



REQUEST FOR QUOTATION (“RFQ”)
Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp
Programme
REFERENCE NO.: RFQ 26 11 00

14th August 2026

Brunei Economic Development Board (BEDB)

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 Proposal to, **'Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme'**.

BEDB reserves the right to consider the Proposal, to exclude the Proposal from being evaluated further or to ask any Proposer to submit a Proposal 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 Proposals, it is possible that aspects of certain Proposals 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 Proposal.

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 Proposal 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 Proposal. 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 Proposals.

1. EXECUTIVE SUMMARY

Brunei Economic Development Board (“BEDB”) is seeking proposals from interest parties (“Proposer”) to ‘**Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme**’ (“Proposal”).

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 Proposals;
- Outline how Proposals may be evaluated; and
- Specify the procedures and expected timing for this Proposal process.

2. BACKGROUND

2.1 The Brunei Economic Development Board (Board)

The Brunei Economic Development Board (BEDB) envisions a resilient and diversified economy and is committed to catalysing sustainable growth by attracting and facilitating impactful investments that create jobs and generate opportunities for local enterprises. BEDB also provides effective support and resources to enterprises of all sizes to spur innovation and growth and develops fit-for-purpose industrial infrastructure to enable enterprises to thrive in a conducive environment.

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 (SCOPE OF WORK)

BEDB is seeking Proposals from suitably qualified Proposers for this project. In developing the Proposal, the Proposer should consider the objectives and key requirements prescribed below in the provision of, ‘**Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme**’:

BEDB seeks local training providers, registered with the Registrar of Companies and Business Names (ROCBN), to deliver entrepreneurship training under the Micro Bootcamp Programme.

3.1 Micro Bootcamp Programme

Micro Bootcamp Programme is a 2-weeks intensive programme designed to help aspiring and early-stage entrepreneurs build and grow their businesses. Focused on essential topics such as business planning, finance, marketing, and pitching, the bootcamp delivers practical knowledge and tools to accelerate business activation. Participants will complete a business plan, present a live pitch, and demonstrate core business understanding by the end of the programme. Graduates gain an entryway into the wider BEDB ecosystem, including access to BEDB's MSME programmes, networking and partnering with stakeholders, and access to financing opportunities to support continued growth and long-term success.

Programme Eligibility

- Bruneian Citizen or Permanent Resident
- Minimum Age: 18 Years
- Aspiring Entrepreneurs or Existing Business Owners
- No Prior Formal Business Training Required

3.2 Programme Format

- Duration: ten (10) working days over two weeks
- Estimated participants: ± 30
- Each module shall be delivered within one (1) full working day only
- Training delivery must include value-added activities, including:
 - Industry exposure activities, such as site visits or industry visits
 - Group activities and case studies
 - Hands-on, practical sessions using real business scenarios
 - Provision of templates, tools, and exercises to support participant application
 - Structured post-workshop coursework aligned to participant deliverables (i.e. completion of a business plan including financial and marketing plan, pitch deck, and live pitch presentation)
- The appointed trainer is expected to:
 - Facilitate the workshop effectively, manage the allocated time, and address participant questions
 - Track and report attendance
 - Observe and analyse participant engagement and performance
 - Submit a post-training report, including attendance, feedback, and learning outcomes
- The successful proposer shall deliver training sessions aligned to the following programme structure:

Day	Module	Descriptions
1	Business Plan Development	Learn how to develop a practical business plan through guided templates, examples and exercises.
2	Pitching & Storytelling	Develop effective pitching, storytelling, and presentation skills to communicate business ideas confidently and Q&A handling.
3	Feasibility Analysis and Strategy	Understand business feasibility, pricing, revenue strategies, and go-to-market planning.
4	Industry exposure activities	Site visits or industry visits to provide participants with practical insights into business operations. Appointed trainer shall propose suitable organisation/company to visit, subject to BEDB's approval, coordinate and facilitate the arrangements for the activity.
5	Other Initiatives Presentation + Mentorship	Not part of the scope. This session will be facilitated by BEDB.
6	Cash Flow and Profit & Loss Forecast	Learn the fundamentals of cash flow and profit & loss forecasting for effective business planning.
7	Strategic Marketing for Growth & Digital Marketing	Learn how to develop marketing strategies for sustainable business growth, and how to leverage digital marketing to increase business visibility and engagement.
8	Smart Sales & Lead Conversion Strategies	Improve sales techniques and lead conversion strategies to drive business growth.
9	Pitch Preparation & Mock Pitching	Prepare and refine business pitches through guided practice and mock pitching sessions.
10	Final Pitching	Not part of the scope. This session will be facilitated by BEDB.

