



**REQUEST FOR PROPOSAL (“RFP”)
PROVISION OF FACILITATION SERVICES FOR INVESTMENT READINESS
PROGRAMME FOR FY APR 2026 – MAR 2027 (2 CYCLES)
REFERENCE NO.: RFP 26 06 00**

30th April 2026

Brunei Economic Development Board (BEDB)

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This RFP 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, **‘Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)’**.

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 RFP does not constitute any offer to sell or any solicitation to sell the project by any person whatsoever 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 RFP may come are required to inform themselves about and to observe and abide such restrictions.

This RFP 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 RFP 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 RFP 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 RFP 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 RFP.

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 RFP 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 RFP or for any reliance placed on or in relation to the contents of this RFP or for any representations (whether expressed or implied) or information contained in or any omissions from this RFP, 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 RFP prior to Proposer submitting any Proposals.

1. EXECUTIVE SUMMARY

Brunei Economic Development Board (“BEDB”) is seeking proposals from interest parties (“Proposer”) to ‘Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)’ (“Proposal”).

1.1 Purpose

The purpose of this RFP 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, ‘Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)’.

3.1 Investment Readiness Programme

The Investment Readiness Programme aims to assist startups and MSMEs refine their strategies, developing investor-ready pitch decks and business plans, and strengthening their financial and investment readiness. Through combination of workshops, consultations and pitching simulation, participants will gain essential knowledge in valuation, legal documentation, and managing investor relationships.

Upon completion, participants are expected to be better equipped to position themselves as investment-ready.

Brunei Definition of Startups & MSMEs

	Micro	Small	Medium	Large
Criteria 1: Annual Revenue	Less than B\$100K	B\$100K to less than B\$1 million	B\$1 million to less than B\$5 million	B\$5 million and above
Criteria 2: Employees	1 - 9	10 - 29	30 - 99	More than 100

Criteria 3: Assets	Less than B\$60K	B\$60K to less than B\$600K	B\$600K to less than B\$3 million	B\$3 million and above
<p>The conditions for this new definition of MSME are:</p> <ul style="list-style-type: none"> • The enterprise must meet at least two of the three criteria; • If the company does not meet two of the three criteria, then the Annual Revenue will be the main determining factor of the size of the company, followed by the Total Employees and then, the Total Assets; and • For companies of international standard or having an international parent company will automatically be categorized as Large Enterprises. 				
<p>Start-Up A registered business entity which has been operating for not more than 5 years, and has a business model designed to be highly scalable, usually by leveraging on technology to create innovative products and/or services.</p>				

Source: <https://business.mofe.gov.bn/SitePages/Brunei%20Darussalam%20Micro%20Small%20%20Medium%20Enterprise%20Definition.aspx>

3.2 Programme Objectives

The Proposer is expected to assist the Startups and MSMEs in achieving the following Programme Objectives:

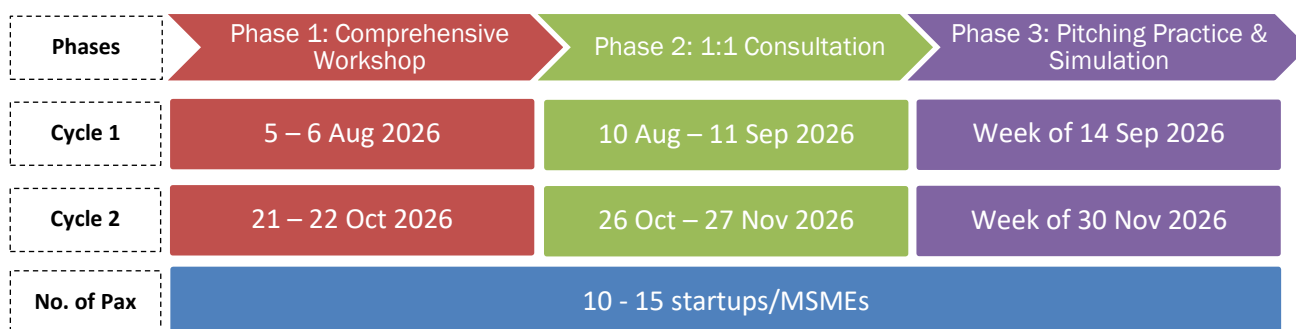
- To gain a clear understanding of what investors look for in potential deals, including investment readiness requirements and expectations across different funding stages
- To refine and structure their pitch deck and business plans to align with investors' expectations and fundraising requirements
- To understand legal and regulatory requirements for fundraising, including term sheets, shareholder agreements, and deal structuring
- To develop a clear understanding of company valuation, equity structure, and exit considerations.
- To build capability in managing investor relationships, including communication, negotiation, and post-pitch engagement
- To build confidence and practical capability in pitching, including participation in pitch sessions, simulations, and responding to investor-style questioning

