

**REQUEST FOR INFORMATION
CONSULTANCY SERVICES TO DEVELOP AND IMPLEMENT TARIFF REGULATION ON
TELECOMMUNICATIONS SERVICES FOR THE AUTHORITY FOR INFO-COMMUNICATIONS TECHNOLOGY
INDUSTRY OF BRUNEI DARUSSALAM (AITI)**



REQUEST FOR INFORMATION

**CONSULTANCY SERVICES TO DEVELOP AND IMPLEMENT TARIFF
REGULATION ON TELECOMMUNICATION SERVICES IN BRUNEI
DARUSSALAM**

Reference: **RR/TARIFFS-RFI**

Date: **January 2012**

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INTRODUCTIONS AND INSTRUCTIONS

1. The Authority for Info-communications Technology Industry of Brunei Darussalam (AITI) is a statutory body established on 1 January 2003 by the AITI Order 2001. AITI is responsible for:
 - (a) Telecommunications and radio-communications regulation;
 - (b) Radiofrequency spectrum planning and management; and
 - (c) Promotion of ICT industry development.
2. AITI seeks information on the matters detailed in Section 1.
3. Submissions should be in the format detailed in Section 2.
4. This Request for Information (RFI) will be open from **16 January 2012 to 15 February 2012**.
5. Consultants who intend to participate in this RFI should note that:
 - (a) AITI may issue a formal request for quotations at a later stage;
 - (b) AITI shall not be responsible for the preparation of the consultant's submission to this RFI;
 - (c) AITI reserves the right to cancel this RFI or any subsequent follow up activities as it deems necessary and appropriate in the circumstances;
 - (d) In order to provide consistent advice and clarification to all parties at the same time, an "Information Day" session may be held for all interested consultants.
 - (e) All submissions must comply with the terms and conditions, requirements and specifications contained in this RFI. Failure to do so will render the submission invalid; and
 - (f) The submission shall be written in the English language.
6. The consultant is advised to study these RFI documents very carefully before submitting their proposal. The onus is on the Consultant to ensure that a complete proposal is submitted.
7. These RFI documents constitute as confidential information of AITI and it shall not be disclosed, duplicated or used by the consultant for any other purposes either in whole or in part to any third party, or to any employees of the consultant, unless a written consent was made by AITI and those who have a need to know such information for the purpose of responding to this RFI.
8. Trade secrets and/or confidential information submitted by a consultant in connection with this RFI solicitation shall not be subject to disclosure; however, the consultant must invoke the protections of their confidential information prior to or upon submission of the data or other materials, and must clearly identify with reasons why the data or other materials is necessary to have protections.

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9. This document is not to be construed as a legal document, and does not constitute an offer by AITI.

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SECTION 1 | INFORMATION SHEET

1. Pursuant to *Para 1(l) of Section 6, AITI Order (2001)*; to exercise regulatory functions in respect of the determination and approval of prices, tariffs, charges and the provision of telecommunication and such other related services.
2. The second Schedule of the AITI Order, 2001, provides AITI the power; to give directions to any person granted a license under the Telecommunications Order, 2001, or any regulations made thereunder; and to regulate rates, charges and fees levied by operators of telecommunication systems and services.
3. AITI seeks for information on the provision for the consultancy services to develop and implement Tariff Regulation on Telecommunication Services in Brunei Darussalam.
4. The project objective is to publish Tariff Regulation on Telecommunication Services in Brunei Darussalam in order to establish the policy objectives and the regulatory principles to be applied for tariffs to be charged and any changes thereof for telecommunication services provided by AITI Licensees.
5. AITI seeks information on the following phases:
 - Phase 1: Review and Information gathering.
 - Phase 2: Development of Tariff Regulation on Telecommunication Services.
 - Phase 3: Training and implementation.
 - Phase 4: Post-project support.

5.1. PHASE 1

5.1.1. Review and information gathering

Services expected in this phase include:

- i. Information gathering on all tariffs/rates/prices of telecommunication services provided by AITI Licensees to the end users/customers and their related costs.
- ii. Initial consultations with AITI Licensees.
- iii. Study the related costs (such as technical/network cost) incorporated in the retail tariffs/rates/prices of telecommunication services provided by AITI Licensees.
- iv. Study and analyse the economic impact should tariffs/rates/prices of telecommunication services be regulated in Brunei Darussalam.
- v. Study and analyse the economic impact on tariffs regulation in other countries such as and not limited to Singapore, Malaysia and Australia.

- vi. Conduct tariffs regulation benchmarking with other countries and study the feasibility in Brunei Darussalam.
- vii. Consultations with AITI and briefing Management on the proposed methodology and contents of the Tariff Regulation on Telecommunication Services.
- viii. Consultations with any other parties as required.

5.1.2. Deliverable is a comprehensive report detailing

- i. Description of Phase 1 activities.
- ii. Summary of information gathered.
- iii. The related costs incorporated in the retail tariffs/rates/prices of telecommunication services.
- iv. Economic impact on Tariff Regulation in the telecommunication industry of Brunei Darussalam.
- v. Comparison and benchmarking of tariff regulations from other countries.
- vi. Identification and recommendation of tariffs/rates/prices on telecommunication services that need to be regulated.

