



**DEPARTMENT OF BUILDING SURVEYING  
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING  
UNIVERSITI TEKNOLOGI MARA**

**TITLE  
(PROCESS OF SUBMITTING TENDER)**

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**PRACTICAL TRAINING REPORT  
JUNE 2015 – OCTOBER 2015**

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## ABSTRACT

Practical report is made about the process I have been through for 4 month of practical training. This report is about all things I done from the first day I come to work at the practical training place until the last day of my practical training. This report consists of four parts which is the company background, literature review, case study and problem and recommendation. Every part of the report has they own point which discussing for the topic. The first part is told about the company background and second part is about the general view about the knowledge regarding the case study.

The third part is about the case study for the report which is about the process of submitting tender. The case study about process of submitting tender which is must have agreement document to get the project. This experience helps me in overcome all the problem come and solve it by time. I also learn a lot of thing from the practical training as various new things I encounter. This helps me to become more responsible and ready to go to the new environment.



# **CHAPTER 1**

## **INTRODUCTION**





## **1.0 INTRODUCTION**

Practical Training refers to work experience that is relevant to professional development prior to graduation. One of the requirements for the students of Diploma in Building Surveying to complete the program is the students must complete at least 16 weeks of Practical Training. It started on 8<sup>th</sup> JUN 2015 and end on 8<sup>th</sup> October 2015. During the four months of practical training at Arash Construction and Engineering, I have learned how theory and practical can be combined together in useful ways to make work success from beginning until end of project. While deadlines and skills are highly demanded, creativity is not limited and true innovation occurs throughout my practical training at Arash Construction and Engineering.

As a result, I gained more knowledge and learned new things and most importantly I experienced the real working environment all by myself. In term of relationship, I was lucky enough to work with a group of enthusiastic and communicative people, who for whatever reason willing to share their knowledge and experience of what they are doing.



## 1.1 OVERVIEW

Industrial training is a preliminary training for students - students moving on to be used for connecting education as higher degree and PhD or entering the job.

The practical training takes four month to complete the study taking the diploma as a Building Surveyor. Honestly, within four months the practical training that I have faced, there are too many subject that I can learn out of the subject have been teach by our lecture in class. Almost every department I pursue and there is much knowledge I can learn.

There are many type of tender, what requirement tender needs, how to get the tender and process of submitting tender. I study from beginning until end of tendering process, every part of tender and plan must be detail before construct



## **1.2 OBJECTIVE OF PRACTICAL TRAINING**

- Adapt to the dynamic working atmosphere.
- Apply the academic knowledge in managing workplace challenges.
- Apply the experience gained in the practical training for future learning in the university.
- Build effective interaction and communication capabilities at all levels.
- Promote teamwork spirit.
- Practice good ethical values and work conducts.
- Establish university-industry collaborations.
- Produce a proper technical report related to the practical training.



### **1.3 SCOPE OF WORK**

- Reviewing applications from central (Appendix F) as well as Requirements from time to time
- Report maintenance every month.
  - Site visit
  - Take picture for evidence
- Process submitting tender
  - Check the promotion tender.
  - Site visit.
  - Collect data from site.
  - Check the drawing details.
  - Document management.
  - Submit tender to consultant.



