiences (iii) Certification(s) obtained	Y / N	
	(c) <u>Training Details</u> should include the following: (i) Course prerequisites (ii) Course contents [See attachment BA1] (iii) Course objectives (iv) Course outline (v) Training mode (vi) Duration (vii) Programme showing training hours for each training course. i.e. the breakdown of hours necessary for each main subject	Y / N	

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Item	Description	Please specify contents of the proposed item/section	
(d)	<u>Training session</u> should include :- (i) Pre & Post Course Assessment and individual evaluation reports (ii) Training materials including manuals, handouts & etc (iii) Training presentation slides, or other delivery aids (iv) Training evaluation mechanism including associated forms i.e.: training evaluation forms, scorecards, etc.	Y / N	
(e)	<u>Training Venue and Facility Requirement</u> (i) A suitable training venue provided (ii) Conducive class environment (iii) Sufficient facility or computing equipment provided	Y / N	
(f)	<u>Miscellaneous</u> (i) Attendance records of participants to be provided (ii) Refreshments	Y / N	
3.	Quotation validity : Until 31st March 2017	Y / N	
	Please Also Observe The Following: a. Any vendors that have not completed or properly filling in the form will not be entertained. b. Vendors are welcome / recommended to see the site c. Please provide product brochures d. Quotation Validity: 6 months or above ISSUE QUOTATION : 20 July 2016 CLOSE QUOTATION : 02 August 2016 (2.00 PM)	Acknowledgement: Company Ref. No.: I hereby certify the above quote to be correct. Signature: Designation: Date :	
		Company's Official Stamp:	

PROJECT MANAGEMENT PROGRAMME : FOUNDATIONS OF BUSINESS ANALYSIS

2 (c) (ii) COURSE CONTENTS

Introduction

- What is business analysis?
- Best practices in business analysis
- Benefits of business analysis

The Role of the Business Analyst

- The business analysis process
- BA role vs. project manager role
- The BA career path

Supporting the Project Portfolio

- The project portfolio
- Strategic enterprise analysis
- Solution Development Life Cycle (SDLC)

Developing the Solution Vision and Scope

- Defining solution vision and scope
- Vision and scope report
- Conducting a visioning workshop
- Validating solution scope
- Traceability

Understanding Requirements and Business Rules

- Functional, nonfunctional and implementation requirements
- Requirements vs. specifications
- Requirements vs. business rules
- Risk management and risk responses strategies

Planning and Eliciting Requirements

- The Requirements Work Plan (RWP)
- Components of the RWP
- Work Breakdown Structure (WBS)
- Elicitation techniques
- Preparing for change

Analysing and Documenting Requirements

- Analyzing requirements
- Characteristics of effective requirements
- The Business Requirements Document (BRD)
- The BRD vs. the technical specifications document
- Components of the BRD
- BRD validation techniques

Modeling Requirements

- Modeling requirements
- Models vs. diagrams
- AS-IS vs. TO-BE modeling
- Types of models
- Models and the BRD

Assessing and Validating Requirements

- Validation and verification
- V-model of testing
- Levels and types of testing
- The master test plan
- Test scenarios and test cases

DELIVERY CONFIRMATION LETTER

To:
Chairman of Procurement Committee,
E-Government National Centre,
Prime Minister Office,
Spg 69-18, Jalan E-Government
Gadong BE1110, Negara Brunei Darussalam.