5.2. PHASE2

5.2.1. Development of Tariff Regulation on Telecommunication Services

Services expected in this phase include:

- i. Development of Tariff Regulation on Telecommunication Services.
- ii. Prepare and conduct public consultations on the proposed Tariff Regulation on Telecommunication Services.
- iii. Review, consolidate and revise the proposed Tariff Regulation on Telecommunication Services based on the public consultations feedback.
- iv. Consultations with AITI and briefing Management on the finalized Tariff Regulation on Telecommunication Services.

5.2.2. Deliverables

- i. Public Consultation Document on the proposed Tariff Regulation on Telecommunication Services.
- ii. Finalised Tariff Regulation on Telecommunication Services to be approved by AITI.

5.3. PHASE 3

5.3.1. Training and implementation

Services expected in this phase include:

- i. Development of internal procedures and processes for the administration of Tariff Regulation on Telecommunication Services.
- ii. Briefing Management and training AITI staff responsible for tariffs regulation on the finalized Tariff Regulation on Telecommunication Services.
- iii. Conduct workshops on Tariff Regulation on Telecommunication Services to AITI Licensees.

5.3.2. Deliverables

- i. Procedures and processes Document for the administration of Tariff Regulation on Telecommunication Services. Trainings and workshops for AITI staff and licensees.

5.4 PHASE 4

5.4.1 Post-project support

Services expected in this phase include:

- i. AITI requires a period of 1 year post-project support.
- ii. This post-project support involves advising AITI on the telephone, via email or formal correspondence on issues pertaining to the implementation of the project.
- iii. The consultant is to nominate a single focal point for AITI contact and provide a telephone number, fax number and email address.
- iv. The consultant is to respond to and resolve queries within a reasonable time.
- v. The consultant shall propose its service level agreement (SLA) for its post-project support.

[END OF SECTION 1]

SECTION 2 | SUBMISSION REQUIREMENTS

1. Consultants shall provide their submissions in the format specified in this Section.
2. Any inquiries or clarifications relating to this RFI can be contacted by **email** to the following details below:

E-Mail : yusrina.yussof@aiti.gov.bn

3. Consultants may submit their proposal and other relevant documents by **hand** to the following address below:

[Attn : Hjh Yusrina bte Hj Mat Yussof]

Authority for Info-communications Technology Industry of Brunei Darussalam
Block B14, Simpang 32-5
Kg Anggerek Desa, Jalan Berakas
Bandar Seri Begawan BB3713
Brunei Darussalam

4. Submissions should be marked as:

**CONSULTANCY SERVICES TO DEVELOP & IMPLEMENT TARIFF REGULATION FOR THE
TELECOMMUNICATION SERVICES FOR THE AUTHORITY FOR INFO-COMMUNICATIONS
TECHNOLOGY INDUSTRY OF BRUNEI DARUSSALAM (AITI)**

Reference: RR/TARIFFS-RFI

5. Submissions should be received no later than 3:00 p.m. on the closing date.
6. Submissions should be written in the English Language.
7. All prices shall be quoted in Brunei Dollars.
8. Consultants shall state their delivery period.
9. Consultants shall provide three (3) hardcopies; **two (2) original, one (1) copy** and one (1) **soft copy** on CD-Rom (PDF format).
10. Consultants are requested to submit their submissions in the following format:

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SCHEDULE 1 – COVER LETTER

A cover letter for the submission of RFI, along with the consultant’s business or company registration certificates and other documents:

- i. In the case of businesses registered or incorporated in Brunei Darussalam, they must submit a copy of form 16 and 17, IC of Licence Holder for Sole Proprietors and Partnerships, or copy of Form X, Memorandum and Articles of Association, Certificate of Incorporation, Notice of Situation of Registered Office and Particulars of Shareholders and Directors for public and private limited companies; and
- ii. In the case of businesses not registered or incorporated in Brunei Darussalam, they must submit the equivalent of the documents listed above.

SCHEDULE 2 – EXECUTIVE SUMMARY

Write up on brief description and summary of total proposed solution of not more than three(3) pages.

SCHEDULE 3 – COMPANY PROFILE AND SIMILAR PROJECT EXPERIENCE

Consultants shall provide company information and project experience similar to the requirements of this RFI in table below:

NAME OF FIRM/COMPANY:		
PRINCIPAL PLACE OF BUSINESS/REGISTERED ADDRESS:		
TELEPHONE:		
FAX:		
EMAIL:		
WEBSITE:		
DESCRIPTION OF SIMILAR WORK PERFORMED OVER THE LAST FIVE (5) YEARS INCLUDING ON-GOING PROJECTS:	CONTRACT DURATION & COMPLETION DATE	PROJECT COST (B\$)
1. ...		
2. ...		
3. ...		
4. ...		
LITIGATION HISTORY (IF ANY):		
1. ...		
2. ...		
3. ...		
4. ...		

SCHEDULE 4 – DELIVERABLES AND METHODOLOGY

Consultants shall provide the proposed approach and methodology on the development and implementation of Tariff Regulation for all phases, including an estimated timeline of the phases described in Section 1, paragraph 5 of this document and the list of anticipated deliverables.

SCHEDULE 5 – PRICE SCHEDULES

Consultants shall provide indicative prices in Brunei Dollars for the services required.

[END OF SECTION 2]