## 1.4 METHODOLOGY OF REPORT

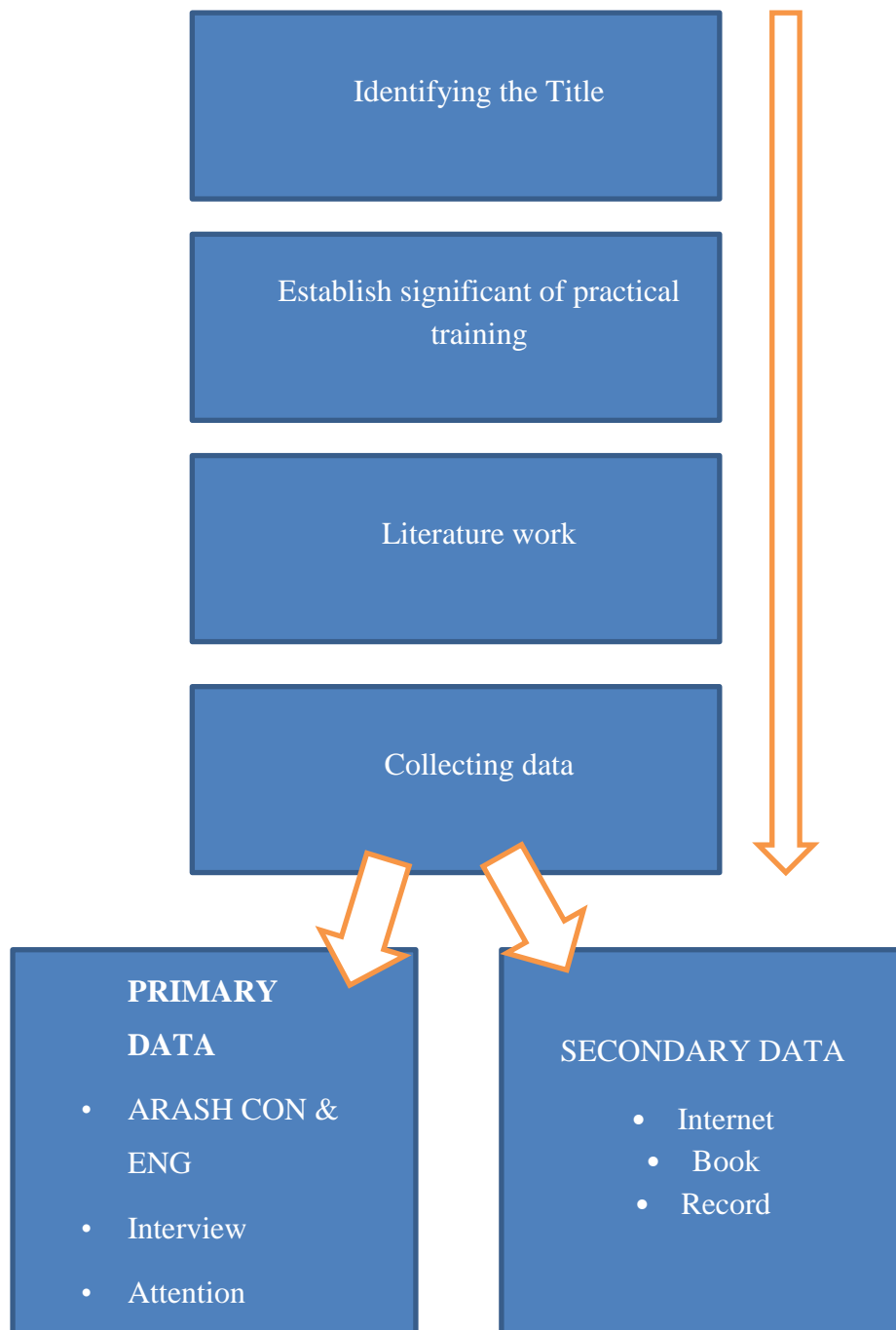


Chart 1.0: Report Methodology



## **CHAPTER 2**

# **COMPANY BACKGROUND ARASH CONSTRUCTION AND ENGINEERING SDN BHD**



## 2.0 COMPANY BACKGROUND



Figure 2.0: Arash Construction & Engineering Logo

Source: Arash Con&Eng. Office

Arash Construction And Engineering Sdn. Bhd. was incorporate by the legislation of company Act 1965 on 25 August 1985 .ARASH is 100% owned by Bumiputra held by 1 holders. Nor Azhar Bin Abd Raman, ARASH's main activities building construction, maintenance and renovation. ARASH was located at no. 21 Jalan BPM 13 , Tmn Bukit Piatu Mutiara 75150 Bukit Piatu Melaka.



<b>COMPANY NAME</b>	ARASH CONSTRUCTION AND ENGINEERING SDN BHD
<b>REGISTRATION</b>	1072777-M
<b>INCORPORATION</b>	25 <sup>th</sup> August 2000
<b>BUSINESS ADDRESS</b>	no. 21 Jalan BPM 13 , Tmn Bukit Piatu Mutiara 75150 Bukit Piatu Melaka.
<b>NUMBER TELEPHONE/FAX</b>	012-6392567 (Telephone) 06-2848568 (Office) 06-2848567 (Fax)
<b>AUTHORIZED CAPITAL</b>	RM 5.0 K
<b>PAID-UP CAPITAL</b>	RM 2.0 K
<b>HOLDERS/DIRECTORS</b>	Nor Azhar Bin Abd Rahman
<b>BOARD OF DIRECTORS</b>	Nor Azhar bin Abd Rahman – Director
<b>COMPANY STATUS</b>	Bumiputera 100%
<b>PANEL OF BANK</b>	CIMB Bank Berhad

Table 2.1: Table of Arash Construction And Engineering Sdn Bhd

Source: Arash Construction And Engineering Sdn Bhd





## 2.1 LOCATION SITE COMPANY ARASH CON&ENG.

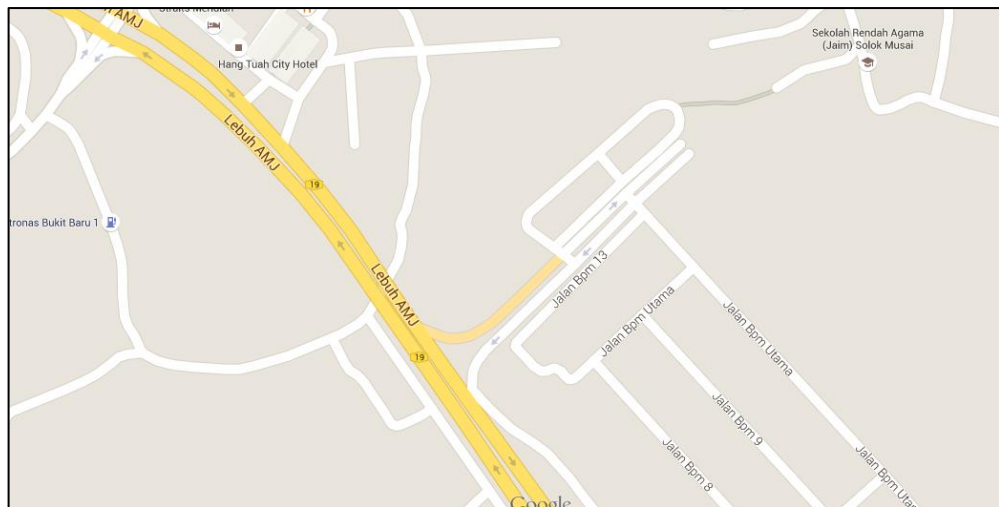


Figure 2.1: Key Plan of Arash Construction & Engineering

Source : Google maps

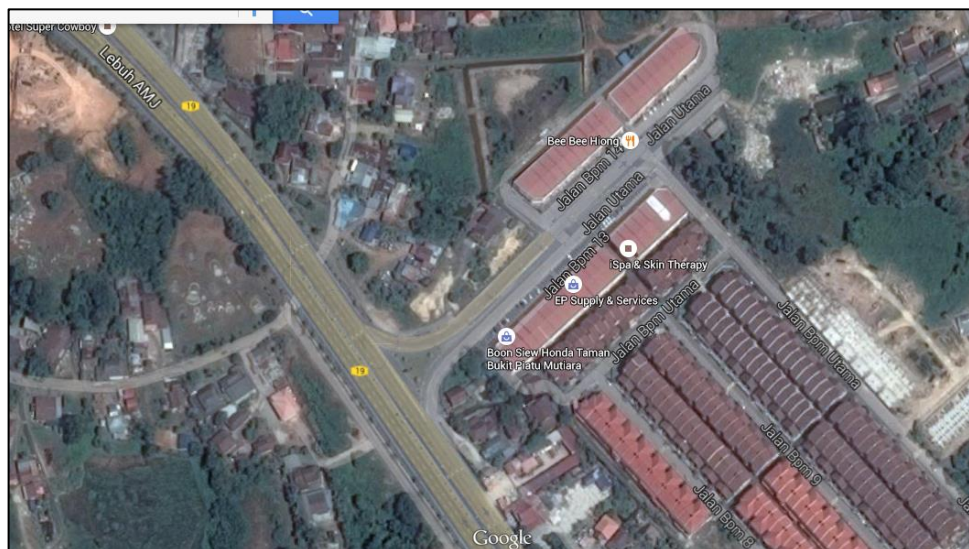


Figure 2.2: Site Plan of Arash Construction & Engineering

Source : Google maps



## **2.2 OBJECTIVE AND MISSION**

### **2.2.1 Objective of Public Work Department**

Ensure that development is rights together

### **2.2.2 Mission of Public Work Department**

Our Missions are to develop the potential land area into modern culture residential and commercial structures. build Environmentally friendly development of the balance of nature and development, consistent with the mission of Malacca Maju Fasa II. We are also keen to grow as one of the leading company in Malacca



