



REQUEST FOR QUOTATION ("RFQ")
Training Services for Client Engagement & Business Pitching Workshop
REFERENCE NO.: RFQ 26 18 00

24th August 2026

COPYRIGHT NOTICE

This RFQ document is for the sole use of the Proposers and is not to be copied or distributed without the approval of BEDB.

Important Notice

Brunei Economic Development Board hereby invites interested parties to submit a Quotation to, **Training Services for Client Engagement & Business Pitching Workshop**.

BEDB reserves the right to consider the Quotation, to exclude the Quotation from being evaluated further or to ask any Proposer to submit a Quotation that complies with the requirements set out in Sections 3, 4, 5, 6 and 7 of this document.

While it is not intended that clarification shall be required before the short-listing of Quotation, it is possible that aspects of certain Quotation may require clarification. Therefore, BEDB reserves the right at any time during the assessment process and in its absolute discretion, to make written requests to any Proposer for the purpose of seeking clarification as to any aspect of their respective Quotation.

Proposers should not view any requests for further clarification or their submission, presentation or participation in any interactive discussion process as evidence of any their Quotation being viewed favourably or otherwise.

This RFQ does not constitute any offer to sell or any solicitation to sell the project by any person whosoever or on behalf of BEDB or any of its directors, managers, officers, employees, advisors, consultants, agents or representatives.. Persons or entities into whose possession this RFQ may come are required to inform themselves about and to observe and abide such restrictions.

This RFQ and any information that is subsequently provided by or on behalf of BEDB has been prepared to give potential Proposers background information on the project. This RFQ does not purport to comprehensively describe the scope of the project or to contain all the information that interested parties and their advisors may desire in relation to whether or not to submit a Quotation. Proposers must form their own views as to what information is relevant and they must also rely on their own investigations to satisfy themselves in relation to all aspects of the project.

This RFQ is not intended to form the sole basis of any business decision and should not be considered as a recommendation by BEDB to participate in the opportunity. Any interested party should make its own independent assessment after making investigations as it deems necessary in order to determine its interest. Where applicable, the interested party should obtain its own independent legal advice.

The information provided in this RFQ reflects the prevailing conditions as of the date written which are subject to change without notice. In preparing this information, BEDB relied upon the accuracy and completeness of information available from public sources or other materials that were obtained and reviewed by BEDB. BEDB does not warrant the reliability, accuracy and/or completeness of any and all information or data made available to Proposers in relation to this RFQ.

BEDB, its directors, managers, officers, employees, consultants, agents or representatives ("BEDB parties") make no representation or warranty, express or implied, as to the reliability, accuracy or completeness of the information contained in this RFQ or any information that may be provided in association with it and accept no responsibility for any loss arising from the use of such information or its contents.

BEDB parties accept no responsibility or liability including for any claims of negligence, whether arising from or in relation to this RFQ or for any reliance placed on or in relation to the contents of this RFQ or for any representations (whether expressed or implied) or information contained in or any omissions from this RFQ, or any written or verbal communication with any recipient in the course of evaluation of the project. Each Proposer releases BEDB parties from any such responsibility or liability.

Proposer should read the General Terms and Conditions in Section 6 of this RFQ prior to Proposer submitting any Quotation.

1. EXECUTIVE SUMMARY

Brunei Economic Development Board (“BEDB”) is seeking quotation from interest parties (“Proposer”) for the ‘**Training Services for Client Engagement & Business Pitching Workshop**’ (“Quotation”).

1.1 Purpose

The purpose of this RFQ is to:

- Provide a background to this business opportunity;
- Specify the requirements for the preparation and submission of Quotation;
- Outline how Quotation may be evaluated; and
- Specify the procedures and expected timing for this Quotation process.

2. BACKGROUND

2.1 The Brunei Economic Development Board (Board)

Focused on three strategic thrusts – Enabling Private Sector Growth, Increasing Internationalisation, and Enhancing BEDB Capabilities – BEDB is dedicated to driving economic development and fostering a vibrant business ecosystem in Brunei.

For more information on the BEDB, please visit www.BEDB.gov.bn.

3. PROJECT OVERVIEW

The Brunei Economic Development Board (BEDB) seeks to appoint a qualified training provider to design and deliver a one-day workshop titled “**Client Engagement & Business Pitching Workshop**”.

This workshop forms part of the Pre-EGC Vendor Development Programme, which aims to prepare MSMEs and local vendors to participate more meaningfully during Enterprise Growth Connect (EGC) 2026. The workshop is intended to help participants present their company experience, value proposition and business capability clearly when engaging potential clients, buyers, partners and opportunity owners.