QUOTATION OF: EGNC/PM/4.2/2016.038

With regards to the quotation above that our Company participate, our Company agreed to the terms below:

1. In the event that our Company is successful in this quotation, we promise to perform and supply within the promise period according to the specifications and quantity mention in Appendix 1 from the issued date.
2. In the event that our Company is unable to make provision in the original period specified in paragraph 1., the company will:
 - a) Inform E-Government National Centre within 14 days before the date of supply is to be made in writing with an explanation. In this regard, our Company agreed to implement one of the following ways:
 - i) Replace with the same specifications that is agreed with E-Government National Centre or
 - ii) Lending until supply is made that is agreed with E-Government National Centre.
 - b) Inform in the event that the conditions mentioned above in clause (a) cannot be fulfilled, therefore E-Government National Centre reserves the right to cancel this quotation.
3. If our Company fails to perform as required to make the supply, our Company will be banned from participating in any future tender or quotation from the Government of His Majesty Paduka Seri Baginda Sultan dan Yang Di Pertuan Negara Brunei Darussalam.
4. If our Company fails to meet these requirements, our company will be charged a penalty of 10% of the total price of the delayed or unsuccessful supply without any acceptable reasons. E-Government National Centre is entitled to deduct from the security deposit or any payments to be received by the Company in the event that the Company are not able to supply within the stipulated period.

Signature, Name & Position

Company Cop & dates

TERMS AND CONDITIONS OF QUOTATION
REF. NO: EGNC/PM/4.2/2016.038

- 1.1 The Supplier is required to quote the proposed items (goods and services) which will best meet the requirement as per given in the enclosed Request for Quotation taking into consideration the following :-
- a. **The use of correction fluid is not allowed in the Quotation**
 - b. **Any amendments made should be initialled with the supplier 's stamp**
- 1.2 All prices are to be quoted inclusive of:
- a. Duties where applicable
 - b. as "Ship To Location" indicated in the Request for Quotation.
 - c. minimum validity period of 24 weeks (6 months) from closing date of quotation.
 - d. **ex-stock or immediate** from date of issuance of indent.
- 1.3 **Quotation responses must be submitted at the Reception Counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG ' using the Quotation Forms and any forms attached hereto enclosed in one envelope per quotation and addressed to:**
- Quotation Reference : EGNC/PM/4.2/2016.038*
- E-GOVERNMENT NATIONAL CENTRE
PRIME MINISTER'S OFFICE
SIMPANG 69-18, JALAN E-KERAJAAN,
GADONG BE1110
NEGARA BRUNEI DARUSSALAM***
and marked "Quotation Closing Date, Tuesday 02nd August 2016 (2.00PM)"
- 1.4 The E-Government National Centre hereafter referred to as the Customer has and reserves the right:
- a. not to accept the lowest or any quotation
 - b. to accept any quotation in whole or in part
 - c. penalise and cancel any order or contract from/with the Supplier if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Supplier.
- 1.5 The Supplier will agree to supply any additional quantities, perform any work and provide any materials and services necessary to successfully complete the installation, commissioning of the required items even if such items are not mentioned or are mis-stated in the Supplier's proposed solutions.
- 1.6 The Supplier must not make any public statement in relation to this quotation document or to the awarding of any consequent order for the supply of the required items.
- 1.7 Any clarification of the requirement can be requested not later than 1 (one) working day before the closing of the quotation submission, For any clarification please contact **Dyg Masjidah at telephone number 2424 955.**
- 1.8 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.
- 1.9 After the goods have been delivered, a copy of the Delivery Order is required to be faxed to 2424940 with attention to Procurement Section, E-Government National Centre.
- 1.10 If the Supplier does not hear from the Customer within 3 weeks from the date of quotation's closure, the Supplier's quotation is considered unsuccessful.

**PUSAT KEBANGSAAN E-KERAJAAN
JABATAN PERDANA MENTERI**

**VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF : EGNC/PM/4.2/2016.038**

Tick (v) where appropriate:-

☐

Quote

☐

No Quote

Name :

Designation:

Date :

Company's chop:

NOTE :

This form (Appendix 4) must be signed and stamped by the vendor and submit to the reception counter of the '**E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG BE1110**' or fax to 2424940.

Your response is highly appreciated.

Pusat Kebangsaan E-Kerajaan
Simpang 69-18
Jalan e-Kerajaan
Gadong BE1110
Negara Brunei Darussalam

Tel: 2424955/6/7 ext 122 / Fax : 2424940