### 2.3 COMPLETE PROJECT

NO	PERKARA	PROJEK MULA	PROJECK SIAP	NILAI PROJEK (RM)
1.	MEMBINA DAN MENYIAPKAN BANGUNAN SSU DAN KERJA – KERJA BERKAITAN	25/3/2012	6 /8/ 2012	395,590. 00
2.	MEMBINA KAFETERIA DIBANGUNAN WISMA NEGERI AYER KEROH	11/6/2012	6/8/2012	246, 800.00
3	MENAIKTARAF DAN MEMBINA PADANG PERMAINAN DI SMK MALIM MELAKA TENGAH	13/7/2011	6/9/2011	289,169.00
4	KERJA – KERJA PENUBUHAN GALERI PENGHULU ABDUL GHANI DI MERLIMAU, JASIN, MELAKA	5/10/2011	1/12/2011	298,500.00

Table 2.2: Table of Complete Project Arash Con&Eng

Source: Company Profile

**2.4 COMPANY ORGANISATION CHART ARASH CONSTRUCTION AND ENGINEERING SDN. BHD.**

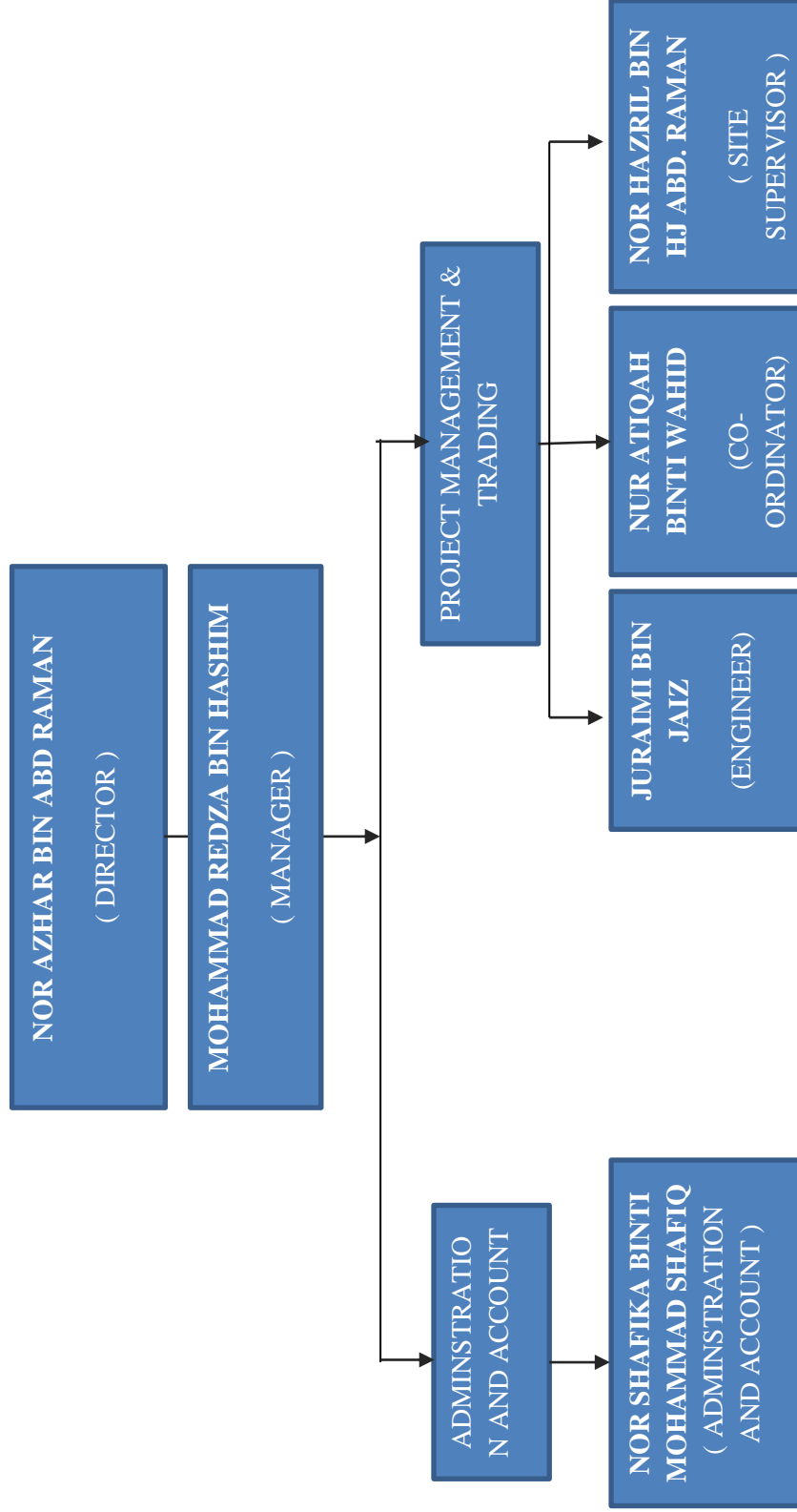


Chart 2.1 : Company Organisation Chart Arash Con&Eng.

Source: Company Profile





## **2.5 SUBSIDIARY IN ARASH CONSTRUCTION AND ENGINEERING**

### **SDN. BHD.**

#### **2.5.1 LIRZAHRON ENTERPRISE**

LIRZAHRON ENTERPRISE was incorporated on 21.11.2002 . It is wholly owned by Bumiputera company with an authorized capital and paid-up capital of RM 5000,000.00 each. Lirzahron Ent. is doing construction .The company provide skilled workers if Arash company not enough worker at site and this company give establish employment opportunities to local residents and indirectly produce skilled manpower in the constuction site. The company will also use the latest technology to produce the products and results of quality production.