3.3 Target Audience

- Legally registered business (MSME or startup entity) under Registry of Companies and Business Names (ROCBN), Ministry of Finance and Economy, Brunei Darussalam
- Early to growth stage with some level of traction (e.g. Sales, pilot users, or validated concept)
- Have a clear intention to raise funding, including equity-based investment
- Possess a basic level of business and financial understanding, sufficient to engage effectively in an investment readiness-focused programme without requiring foundational business training.
- Have at least one founder or decision-maker available to attend all programme components
- Possess an existing pitch deck and be willing to refine it into an investor-ready version during the programme, including financial and investment-related content
- Able to commit to full participation across all phases of the programme

The Proposer is expected to screen and shortlist 10 - 15 startups/MSMEs that meet the above criteria for participation in the programme.

3.4 Programme Structure



*The timeline shown above is subject to change without notice.

The Proposer must include the following key deliverables within their Proposal Submission.

Phase 1: Comprehensive Workshop

- A comprehensive 2-day (tentatively early-Aug 2026 & mid-October 2026) physical programme covering key topics aligned with the objectives.
- The development of engaging learning materials such as presentations, case studies, and interactive sessions.
- An outline a delivery model that engages participants through physical workshops, aimed at maximising engagement and learning outcomes.
- The following are proposed modules, modifications and additions to the modules by proposers are welcomed to achieve the objectives of the programme:
 - **Fundraising Strategy & What Investors Want**
(Including assessing startup readiness for fundraising, such as business model clarity, traction, financial preparedness, and suitability for different types of investors)
 - **Valuation, Exit Strategies & Cap Table Management**
(Covers how startups are valued, equity dilution, ownership structure, and investor exit expectations)
 - **Legal & Deal Structuring**
(Covers term sheets, shareholder agreements, and structuring the investment ask)
 - **Building a Compelling Pitch Deck**
(Structure, storytelling, and aligning with investor expectations)
 - **Due Diligence & Managing Investor Engagement**
(What happens after pitching, handling Q&A, investor relations)
 - **Founder Sharing Session**
(A session featuring a startup/MSME that has successfully raised funding, sharing practical insights, lessons learned, and key challenges in the fundraising journey)

Learning Materials Upload Requirement (BEDB LMS)

- The appointed vendor is required to upload all learning materials, training resources, and relevant workshop templates 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.

Phase 2: 1:1 Consultation

- These consultations are structured based on diagnostic assessment outcomes, with clear milestones and focus areas (e.g. financials, valuation, pitch refinement, and investor readiness).
- Each startup/MSME will be provided with five (5) 1:1 online/physical consultation sessions, with each session lasting approximately 1.5 hours, conducted on a regular basis (perhaps weekly) throughout the programme duration.
- The objective is to assist startups and MSMEs in refining their business plans, pitch decks, and receiving tailored investment guidance.
- Mentoring is delivered through assigned mentors matched based on the startup/MSME diagnostic assessment and relevant expertise. Each startup/MSME may be assigned more than one mentor, for example an investor- and a founder-mentor, to provide balanced and practical insights from both investment and entrepreneurial fundraising perspectives.

Phase 3: Pitching Practice & Simulation

- Following the workshop and 1:1 consultation sessions, startups/MSMEs are expected to have strengthened their business fundamentals, refined their pitch decks, and improved overall investment readiness.
- This phase focuses on pitching simulation and practice sessions designed to replicate real investor pitching environments, enabling participants to further refine their delivery, respond to investor-style questions, and build confidence in preparation for actual investor engagement they may encounter in the future.
- The format of delivery (physical, online, or hybrid) and the detailed session structure for this phase shall be fully designed, proposed, and managed by the proposer.

3.5 Post-Programme Report

The Proposer shall submit a post-programme report outlining the insights gained throughout the delivery of the programme. The report shall include:

- A comprehensive summary of each participant's growth and development over the programme period
- Highlights of successful approaches and strategies implemented
- Key challenges encountered in delivering the intended outcomes
- Lessons learned and recommendations for future programme improvements

4. PROPOSER SELECTION PROCESS

4.1 Introduction

This section of the RFP outlines the:

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

4.2 Process Overview

- Issuance of RFP;
- 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;
- Presentation of Proposals by Proposer;
- Evaluation of Proposals using the Selection Criteria outlined in this RFP;
- 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 RFP	30 April 2026
Deadline for submission of RFP	18 May 2026
Selection of Preferred Proposer	6 July 2026
Commencement of Training	Cycle 1: 5 August 2026 Cycle 2: 21 October 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 (20%)

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 investment readiness and preparation. 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 or in the region.