The workshop should be practical, interactive and outcome-oriented. It should not be designed as a generic public speaking course. Instead, the focus should be on preparing MSMEs to understand their own business better, communicate their value clearly, ask relevant questions and conduct themselves professionally during client and stakeholder engagements.

The workshop will consist of one full day of in-person training, combining:

- Sharing sessions on client engagement, business positioning and pitching fundamentals;
- Guided exercises to help participants clarify their business value and experience;
- Practical pitching and role-play activities; and
- Feedback and refinement of participants’ business pitch and engagement approach.

Each participant is expected to complete practical outputs such as a business introduction, value proposition statement, client engagement talking points and a simple follow-up approach that can be used during EGC.

Target Participants

Up to 25 MSMEs / local vendors, prioritising:

- Brunei-registered businesses intending to participate in EGC 2026;
- Businesses seeking to engage clients, buyers, partners or opportunity owners during EGC;

- Businesses with existing products, services or capabilities that they need to present more clearly; and
- Businesses requiring support to improve their client-facing communication and business pitch.

4. PROPOSER SELECTION PROCESS

4.1 Introduction

This section of the RFQ outlines the:

- RFQ assessment process; and
- Selection criteria for selecting a Preferred Proposer(s).

4.2 Process Overview

- Issuance of RFQ;
- Lodgement of Quotation by Proposer;
- Proposer may be asked to provide further information clarifying any aspects of their Quotation;
- Proposer shall be invited to perform due diligence during formulation of and prior to submission of Quotation;
- Presentation of Quotation by Proposer;
- Evaluation of Quotation using the Selection Criteria outlined in this RFQ;
- Selection of Preferred Proposer;
- Proposer shall be required to enter into all necessary contract documents for implementation and development of the Quotation.

(Table 1 – Proposed Timeline)

Event	Indicative Date*
Issuance of RFQ	24 August 2026
Deadline for submission of RFQ	31 August 2026
Selection of Preferred Proposer	3 September 2026
Commencement of Training	23 September 2026

*The timeline shown in Table 1 is subject to change without notice.

4.3 Selection Criteria for Quotation

The selection of the training provider shall be conducted using the **Lowest Quoted Price Method** among bidders who are able to **fully meet all required deliverables and technical specifications** stated in this RFQ.

Only quotations that demonstrate full compliance with the outlined deliverables—including pre-training preparation, in-person training delivery, post-training sessions, and reporting—will be considered conforming for evaluation.

The evaluation process will therefore comprise two stages:

1. **Conformity Assessment:** Verification that the proposal meets all deliverables and requirements listed under Section 4.3.2.

2. **Financial Evaluation:** Among conforming proposals, the award shall be made to the vendor offering the lowest total quoted price.

Below is the summary of the selection process:

Evaluation Stage	Criteria	Weighting	Description / Notes
Stage 1: Technical Conformity	Compliance with all deliverables listed under Section 4.3.3	Pass / Fail	Only vendors who fully meet all deliverables and requirements (including pre-training, one-day training, post-training session, and reporting) will proceed to Stage 2.
Stage 2: Financial Evaluation	Total Quoted Price (inclusive of all fees, materials, and facilitation costs)	100%	Among technically conforming proposals, the contract shall be awarded to the vendor offering the lowest total quoted price .

4.3.1. Details of the Training Consultants and their Expected Role

Proposers will be required to provide a comprehensive Curriculum Vitae (CV) and/or profile for each of the trainer, programme directors and/or facilitators identified for this Project, including their expected contribution and role for the scope of this Project.

4.3.2. Details of the expected deliverables for the 'Training Services for Client Engagement & Business Pitching Workshop' is as follows:

A. Expected number of participants: 25 pax

B. Pre-Workshop Deliverable

- I. The trainer shall submit an editable Business Pitching Worksheet at least one week before the workshop.

The worksheet should be concise and practical, covering:

- Business introduction;
- Key products / services offered;
- Target clients or partners;
- Company experience or track record;
- Value proposition; and
- Key questions to ask clients or partners during EGC.

Expected Output: Business Pitching Worksheet to be used by participants during the workshop.