### 2.5.1.1 Complete Project

NO	PERKARA	PROJEK MULA	PROJECK SIAP	NILAI PROJEK (RM)
1.	KERJA – KERJA NAIKTARAF SURAU RUMAH AWAM CHENG DUN PAYA RUMPUT	26.3.2013	12.6.2013	209,200.00
2.	UBAHSUAI BANGUNAN KUARTERS KAKITANGAN PENJARA PRA BEBAS DUSUN DATO' MURAD DARIPADA DUA UNIT MENJADI SATU UNIT	1.5.2014	21.8.2014	292,700.00

Table 2.3: Table of Complete Project Lirzahron Ent

Source: Company Profile



## 2.5.2 SYARIKAT ABD. RAMAN

SYARIKAT ABD. RAMAN (SAR) was incorporated on 5.7.1986 . It is a wholly owned Bumiputera company with an authorized capital of RM 2,000,000 and the capital of RM 2,000,000 for each one. SAR is a company doing construction grade G1,

### 2.5.2.1 Ingoing Project

NO	PERKARA	PROJEK MULA	PROJECK SIAP	NILAI PROJEK (RM)
1	KERJA – KERJA MEMOTONG RUMPUT DAN MEMBERSIH KAWASAN KUARTERS KERAJAAN DAN LAIN – LAIN KERJA YANG BERKAITAN DI BUKIT PERINGGIT, MELAKA	01.04.2014	31.12.2015	44,600.00

Table 2.4: Table of Ingoing Project Syarikat Abd Raman

Source: Company Profile



### 2.5.2.2 Complete Project

NO	PERKARA	PROJEK MULA	PROJECK SIAP	NILAI PROJEK (RM)
1.	MEMBINA DAN MENYIAPKAN SEBUAH SURAU TAMAN PERTAM JAYA SEMABOK, MELAKA	2.4.2013	3.6.2013	134,500.00
2.	KERJA MENYELENGGARA BUMBUNG BANGUNAN JKR 22 KOMPENI A	7.10.2013	2.12.2013	90,000.00
3	KERJA MENURAP SEMULA JALAN TAMAN BUKIT BERUANG INDAH SERTA YANG BERKAITAN DAERAH MELAKA TENGAH, MELAKA	21.11.2013	5.12.2013	109,840.00

Table 2.5: Table of Complete Project Syarikat Abd Raman

Source: Company Profile





# **CHAPTER 3**

## **LITERATURE REVIEW**



### **3.0 CONDITIONS OF TENDERING**

This is the condition to apply during the tender process.

The whole of the Works set forth in the Tender Documents exhibited on the Tender Table will be let on contract (a) Each tenderer must submit, enclosed and sealed in an envelope addressed as stipulated in the Tender Notice, a genuine tenderer together with copy of the Bills of Quantities duly filled in and signed. Form of Tender which is incomplete or unsigned shall be disqualified (b) Each tenderer must enter, in the space provided on. The Form of Tender, the time he will require completing the Works(c) The tenderer shall price the Bills of Quantities which shall be duly filled in ink and signed by the tenderer. Before the issuance, prices or rates in the Bill of Quantities shall be adjusted to its reasonableness without altering the amount as stated in the Form of Tender

Should any tenderer withdraw his tender before the expiry of the Tender Validity Period or any extended period thereof. Impose additional terms, conditions or stipulations after the final date fixed for the submission of tender will not be accepted. Whose tender has been accepted, refuse and fail to execute the format Contract Agreement or to deposit the Performance Bond (if the tenderer opts for Bank /Islamic Bank / BPMB / SME Bank / Insurance / Takaful or Finance Company Guarantee) or fails to proceed with the Works.



Then, in any of such events, the Consultant without prejudice to any other rights it may possess, reserves the right to take any disciplinary action against the undersigned or to cancel the registration of the tenderer as a consultant contractor, as the Arash Con&Eng deems fit. No unauthorized alteration or addition shall be made to the Form of Tender or any other Tender Documents. Tender and documents in connection therewith as specified in Clause 2 above, must be delivered to the place and at or before the time stipulated in the Tender Notice for the submission of Tender. In the case of a tender not being delivered by hand, the tender must arrange for his tender and other documents to be posted in time to reach the stipulated place not later than the stipulated time. Any tender delivered after the stipulated time, from whatever cause arising, will not be considered. In no case will any incurred by a tenderer in the preparation of his tender be allowed

In the event of any tenderer being supplied at his request, with copies of any of the Tender Documents, it shall be the role responsibility of the tenderer to scrutinize such copies and satisfy himself that they are exact copies of those included in the Tender Table Documents. In the event of any difference or discrepancy being found between any such copies supplied to the tenderer and those in the Tender Table Documents or between any documents included therein, it shall be the sole responsibility of the tenderer to apply in writing to the Superintending Officer, to have the difference or discrepancy rectified, not later than seven (7) days before the final date fixed in the Tender Notice for the submission of tenders. Any reply the Superintending Officer may make to such



application shall be by way of a Tender Memorandum which will be sent to all tenderers. Such Tender Memorandum shall become part of the Tender Documents and Tenders received will be deemed to have been based on the explanations, modification or extension to the original document that contain.

The tenderer shall be deemed to have inspected and examined the Site and its surrounding and to have satisfied himself before submitting his tender as to the nature of the ground and sub-soil, the form and nature of the Site, the extent and nature of the work, materials and goods necessary for the completion of the Works, the means of communication with and access to the Site, the accommodation he may require and in general to have obtained for himself all necessary information as to risks, contingencies and all circumstances influencing and affecting his tender.

Tenders shall remain valid for a period of ninety (90) days from the final date for submission of tenders stipulated in the Tender Notice (herein referred to as the “Tender Validity Period”) and such period may by mutual agreement be extended as and when necessary. The consultant shall not be bound to accept the lowest or any tender, nor to assign any reason for the rejection of any tender.