4.3.2. Details of the Training Consultants and their Expected Role (20%)

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. Proposed team should be professionally qualified with team lead possessing minimum 3-10 years of working experience.

4.3.3. Details of Scope of Work for 'Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles) (50%)

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
- 5 sessions of 1:1 consultation per startup/MSMEs

- Delivery of pitching practice and simulation replicating real investor environments
- Available training and reference materials
- Pre and post training assessment review conducted by Proposer
- Availability of trainers for follow up enquiries post training
- Practical application of information learned during training to participant's respective daily work
- Target of 10 - 15 startups/MSMEs per cycle

4.3.4. Details of Value-added Services or Initiatives (10%)

Proposers will be required to provide detailed information of any service and/or activities that are of value-add in relation to the training and any after-care assistance provided to the participants/organisation.

4.3.5. 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. 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.

4.3.6. Details of Payment Term

Proposers will be required to provide a detailed terms of payment for the Project. This include the methods and period of when Proposers expect to receive the payment.

4.3.7. 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 RFP is to facilitate the selection of a Preferred Proposer to 'Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)'. Along with the Proposal, the Proposer will need to provide the following:

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 Proposal 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 RFP will be cause for rejection of submissions of the Proposal.

Proposers are required to submit Proposals in accordance with the guidelines provided by this RFP document and all information as stated in 'Selection Criteria for Proposals' 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.
- Details of the authorised 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 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 Brunei-registered companies, 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 <ul style="list-style-type: none"> • Fees; to include all costs associated with the assignment and to break down the costing by module • Payment terms; to include payment structure • Prices should be expressed in BND 	

6. GENERAL TERMS AND CONDITIONS

This section of the RFP describes the General Terms and Conditions that apply to the RFP process which each Proposer accepts by the lodgement of a Proposal.

6.1 No Obligation

BEDB has compiled this RFP 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 RFP process, including but not limited to, any and all costs incurred in reliance on this RFP. Proposers shall not be entitled to repayment from BEDB for any costs, expenses or fees related to this RFP.

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 RFP 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 RFP or for any representations (whether expressed or implied) or information contained in or any omissions from this RFP, 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 RFP 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 RFP 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 RFP 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 RFP; 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 RFP Document

BEDB reserves the right to vary this RFP 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 RFP. 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 RFP 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 RFP 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 RFP 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 RFP outlines the administrative arrangements for making enquiries and submitting a Proposal.

7.1 Enquiries

Proposer requiring any clarification of the RFP may e-mail their questions to rfp@bedb.gov.bn with subject heading, “[RFP 26 06 00. – Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)]”. Copies of the BEDB response will be forwarded to all Proposers.

7.2 Contract Duration

The contract duration for the ‘Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)’ is one (1) year 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 ‘Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)’
- 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
- Participants response to their consultation sessions
- Effectiveness of pitching practice and simulation sessions
- 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 **18th May 2026**.

Proposals must be clearly labelled as, “[RFP 26 06 00. – PROVISION OF FACILITATION SERVICES FOR INVESTMENT READINESS PROGRAMME FOR FY APR 2026 – MAR 2027 (2 CYCLES)]”.

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 18TH MAY 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.)

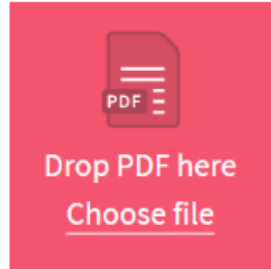
Lodgement via physical submission, i.e. hard copy, will not be accepted. Proposals lodged after the deadline will not be considered unless BEDB otherwise determines at its absolute discretion and without any obligation to do so that it is appropriate for a later Proposal to be considered.

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

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2. Click on **Choose file**.

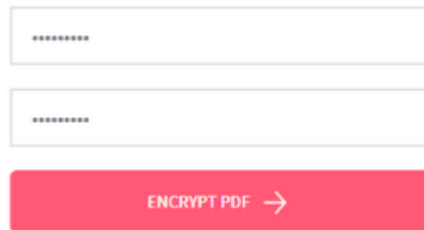


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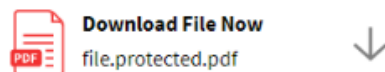
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SmallPDF will now upload your PDF file and encrypt it with your password.

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



It will start downloading your password protected PDF file.

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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,

RFP 26 06 00

Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)

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 Proposal (RFP) to ‘Provision of Facilitation Services for Investment Readiness Programme for FY Apr 2026 – Mar 2027 (2 Cycles)’ 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 RFP 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 RFP (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 RFP including any claims of negligence.

Complete Proposal

The information submitted in our Proposal is complete, strictly as per the requirements stipulated in the

RFP 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 for a period of one (1) year 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)