C. Training Delivery (One Day In-Person)

Session	Focus	Key Topics / Activities	Expected Output
Morning Session	Understanding Client Engagement and Business Positioning	Introduction to how MSMEs should engage clients, buyers and partners during EGC. This includes understanding what clients want to hear, how to explain business capability clearly, and how to avoid common engagement mistakes.	Participants understand how to position their business and engage professionally during EGC.
Afternoon Session	Pitch Development and Practical	Participants develop and practice a short business pitch using the Business Pitching Worksheet. This	Completed business pitch, key talking points and client

	Engagement Exercise	includes refining their business introduction, value proposition, key talking points and questions to ask potential clients or partners.	engagement questions.
--	----------------------------	--	-----------------------

D. Post Training Deliverables

Component	Description	Expected Output
Workshop Materials	Trainer to submit final workshop slides, worksheets used during the workshop.	Final materials submitted to BEDB.
Participant Outputs	Trainer to ensure participants complete the key workshop outputs during the session.	Completed business pitch, value proposition and client engagement talking points.
Reporting	Trainer to submit a Post-Workshop Summary Report including attendance, participant engagement, key observations, common areas for improvement and recommendations for future support.	Final Summary Report submitted to BEDB.

4.3.3. Details of Cost Breakdown and Other Related Costings

Proposers will be required to provide a detailed quotation of costing for the Project. This includes the breakdown of the cost of the Project, proposed charges detailing travel, accommodation, transportation and other related costings (if applicable). The validity of the quotation should be for minimum of one (1) year from date of issue and may be used for consequent batches within the time period.

4.3.4. Details of Payment Term

Payment to the appointed training provider shall be made **in accordance with the satisfactory delivery of the specified deliverables**, as outlined under Section 4.3.1 – 4.3.3.

Additional Notes:

- No advance payment shall be made prior to the commencement of deliverables.
- All invoices must be accompanied by proof of deliverable completion
- Payments will be processed in accordance with BEDB's standard finance procedures and timelines.

5. QUOTATION SUBMISSION REQUIREMENTS

5.1.1 Introduction

The purpose of this RFQ is to facilitate the selection of a Preferred Proposer for the 'RFQ 26 18 00 **Training Services for Client Engagement & Business Pitching Workshop**'

5.2 Mandatory Information

The following information, along with the Letter of Response (as set out in Appendix A) must be submitted as part of each Quotation by the Proposer on the Proposer's letterhead. Proposers are advised to adhere to the submission requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submissions of the Quotation.

Proposers are required to submit Quotation in accordance with the guidelines provided by this RFQ document and all information as stated in 'Selection Criteria for Quotation' in Section 4.3.

5.2.1 Proposer Information

The Proposer shall minimally provide the following:

- The full name and nature of the entity, core business, business registration number, business number/incorporation number or other identification number (as applicable), place of registration/incorporation, registered office address, beneficial owners/shareholders and details of current directors (as applicable). Please also provide a copy of business registration/incorporation certificate and other documents listed in **Section 5.3**.
- Details of the authorized representative for the Proposer who can make decisions for and on behalf of the Proposer and bind the Proposer, including in relation to amendments to the Quotation.

5.3 Quotation Submissions Checklist

(Table 2 - Quotation Submissions Checklist)

No.	Quotation Submissions	Response (Yes / No)
1	Letter of Response (Appendix A)	
2	Company Registration Document	
3	Trainer's Profile and/or CV	
4	Bank Header Statement	
5	Quotation Submission Requirements (Section 5)	
6	General Information	
7	Any other information that Proposer would like to include that can better establish and support its relevance to the Project	

6. GENERAL TERMS AND CONDITIONS

This section of the RFQ describes the General Terms and Conditions that apply to the RFQ process which each Proposer accepts by the lodgment of a Quotation.

6.1 No Obligation

BEDB has compiled this RFQ for the guidance of interested Proposer. The provision of this information herein is not intended to, nor shall it constitute, any legal relationship between BEDB and the recipient of such information, except to the extent that it contains acknowledgements by the Proposer (and such acknowledgements are to be binding on the Proposer).

6.2 Costs Borne by Proposer

In no event shall BEDB be liable to Proposer for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs incurred in reliance on this RFQ. Proposers shall not be entitled to repayment from BEDB for any costs, expenses or fees related to this RFQ.

6.3 No Warrants

BEDB parties make no representation or warranty, express or implied, as to the reliability, accuracy or completeness of the information contained in this RFQ or any information that may be provided in association with it and accept no responsibility for any loss arising from the use of such information or its contents.

BEDB parties accept no responsibility or liability including for any claims for negligence, whether arising from, in connection with or in relation to this RFQ or for any representations (whether expressed or implied) or information contained in or any omissions from this RFQ, or any written or verbal communication with a recipient in the course of evaluation of the project. Each Proposer releases BEDB parties from any such responsibility or liability.