The successful tenderer (if any) shall be notified of his tender by a letter (referred to as “Letter of Acceptance of Tender”) within the Tender Validity Period or any extended period thereof. The said tenderer shall so soon as is practicable but before the commencement of the Works deposit with the Superintending Officer the following. Performance Bond (if the tenderer opts for Bank/Islamic Bank/BPIMB/Insurance/Takaful or Finance Company Guarantee)



amounting to 5% of Contract Sum and failure to submit the said bond by the date of possession of sit, shall entitle consultant to implement the Performance Guarantee Sum option. Insurance Policy for Public Liability (i.e. insurance against injury to persons or damage to property) or Cover Note together with receipt of premium paid in respect thereof. Insurance Policy for Work or Cover Note together with receipt of premium paid in respect thereof. Registration numbers under the Employee's Social Security (SOCSO) Scheme. The said tenderer shall further deposit the relevant Insurance Policies within a period of not later than thirty (30) days after the Cover Notes has been submitted.

All schedules of particulars attached to the Tender Documents shall be completed and submitted by the tenderer together with his tender. Every notice to be given to a tenderer may be posted to the tenderer's address given in the tender and such posting shall be deemed good service of such notice. The words "successful tenderer" shall mean that the tenderer whose tender has been approved and accepted by the consultant.

The Word "tenderer" in these conditions shall be deemed to included two or more persons. Non-compliance with the above conditions in any respect shall render the tender liable to rejection. These Conditions of Tendering, in so far as they affect the execution of the Contract, shall be deemed to form part of the Contract



### 3.1 TYPES OF TENDER

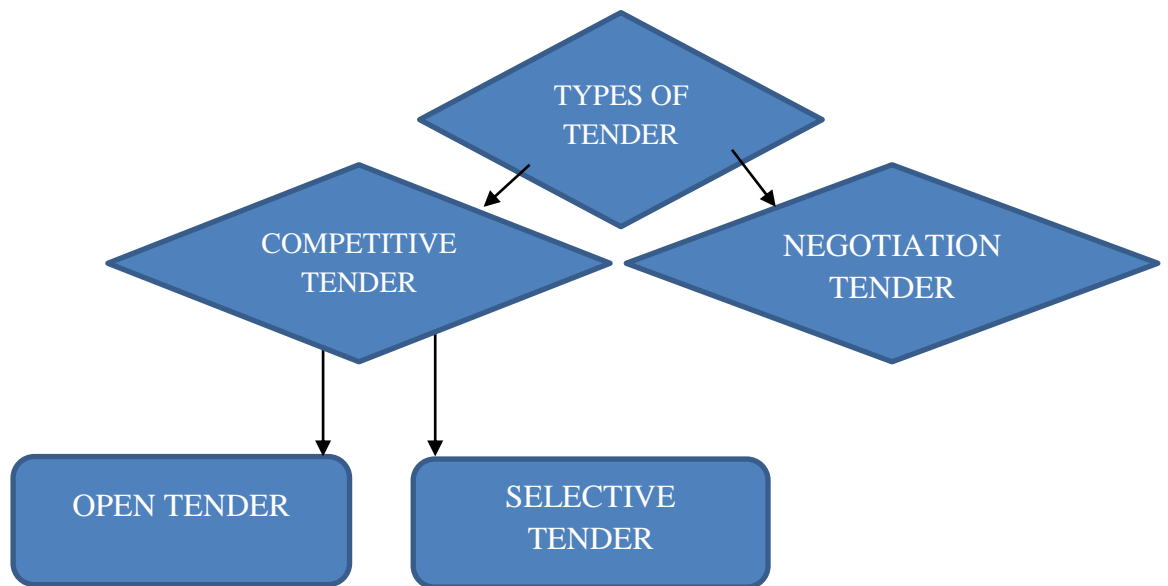


Chart 3.0: Type of tender

Source: BSD 311 Building Maintenance Management



### 3.2 OPEN TENDER

1. Some book described an open tender was the traditional method of tendering procedure until more sophisticated techniques were accepted.
2. Commonly used by government agencies to ensure accountability of public funds.
3. Complete design is necessary to ensure accurate bidding.

#### 3.2.1 PROCESS OF OPEN TENDERING

1. Invitation through advertisement in the technical, trade or general press.

2. Info in advertisement

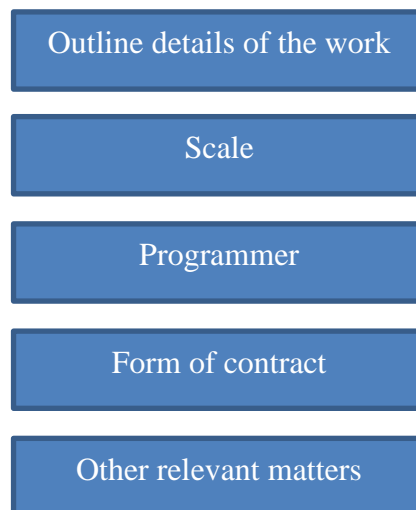


Chart 3.1: Advertisement Open tender

3. Contractors can review a table tender document before they decided to apply the tender but employer is not bound to accept the lowest tender.



### 3.2.2 ADVANTAGES AND DISADVANTAGES

ADVANTAGES	DISADVANTAGES
<p>1. Chance for new firm to participate in tender.</p> <p>2. Attracts a large number of tenders thus the bids are more competitive.</p> <p>3. Lowest possible price will be obtained.</p> <p>4. This offer is suitable for the construction of simple and does not require specific experience and qualifications.</p>	<p>1. Although an employer is not bound to accept the lowest bid, a committee in charge of public expenditure is under a lot of pressure to accept the lowest</p> <p>2. When the lowest bid accepted, this can easily result the employer in the risk in awarding the contract to the contractor who may has the least appreciation of the complexities of the project or greatest willingness to take the risk and underpricing in the bidding.</p> <p>3. Tendering can be expensive and cost of unsuccessful tenders tend to inflate prices for future work.</p> <p>4. High cost of administration of tenders, duplicating document.</p> <p>5. Problem of selecting best tender from a wide range of tenders.</p>

Table 3.0: Table of advantages and disadvantages open tender





### 3.3 SELECTIVE TENDERING

1. Only limited number of contractors who fulfill certain criteria are invited to tender

2. Criteria : -The general experience in related to the project type -Financial ability -Managerial & technical capabilities

