



**DEPARTMENT OF ELECTRICAL SERVICES**  
**PRIME MINISTER'S OFFICE**  
**BRUNEI DARUSSALAM**

**PRODUCT REGISTRATION POLICY**

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**Approved by:**

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**1.0 Introduction**

It is the goal of the Department of Electrical Services (DES) to “*provide reliable and affordable electricity supply to the nation*” and “*improve operational system and procedures*”. To achieve the stated goal, it is the policy of DES to procure equipment, having a proven track record on safety and reliability as well as price competitiveness. DES has therefore implemented the product registration procedure in order to ensure that any Contract award can be made to minimize or eliminate undue performance risk. Potential suppliers that have demonstrated their ability to perform consistently to high standards of quality and reliability are invited to register their products with the DES. The registration approval process will be performed in compliance with but not limited to the criteria as stated below. DES welcomes all reliable registered suppliers to register their quality and reliable products with DES to encourage competition.

It is not the intention of DES to register all products. The main objective is to approve equipment and apparatus used in DES / Government projects as well as to ensure these products do not impair the quality, integrity and reliability of electricity supply, and products do not introduce unnecessary Health, Safety and Environment risk to the DES. Products, which will not be utilized by DES in the near future, shall be considered for registration only when the needs arise. Electronic components such as resistors, etc also need not applied for registration.

**2.0 Corporate Information**

Suppliers and manufacturers are required to provide detailed documentation on their industrial reputation, their organization, financial strength and stability, certification of the factory facilities to internationally recognized standards such as ISO & IEC and any other relevant information.

Suppliers and manufacturers are also required to submit an organizational chart showing the companies linked to the suppliers and manufacturers, and companies that has been acquired by the suppliers and manufacturers.

### **3.0 Quality and Performance**

The quality and performance of equipment shall comply with the relevant international standards and satisfy the specifications set by DES.

Suppliers are required to submit documentation on their control procedures, quality assurance programme engineering and manufacturing reporting procedures. Suppliers are also required to submit test reports carried out by reputable and recognized International Testing Body such as KEMA, CESI, ASTA, SIRIM, PSB and other accredited testing bodies certified by ILAC (International Laboratory Accreditation Cooperation) and APLAC (Asia Pacific Laboratory Accreditation).

### **4.0 Country of Origin**

Suppliers are required to state country of origin of the products in the application form. For the same Brand products manufactured in other country (not as stated in the application form), under licensee or whatever arrangements, they are required to obtain approval from DES.

### **5.0 Reliability and Safety**

Equipment shall be designed to assure reliability and safety in operation.

### **6.0 Environmental Product Declaration**

The equipment should also be designed to meet international environmental requirements. Suppliers are required to submit copy of verified Environmental Product Declaration (EPD) report which is a document informing about equipment's potential environmental and human health impact.

### **7.0 Maintenance Management**

The design of the equipment shall allow for speedy, safe and precise measures to be applied in the event of inspection, maintenance, repairs and outages.

### **8.0 Maintenance Guideline**

The equipment to be registered shall include and not limited to its recommended maintenance, programme and scheduling for routine maintenance and major maintenance until the End of Life of the equipment.

### **9.0 Track Record**

Suppliers are required to submit international and preferably regional sales' track record of the equipment with the volume being used including satisfactory performance (trouble free) record of its operation over a period of 5 years (for HV i.e. >66kV and MV i.e. 11kV) and 3 years (for LV).

Suppliers must also furnish DES with a detailed customer reference list, complete with details of contact persons.

## 10.0 After-sale Service

An organization to provide after-sale service must be in place to provide spare parts (where required) and technical assistance for repair of equipment on short notice. There should be ongoing efforts on improvement to the machinery, equipment and materials supplied. Suppliers are required to respond positively on any urgent request by DES for an onsite attendance within 24 hours. Overseas suppliers are required to have a local technical support team.

## 11.0 New Products Entry

### 11.1 Warranty

Upon products acceptance registration, the DES will demand and negotiate, where applicable a warranty period of not limited to 5 years.

Products	Warranty Period
<b>&gt; 66kV Equipment and Accessories</b> <ul style="list-style-type: none"><li>- Dead Tank Circuit Breaker, Disconnecter, Busbar, Surge arrestor, Insulator, Cables, Voltage Transformer, Current Transformer, Power Transformer and any equipment to be used in and to control DES 66kV voltage levels</li><li>- Lattice Tower, Slim Pole, Mono / Angle Pole</li></ul>	5 years
<b>11kV Equipment and Accessories</b> <ul style="list-style-type: none"><li>- Switchgears, Ring Main unit, Cables, Transformers, and any equipment to be used in and to control DES 11kV voltage levels</li><li>- Feeder Pillar (415V)</li><li>- 35ft Pole</li></ul>	3 years
<b>415V Equipment and Accessories</b> <ul style="list-style-type: none"><li>- Street lighting lantern and any equipment to be used in and to control DES 415kV voltage levels</li><li>- 28ft Pole</li></ul>	3 years
<b>Meter Equipment and Accessories</b>	3 years
<b>Control Relays Equipment and Accessories</b>	3 years

## **12.0 Upgraded Version of Registered Products**

Suppliers are required to re-register upgraded version of their registered products indicating the improvement or superiority.

## **13.0 Technical Discussion**

Suppliers are required to give technical presentation to DES during evaluation of their applications.

## **14.0 Other requirements**

DES will continue to improve its product registration requirement procedure from time to time without prior notice.

## **15.0 Approval**

The decision to accept or reject a product for registration shall be made only by the appointed DES Product Registration Committee.

## **16.0 Non-compliance**

The performance of the approved products will be monitored/ discussed from time to time and approved products that are found to be below expected standards or DES requirements may be removed from the approved lists without prior notice.

## **17.0 Gratitude of Gifts**

DES employees are prohibited from accepting gratitude or gifts from suppliers seeking registration of their products. Any illegal actions may be subjected to the Anti-Corruption Act of Brunei Darussalam.

## **18.0 Technical Review, Evaluation and Recommendation of Products.**

Products are to be reviewed and evaluated by 3 competent persons appointed by the relevant Head of Section, recommended by DES Product Registration Committee and approved by Director of Department of Electrical Services.

## **19.0 Product Model Number**

Suppliers are required to specify the product models to be registered to the department, submission of the models shall be submitted with its corresponding and relevant type test certificate, including catalogue and shop drawings of the models used in the type testing to be registered.

## **20.0 Declaration of Business Ownership**

Manufacturers and suppliers are required to inform DES of any change in ownership in the event of company take over etc.

### **21.0 Product Recall**

In the event of product recall, the manufacturers and suppliers are obliged to notify, rectify, replace and properly execute works without any operational, reliability and flexibility damage to the DES at the manufacturer's own cost.

### **22.0 Product Cessation**

The manufacturers and suppliers are obliged to notify the DES, in the event of the product prior to being obsolete and prior to cease in production.

### **23.0 Factory Legitimacy**

Manufacturer to produce ISO 9001 certificate (Quality Management Certification) and proof of manufacturing assembly line for the factory where the product is being manufactured.

## 24.0 Product Registration Workflow