This RFQ and any information that is subsequently provided by or on behalf of BEDB has been prepared to give interested Proposers background information on the project. This RFQ does not purport to comprehensively describe the scope of the project or to contain all the information that interested parties and their advisors may desire in relation to whether or not to submit a Quotation. Proposer must form their own views as to what information is relevant and they must also rely on their own investigations to satisfy themselves in relation to all aspects of the Quotation.

6.4 Right to Alter or Terminate Process

BEDB reserves the right, in its sole discretion, at any stage to:

- Terminate the RFQ process for any reason;
- Terminate further participation in the process by any party;
- Amend the structure, content, procedures and timing of the process;
- Allow further parties to enter the process post the lodgement of the Quotation whether or not those parties have submitted a Quotation in accordance with this RFQ; and
- Decide not to proceed with, or carry out itself, or have any other person carry out all or part of the project.

6.5 Variations to this RFQ Document

BEDB reserves the right to vary this RFQ and all Proposer should ensure they are registered with and updated contact details are informed to BEDB to receive information on additions or any additions or variations to this RFQ. Proposer are to satisfy themselves that they have received, acknowledged and addressed all variations that have been issued up to the closing date of the lodgement of their Quotation. Updates or any additions or variations will be provided via e-mail from the RFQ email, rfp@bedb.gov.bn.

6.6 Confidentiality

All documents and information submitted by Proposer may be disclosed within BEDB to its advisors, and to relevant Government departments, agencies and/or bodies on a need to know basis. Notwithstanding the above, the confidentiality of any information submitted by the Proposer, which is not available to the public, will be respected except where disclosure is required by law.

All Proposers will be required to maintain confidentiality with respect to their own submissions, and should not seek details of competing submissions. The names of those registered to receive RFQ documents will not be made available to other parties.

6.7 Ownership of Quotation

All Quotation and accompanying and supporting documents submitted in response to this RFQ will become the property of BEDB on their lodgement. BEDB reserves the right for it to copy, adapt or otherwise disclose to its officers, agents or advisors or to any other party from whom BEDB may seek advice the materials contained in the documents lodged. Intellectual property that has been specifically identified by Proposer to be contained in the material submitted and has been demonstrated to the satisfaction of BEDB to exist may remain the property of the Proposer.

6.8 Proposer to Fully Inform Themselves

Proposer shall make independent enquiry and satisfy themselves with respect to all the required information, inputs, conditions and circumstances and factors that may have any effect on their Quotation, including familiarity with all the relevant laws and regulations of Brunei Darussalam.

6.9 Integrity of Proposer

Every Proposer must:

- a) Comply with relevant laws and regulations and acceptable probity standards in preparing and lodging its Quotation;
- b) Without limiting paragraph (a) above:
 - i. Not collude with and/or accept any commission from and/or offer any commission to, any other Proposer;
 - ii. Not disclose any part of its Quotation to any other Proposers;
 - iii. Not enter into any contract, arrangement or understanding with any other Proposer, whether in similar trade/industry/association or otherwise, to the effect so as to confer any benefit derived from this project on that Proposer or any other entities unconnected to the project;
 - iv. Not offer incentives, gifts or other favours to any person who is in any way:
 - a) Involved with; or
 - b) Capable of providing technical or other advice to those who are involved in any way with; or
 - c) In a position to influence, the evaluation of Quotation (including without limitation any person closely related or associated with those persons or entities); and
 - v. Not enter any improper or anti-competitive contract, arrangement or understanding with any other party in connection to this project.

7. ENQUIRIES, INFORMATION AND LODGEMENT OF QUOTATION

This section of the RFQ outlines the administrative arrangements for making enquiries and submitting a Quotation.

7.1 Enquiries

Proposer requiring any clarification of the RFQ may e-mail their questions to rfp@bedb.gov.bn with subject heading, "RFQ 26 18 00 **Training Services for Client Engagement & Business Pitching Workshop**". Copies of the BEDB response will be forwarded to all Proposers.

7.3 Key Performance Indicator

The successful Proposer will be evaluated based on the following key performance indicators. Proposer shall submit report on the delivery of deliverables of Quotation as set in Section 4.3.

7.4 Lodgement of Quotation

Proposers shall submit Quotation electronically via e-mail to Quotation Secretary at rfp@bedb.gov.bn no later than 3.00 pm (Brunei Darussalam time) on 31st August 2026 or through DARELinks which can be found at <https://darelinks.bedb.gov.bn/>

Quotation must be clearly labelled as, “RFQ 26 18 00 ‘**Training Services for Client Engagement & Business Pitching Workshop**’”.