#### 3.3.1 PROCESS OF SELECTIVE TENDERING:

1. Suitable firms are invited from client/consultants' approved list

2. List criteria:

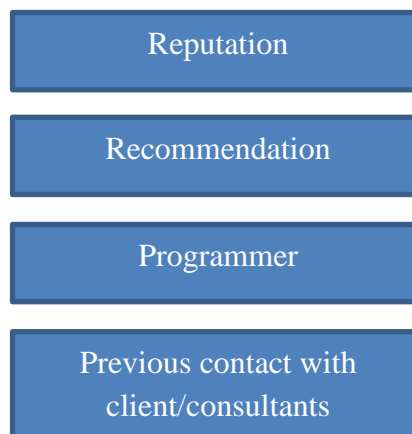


Chart 3.2 : Table of criteria selective tender

3. Advertisement is publish to invite suitable firm to qualify the tendering

4. The tenderers should supply information about their previous experience, physical resources and financial standing.

5. Then the client will invite only a small number of the pre-qualified contractors to submit their tenders.

6. A maximum six tenderers is sufficient to provide adequate competition



### 3.3.2 ADVANTAGES AND DISADVANTAGES

ADVANTAGES	DISADVANTAGES
<p>1. By selecting candidates from high quality builders, ordering parties can ensure the high level of public works.</p> <p>2. Desire to be selected in the next tender can be a good incentive for builders to maintain and improve the level of their work.</p> <p>3. Workload of tender evaluation can be reduced.</p>	<p>1. An ordering party may select a builder arbitrarily.</p> <p>2. Limiting the number of tendering participants by appointment tends to attract bid rigging.</p> <p>3. High quality builders who do not have a substantial record of work for the ordering party have less chance to participate in the tendering.</p>

Table 3.1 : Table of advantages and disadvantages selective tender



### **3.4 NEGOTIATION TENDER**

Negotiation of construction contracts can occur at two points in the process of selecting the contractor. It might be used in the tendering process.

If the owner has had good experience with a certain contractor, the owner or owner's representative can invite that one firm to prepare and offer a proposal, after which the parties negotiate the agreement, with rejections, counter-offers and other steps regarding price, scope of work and all other contract issues

Negotiation may also be part of the formal tendering process. Open or invited tenders could be received and evaluated and the most highly ranked firms identified. Then the owner could negotiate with this 'short list' of, say, three firms, beginning with the top-ranked firm

Issues such as work content, schedule, price, personnel and risk sharing might be part of this negotiation. If an agreement is not reached with the top-ranked firm, negotiations proceed down the list until a satisfactory agreement emerges. The contractor selection method is generally dictated by the type of delivery system and the type of contract. For example, under the 'traditional' design-tender build delivery system, with a lump sum or unit price contract, it is likely that tenders, either open or invited, will be called. If low price is the only criterion, there is likely to be negotiation following evaluation of tenders, especially in the public sector.



Cost plus contracts usually involve negotiation. One example might be a contract between the owner and construction manager signed before the completion of design; negotiations would consider the fee, definitions of reimbursable costs, schedule matters, scope of services and risk and liability issues. Design-build contracts may involve either competitive proposals and evaluations or negotiation. Usually a fixed price is not specified at the time the design-build firm is chosen.



### 3.4.1 ADVANTAGES AND DISADVANTAGES

ADVANTAGES	DISADVANTAGES
<p>1.Speed the negotiation process, bring about a conclusion of greater satisfaction to both parties.</p> <p>2. Keep time consuming and therefore costly negative action and re-action to a minimum.</p> <p>3.Completed design documentation is not necessary for work to start, the contractor's skill may be brought into the design process.</p>	<p>1. Absence of competition – tender sum higher But the client may think, it worth paying more in return for a quicker job/ better quality than otherwise obtain</p>

Table 3.2: Table of advantages and disadvantages negotiation tender



# CHAPTER 4

## CASE STUDY



## **4.0 TENDER**

### 4.0.1 Introduction of Tender

Tendering is the process of making an offer, bid or proposal, or expressing interest in response to an invitation or request for tender. Organizations will seek other respond to a particular need, such as the supply of goods and services, and will select an offer or tender that meets their needs and provides the best value for money, it is one of document for development a new project. The document detail about site, what work to do, form company, plan and regulation tender and doing project.

### 4.0.2 Introduction of Consultant

Consultant scope is open a new project for client for development. consultant will prepare a written detail tender for client check and estimate the quotation must have in tender

Written detail in tender is:

- I. Scope work.
- II. Plan
- III. Scale
- IV. Material
- V. Bill of quantity
- VI. Forms Acknowledgement of constructor.
- VII. Qualified certificate.
- VIII. Company background



Consultants open a new project to make country thrive and building it safe to use it. The scope work has been offer for client is :

For safety

- I. Repavement road
- II. Maintenance for waterproof.

For improvements

- I. air conditioning systems at library
- II. improvement a mosque





Tender usually product by consultant

NO.	NAME	ADDRESS
1	IBU PEJABAT JABATAN KERJA RAYA MELAKA (JKR)	Jalan Taming Sari Melaka Tengah, 75906, Melaka
2	JABATAN KERJA RAYA MELAKA TENGAH (JKR)	Pejabat Pengarah Jkr Negeri Melaka, Jalan Taming Sari, 75609 Melaka.
3	MELAKA BANDARAYA MELAKA BERSEJARAH (MBMB)	No. 1 Jalan Tun Abdul Razak Ayer Keroh Hang Tuah Jaya 75450 Melaka
4	MAJLIS PEMBANDARAN HANG TUAH JAYA (MPHTJ)	Kompleks Melaka Mall Jalan Tun Abdul Razak Ayer Keroh Hang Tuah Jaya Melaka
5	JABATAN AGAMA ISLAM MELAKA (JAIM)	Kopleks Maim Bukit Pilah 75150 Melaka

Table 4.0 : List Consultant Produce Tender



#### 4.0.3 Introduction of Client

A company working on projects that have been offered by the consultant until work is complete. Owner must attend for briefing about scope work will give, a company must registered with :

- I. Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB Malaysia)
- II. Kementerian Kewangan,
- III. Companies Commission of Malaysia (SSM)
- IV. Pusat Perkhidmatan Kontraktor.