Learning Materials Upload Requirement (BEDB LMS)

- The appointed vendor is required to upload all learning materials, training resources, relevant workshop templates and feedback form onto the BEDB Learning Management System (LMS) prior to the commencement of the workshop. This includes, but is not limited to:
 - Slide decks and presentation materials
 - Participant handouts and worksheets
 - Practical templates, tools, and reference documents
 - Any supplementary learning resources required for workshop delivery
- All materials must be uploaded in the required format and within the stipulated timeline communicated by BEDB to ensure smooth access and preparation for participants.
- Access to the BEDB LMS will be provided by BEDB, and the trainer/vendor will be guided on system usage, including login procedures and content upload processes. BEDB will provide necessary technical support and onboarding instructions to facilitate effective use of the platform.
- User account management, including creation, access provisioning, and administrative support, will be fully handled by BEDB.
- The trainer/vendor is responsible for ensuring that all uploaded content is complete, accurate, and accessible to participants prior to the session date.

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 Proposals by Proposer;
- Proposer may be asked to provide further information clarifying any aspects of their Proposal;
- Proposer shall be invited to perform due diligence during formulation of and prior to submission of Proposals;
- Evaluation of Proposals 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 Proposal.

(Table 1 – Proposed Timeline)

Event	Indicative Date*
Issuance of RFQ	14 August 2026
Deadline for submission of RFQ	31 August 2026
Selection of Preferred Proposer	October 2026
Commencement of Training	2 Nov 2026

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

4.3 Selection Criteria for Proposals

This section outlines criteria that should be addressed by all Proposers. BEDB shall use this as the primary information to select Preferred Proposer.

Accordingly, the critical selection criteria will include (but is not limited to) the following:

4.3.1. Details of Company Background, Operational Expertise and Experience

Proposers will be required to provide detailed information of its company profile, organisation structure, business background and demonstrate their years of experience and expertise in providing relevant training in the areas of Business Planning, Marketing, Finance, and Business Operations. This includes providing valid certificate of business registration or license, relevant track records, success stories and testimonials from previous clients for the past 3 years (minimum) and any experiences in providing similar services to other national bodies and/or undertaking similar assignments in Brunei Darussalam.

4.3.2. Details of the Training Consultants and their Expected Role

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

4.3.3. Details of Scope of Work for 'Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme'.

Proposers will be required to provide a detailed and well-thought-out plan of the proposed training. This includes structure of the course programme and its content throughout the contract duration with the following considerations:

- Interactive workshop format
- Available training and reference materials
- Industry exposure activities
- Availability of trainers for follow up enquiries post training
- Target of ± 30 participants, with the same participants to attend all training days

4.3.4. 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 cost breakdown of delivering each module and the total cost of delivering this Project. The validity of the quotation should be until **31 March 2027** from date of issue and may be used for consequent batches within the time period.

4.3.5. Details of Payment Term

Proposers will be required to provide a detailed terms of payment for the Project. This includes the methods and period of when Proposers expect to receive the payment. Note that the Brunei Economic Development Board (BEDB)'s standard payment terms is thirty (30) days and all quoted prices shall remain fixed throughout the engagement period.

4.3.6. Details of Project Timeline

Proposers will be required to provide a detailed work schedule including milestones and project timeline.

5. PROPOSAL SUBMISSION REQUIREMENTS

5.1 Introduction

The purpose of this RFQ is to facilitate the selection of a Preferred Proposer to 'Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme'.

5.2 Mandatory Information

The Proposer must submit:

1. Letter of Response (Appendix A)
2. A valid certificate of Business Registration or License
3. Tax Compliance Certificate (for Sendirian Berhad)
4. Bank Statement Header
5. Technical Proposal
6. Commercial Proposal (Appendix B)
7. Curriculum Vitae of all relevant trainers and/or coordinators involved in this project and areas of involvements
8. Any other supporting documents

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 Proposal.

5.3 Proposal Submissions Checklist

(Table 2 - Proposal Submissions Checklist)

No.	Proposal Submissions	Response (Yes / No)
1	A valid certificate of Business Registration or License	
2	Copies of miscellaneous licenses/documents pertinent to the Proposal (if any)	
3	Tax Compliance Certificate (for Sendirian Berhad)	
4	Bank Statement Header	
5	Curriculum Vitae of all relevant trainers and/or coordinators involved in this project and areas of involvements	
6	Letter of Response (Appendix A)	
7	Proposal Submission Requirements (Section 5)	
8	General Information	
9	Any other information that Proposer would like to include that can better establish and support its relevance to the Project	
10	Technical Proposal	
11	Commercial Proposal (Appendix B)	

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 lodgement of a Proposal.