QUOTATION MUST BE PASSWORD-PROTECTED UPON SUBMISSION VIA E-MAIL TO QUOTATION SECRETARY. **QUOTATION SECRETARY WILL REQUEST THE PASSWORD FROM PROPOSERS TO ACCESS CONTENTS OF THE QUOTATION ONLY ONCE THE SUBMISSION DEADLINE IS CLOSED AFTER 3.00 PM ON 31st August 2026.**

QUOTATION WITHOUT PASSWORD PROTECTION WILL NOT BE ACCEPTED. (A step-by-step guide on how to protect PDF files via <https://smallpdf.com/protect-pdf> is available on the next page.)

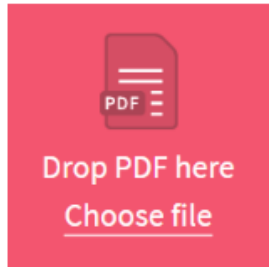
Lodgement via physical submission, i.e. hard copy, will not be accepted. Quotation lodged after the deadline will not be considered unless BEDB otherwise determines at its absolute discretion and without any obligation to do so that it is appropriate for a later Quotation to be considered.

BEDB will assign a reference number for any RFQ issued. This reference number should be quoted in any correspondence and during Quotation submission.

How to password protect a PDF file online for free using SmallPDF

1. Go to <https://smallpdf.com/protect-pdf>.

2. Click on **Choose file**.

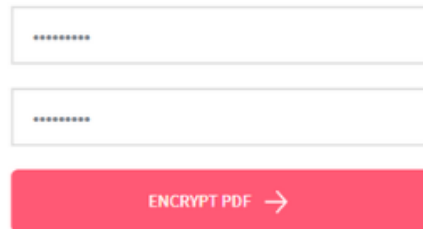


3. Go to the location on your computer where the PDF file is stored you want to protect with a password.

4. Select the PDF file and click on **Open**.

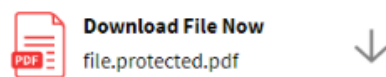
5. Type your password twice.

6. Click on the **ENCRYPT PDF** button.

The form consists of two white rectangular input fields, each containing a series of asterisks to represent a password. Below these fields is a red button with the text "ENCRYPT PDF" in white, followed by a white right-pointing arrow.

SmallPDF will now upload your PDF file and encrypt it with your password.

7. Click on **Download File Now**.



It will start downloading your password protected PDF file.

Your PDF file is now protected with a password (encrypted).

7.5 Contact Details

Proposers are requested to provide a single point of contact for their Quotation (name of the business firm/company, name of the individual to be contacted, phone number, email and postal address) as part of their Quotation.

APPENDIX A: LETTER OF RESPONSE FORMAT

(Letterhead paper including full postal address, telephone number and email contact)

Date:

Acting Chief Executive Officer
Brunei Economic Development Board
Design & Technology Building
Simpang 32 – 37
Anggerek Desa Technology Park
Kampong Anggerek Desa
Bandar Seri Begawan BB3713
Brunei Darussalam

Dear Sir,

RFQ 26 18 00

Training Services for Client Engagement & Business Pitching Workshop

We, the undersigned, have been authorised to represent and act on behalf of _____ (please insert the name of the Proposer) (hereinafter referred to as “the Proposer”). We have read, examined and understood the requirements of the Request for Quotation (RFP) or Quotation (RFQ) for the **‘Training Services for Client Engagement & Business Pitching Workshop’** for Brunei Economic Development Board (BEDB), (hereinafter referred to as “Project”). We hereby submit our Quotation.

Contact Person

(BEDB may contact the following person(s) on behalf of the Proposer for further information)

Name:

Designation:

Business/Company:

Address:

Phone No:

E-mail address:

BEDB’s Rights with regard to RFQ Process

This Quotation is made in the full understanding and representation that:

- (a) BEDB reserves the right to reject or accept any Quotation and to annul the Proposer selection process in relation to of this RFQ (Proposer Selection Process);
- (b) BEDB will not be liable for any actions nor be under any obligation to inform the Proposer of the reasons for such actions stipulated in (a) above;
- (c) We, the Proposer, accept and will bear all costs incurred in preparing and submitting this Quotation; and
- (d) We hereby expressly and irrevocably waive any and all claims in respect of, arising out of, and/or in relation to the Proposer Selection Process and the RFQ including any claims of negligence.

Complete Quotation

The information submitted in our Quotation is complete, strictly as per the requirements stipulated in the RFQ and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Quotation.

Validity

This Quotation shall remain valid for a period of six (6) months from the date of this letter.

Signed:	Signed:
Name:	Name:
Designation:	Designation:
For and on behalf of:	For and on behalf of:
(Business Firm/Company Stamp)	(Business Firm/Company Stamp)