Client must complete the tender form with a qualified certificate, company background, quotation, and work experience



## 4.1 PROJECT INFORMATION

### 4.1.1 Client's Team

	Company Name / Tel / Fax
Client	ARASH CONSTRUCTION AND ENGINEERING SDN BHD NO. 21 Jalan BPM 13 , Tmn Bukit Piatu Mutiara 75150 Bukit Piatu Melaka. 06-2848568 (Office) 06-2848567 (Fax)
Project Management Consultant (PMC)	PEJABAT JURUTERA DAERAH Jkr Daerah Melaka Tengah, Jalan Tamng Sari 75906 Melaka 06-2854705 (Office) 06-2815787 (Fax)

Table 4.1 : Client team



## 4.2 PROCESS OF SUBMITTING TENDER

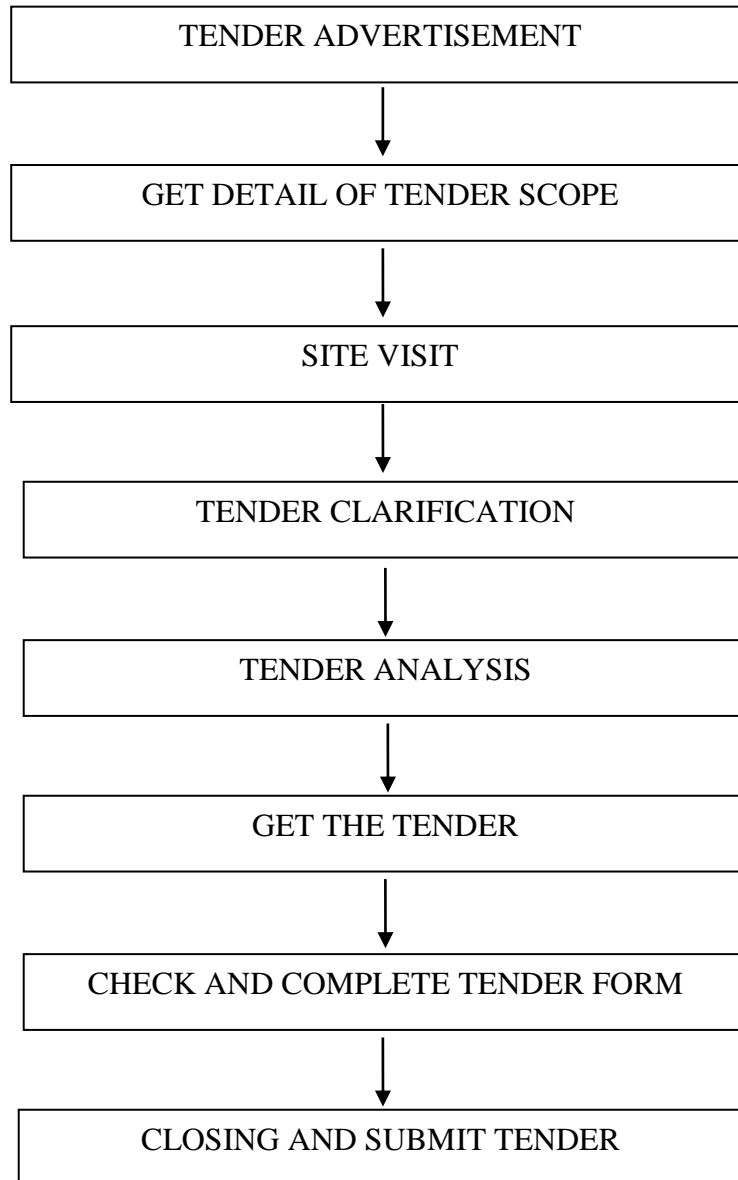


Chart 4.0: Process of submitting tender



### 4.2.3 Picture of tendering process



Figure 4.0: Tender offer at web site

The tender advertisement will post in web site consultant or notice board, example government sector Jabatan Kerja Raya, Majlis Bandaraya Bersejarah Melaka



Tajuk : Kerja-Kerja Membekal, Memasang, Menguji Serta Mengujiterima Sistem Penyaman Udara Di Akademi Pengangkutan Jalan (Jpj) Tiang Dua, Jasin, Melaka

Tarikh Iklan : 17.09.2015 (Khamis)

1. Sebutharga adalah dipelawa daripada Kontaktor-Kontraktor yang berdaftar dengan CIDB (Gred G1 sahaja), dalam kategori M.01. Taraf Bumiputera dan masih dibenarkan menyertai sebutharga ini.  
  
Borang-borang sebutharga boleh didapati di Bahagian Pentadbiran, Cawangan Kejuruteraan Mekanikal JKR Negeri Melaka mulai 23.09.2015 (Rabu) - 29.09.2015 (Selasa) dengan menyertakan wang pos bernilai RM33.00 yang dibuat atas nama Ketua Penolong Pengarah Mekanikal, Jabatan Kerja Raya, Melaka. Dokumen Sebutharga hanya akan dijual kepada Pembekal / Kontraktor yang sah sahaja. (Sijil Pendaftaran Pembekal / Kontrak (ASAL) dan Surat Pengiktirafan Bumiputra ( Asal) atau Salinan Yang Diakui Sah yang dikeluarkan oleh PKK & CIDB. Surat perwakilan kontraktor adalah diwajibkan bagi wakil yang hadir bagi pembelian sebutharga.
2. Dokumen Sebutharga yang telah lengkap diisikan hendaklah dimasukkan ke dalam sampul surat berlakri dan ditulis Nombor Sebutharga, Nama Projek dan Tarikh Tutup dan dimasukkan ke dalam Peti Sebutharga sebelum/pada 30.09.2015 (Rabu) jam 12.00 tengahari DI JKR Bahagian Kejuruteraan Mekanikal Melaka.
3. Kontraktor DIWAJIBKAN menghadiri taklimat dan lawatan tapak bina pada 22/09/2015 : 10.00 A.M. Taklimat akan hanya diadakan sekali sahaja. Kontraktor dikehendaki berkumpul di **AKADEMI PENGANGKUTAN JALAN (JPJ), TIANG DUA, JASIN, MELAKA** pada tarikh dan masa yang ditetapkan.
- 4.