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 Proposal. 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 Proposal.

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 Proposal whether or not those parties have submitted a Proposal 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 Proposals. 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 Proposals

All Proposals 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 Proposal, 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 Proposal;
- 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 Proposal 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 Proposals (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 PROPOSALS

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

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 11 00 – Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme]". Copies of the BEDB response will be forwarded to all Proposers.

7.2 Contract Duration

The contract duration for the Provision of 'Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme' from date of contract signing and subject to the Proposer's key performance indicator.

7.3 Key Performance Indicator

The successful Proposer will be evaluated based on the following key performance indicators. Proposer shall submit progress report on the performance/delivery of selection criteria of Proposals as set in Section 4.3, and additional information which includes:

- Successful delivery of Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme
- Participants response to the training, including to what degree participants reacted favourably to the overall training, facilitator, content and materials and to what degree participants acquired the intended knowledge
- General production and quality of training materials

7.4 Lodgement of Proposals

Proposers shall submit Proposals 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**.

Proposals must be clearly labelled as, "[RFQ 26 11 00 – Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme]".

PROPOSALS 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 PROPOSAL ONLY ONCE THE SUBMISSION DEADLINE IS CLOSED AFTER 3.00 PM ON 31ST AUGUST 2026.

PROPOSALS 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.)

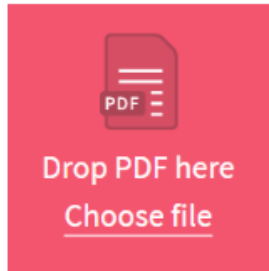
Lodgement via physical submission, i.e. hard copy, will not be accepted. Proposals lodged after the deadline will not be considered unless BEDB otherwise determines at its absolute discretion and without any obligation to do so that it is appropriate for a later Proposal to be considered.

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

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

2. Click on **Choose file**.

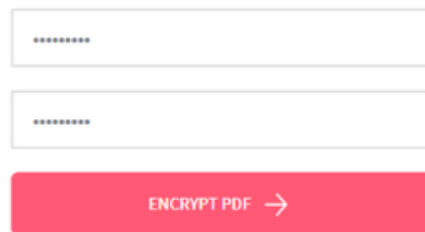


3. Go to the location on your computer where the PDF file is stored you want to protect with a password.

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

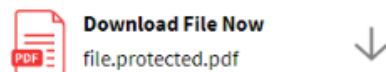
5. Type your password twice.

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

Two white rectangular input fields for passwords, each containing a series of dots. Below them is a red button with the text "ENCRYPT PDF" and a 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 Proposal (name of the business firm/company, name of the individual to be contacted, phone number, email and postal address) as part of their Proposal.

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 11 00

Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme

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 (RFQ) to ‘**Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme**’ for Brunei Economic Development Board (BEDB), (hereinafter referred to as “Project”). We hereby submit our Proposal.

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 Proposal is made in the full understanding and representation that:

- (a) BEDB reserves the right to reject or accept any Proposal 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 Proposal; 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 Proposal

The information submitted in our Proposal 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 Proposal.

Validity

This Proposal shall remain valid until 31 March 2027.

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

Appendix B: COMMERCIAL PROPOSAL: Quotation format

[Company Logo]
[Company Name]
[Company Address]

QUOTATION
Date:

Attention to:
The Brunei Economic Development
Board Design and Technology Building,
Simpang 32-37, Anggerek Desa Technology
Park, Jalan Berakas BB3713
Brunei Darussalam

Subject: Quotation for Delivery and Facilitation of Entrepreneurship Training for Micro Bootcamp Programme

#	Module Name	Duration	Cost per module (B\$)
1.	<i>Business Plan Development</i>	1 day	\$XX
2.	<i>Pitching & Storytelling</i>	1 day	\$XX
3.	<i>Feasibility Analysis and Strategy</i>	1 day	\$XX
4.	<i>Industry Exposure Activities</i>	1 day	\$XX
5.	<i>Cash Flow and Profit & Loss Forecast</i>	1 day	\$XX
6.	<i>Strategic Marketing for Growth & Digital Marketing</i>	1 day	\$XX
7.	<i>Smart Sales & Lead Conversion Strategies</i>	1 day	\$XX
8.	<i>Pitch Preparation & Mock Pitching</i>	1 day	\$XX
	Total		\$XX

Valid period: until 31 March 2027

[Payment Terms]

[Signed, Name, Designation]