Figure 4.1: Get detail of tender scope

Offer tender it will show the title of scope of work, and date, time, place for site visit and date line for getting tender and submit tender, grade of contractor can be sit for tender .Example :

**Title:** CADANGAN MEMBINA DAN MENYIPAKAN SEBUAH SURAU TAMAN PERTAM JAYA SEMABOK MELAKA

**Date, time, place:** KONTRAKTOR PERLU MENGHADIRI LAWAT TAPAK PADA 10 / 08 / 2015 JAM 9: 00 PAGI DI DEWAN SERBAGUNA SEMABOK MELAKA.

**Grade contractor:** KONTRAKTOR MEMILIKI SIJIL YANG BERDAFTAR G4 M014 SAHAJA YANG DIBENARKAN UNTUK MENDUDUKI SEBUT HARGA INI.

**Getting tender:** KEBENARAN MEMBELI TENDER PADA TARIKH 11/ 08 / 2015 DAN PEMBAYARAN PERLU MELALUI WANG POS, TERTERANYA PENGARAH JKR MELAKA

**Date line tender submission:** BORANG SEBUT HARGA PERLU DISERAHKAN PADA 17 / 08 / 2015 SEBELUM JAM 12:00 PETANG, SEGALA KELEWATAN



Figure 4.2: Site visit

Site visit owner must bring the original certificate, for be conform to consultant. The certificate must have is SMM, SPKK, AND CIDB for government JKR, when show the certificate it must show the IC number for make sure the owner must be in meeting.



Figure 4.3: Tender clarification

Site meeting consultant will introduce requirement of tender document, what must have in form, when to give back the document, what happen if tender late to submit, if got the project what to do, if the project cannot finish on time what penalty will give. Then it will proceed with scope of work, a person in charge will give the explanation for contractor from beginning scope of work, purpose for the project ,detail what must be done, after then go to location.





Figure 4.4: Tender analysis

After meeting a person in charge will brought to the location to show, the real place work to be done, contractor check that places what method is suitable to use. And it will measure and estimate in bulk.



Figure 4.5: Get the tender

Buy tender, contractor must bring the original certificate to show the consultant it is the same company attend or not, and it will chip with 'Wang Pos' to buy the document. After check consultant will give the document tender.



Figure 4.6: Check and complete tender form

The item form must be clearly fill in is :

**Bill of Quantity:** Must have owner signature for price given. Contractor must put the reasonable and same price with method use, then consultant will considerate for give

**Company background:** Company background such as organization, work experience, address company, account bank bill statement three month latest.

**Letter affirmative promise:** Contractor must promise to finished work before time and will responsible for any cost for budgets. For all about processing work contractor do not put any risk damage to consultant.



Figure 4.7: Submit Tender

When to submit the document to consultant it must put in to a big jar, sometimes it printed title of tender. It must put before 12:00 PM on the date line consultant give in the letter offer tender. If contractor late the document will not entertained.



# CHAPTER 5

## COMMENT AND SUGGESTION



## 5.1 COMMENTS ON SITE

- FORM ATTEND SITE VISIT

Consultant gives a piece of paper form for attendance to client. Few client difficult causes of people scramble and have a client miss understanding and quarrel. It is bad attitude.

- SITE VISIT NOT STRATEGIC

Consultant does not giving priority to safety about client.

- USE BETTER FORMAL SHIRTS

Consultant do not check client if they wear a formal shirt or not

- NO LIMITATION FOR CLIENT ATTEND THE WORK.

Client can enter the tender more than 1 company

## 5.2 SUGGESTION ON SITE

- FORM ATTEND SITE VISIT

Consultant provides one form ticket. Ticket must have Serial Number Owner name, Company name, Office number and Signature. Purpose for this ticket for make easy for client fill in the form, no misunderstanding or contentious.

- SITE VISIT NOT STRATEGIC PLACE

Consultant must prescribe the better place for site visit for safety, does not disrupt the route, to make people around comfortable and not assume a negative thinking.

- NO LIMITATION FOR CLIENT ATTEND THE WORK.

Consultant must check client if few of them write more than one company, if has that company will give penalty or disqualified from attend the tender



### 5.3 COMMENTS ON TENDER

- FORM TENDER

Have a few consultant use there are own regulation.

- TENDER LANGUAGE

Mixed language in tender regulation.

- TABLE OF CONTENT

Do not have any table of content for refer.

- MOST OF PLAN TENDER NOT CHECK DETAILS

Have a part in plan is missing or error

### 5.4 SUGGESTION ON TENDER

- FORM TENDER

The consultant must use the same regulation to make sure tender consistent and organized.

- TENDER LANGUAGE

The tender form must use only one language and use the proper language, to give client comfortable with the language is use.

- TABLE OF CONTENT

Tender form put the table of content for reference client and it will give the proper document of tender.

- MOSTLY PLAN TENDER DETAIL NOT PROPER CHECKING.

Before produce the plan detail checking the important things to be done, cause of to avoid any data or details miss in document.



# CHAPTER 6

## CONCLUSION





After practical training has finished, I have gain a lot of knowledge and experience at ARASH CONSTRUCTION AND ENGINEERING during site visit. This is because I had learned a lot about the process of tendering. For me, I am very lucky to have the chance to do the site visit. So I can gain a lot of experience.

During the practical training I also able use what has I learned when I was at UiTM. For example making presentation and report for subject Final Project. Checking in subject Building Control, editing for subject Design.

Related for my study case is this is process to getting tender from consultant, contractor must follow the rule and flow how to get the tender. contractor must details and check every part of scope of work to make sure do not have any missing cost will be offer for consultant, it evade any loss budget.

Contractor must understanding work will give for balance with cost and period of construction for good profit and do not over the period it. If any contractor late to finish the construction penalty will be given.

After all Contractor estimate all of part before start contract. I has been through I can conclude that this training has giving me a lot of experience and knowledge. My inspection also has improved after practical training. This company basically a good company because there is a lot can be learn it is only a matter of you willing to learn or not.