



**DEPARTMENT OF BUILDING  
UNIVERSITI TEKNOLOGI MARA  
(PERAK)**

**CONSULTANT TENDER**

**Prepared by:**

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**FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING  
UNIVERSITI TEKNOLOGI MARA  
(PERAK)**

**JULY 2020**

It is recommended that the report of this practical training provided

**By**

**MUHAMMAD AMMAR ZAKIR BIN MOHD ZAMRY**

**2019401282**

**entitled**

**CONSULTANT TENDER**

be accepted in partial fulfillment of requirement has for obtaining Diploma in Building.

Report Supervisor : Ts Dr Mohd Rofdzi Bin Abdullah

Practical Training Coordinator : Dr Nor Asma Hafizah Bt. Hadzaman

Programme Coordinator : Dr. Dzulkarnaen Bin Ismail.

**DEPARTMENT OF BUILDING**  
**FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING**  
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**(PERAK)**

**JULY 2020**

**STUDENT'S DECLARATION**

This is to declare that I Muhammad Ammar Zakir Bin Mohd Zamry student of University Technology MARA (Perak) Malaysia, Faculty of Architecture, Planning and Surveying batch 2019-2022, has given original data and information to the best of my knowledge in the report title **Consultant Tender** is a record of independent work carried out by me under the guidance and supervision of En. Muhammad Naim Bin Mahyuddin towards the partial of requirement for the Diploma in Building course.

In this regard I would like to mention that this report is prepared by my own work and no part of this report was copied without proper acknowledgment. This report was prepared during a practical training session that I underwent at MMN Bina Sdn Bhd for duration of 20 weeks starting from 23 August 2021 and ended on 7 January 2022. It is submitted as one of the prerequisite requirements of BGN310 and accepted as a partial fulfilment of the requirements for obtaining the Diploma in Building.

.....

Name : MUHAMMAD AMMAR ZAKIR BIN MOHD ZAMRY

UiTM ID No : 2019401282

Date : 23 AUGUST 2021

## **ACKNOWLEDGEMENT**

First and foremost, I am expressing my thankfulness and praise to Allah for his guidance and blessing throughout my entire industrial training. I would also like to sincerely thank MMN Bina Sdn Bhd and Development department for giving me this opportunity to undergo internship training in their organizations.

My appreciation and gratitude is extended to Quantity Survey department, Nur Izzatie ayuni, Irisha Shafira, Nur Hanan ,Siti Khairizah and others for their guidance, generosity to share their tremendous knowledge, for giving continuous and unlimited motivation from starting of the internship until the end of the program. My next gratitude will into the all of the staffs MMN Bina Sdn Bhd for their willing to accept me into their family.

Then, I would like to express my gratitude to my supervisor Wan Muhd Faris bin Wan Mohd Nor, for their help, support and advices during my time at Development department . I would also like to show my gratitude towards all of the Development and QS department staffs for their kindness

My appreciation would be incomplete without giving credit to UITM, especially Faculty of Architecture, Planning and Surveying who has equipped me with essential skill for self-learning. Its well-grounded graduate philosophy has proven to be useful in the industry.

Not forgetting, a very great thankful to my practical training coordinator, En. Muhammad Naim Bin Mahyuddin and programme coordinator, Dr. Dzulkarnaen Bin Ismail for their supervision and fair assessment.

Last but not least, I would thank all of my colleagues from UITM and others universities who have undergo the training for their comforting support.

## **ABSTRACT**

This internship report serves the purpose to record the details of my industrial training which was conducted in MMN Bina Sdn Bhd, which is one of the construction company in Kuantan area. This report will cover the details of my internship in the Development for duration of 5 months which began from 23 August till 7 January, 2021 at MMN Bina Sdn Bhd which is located at Semambu, Kuantan, Pahang.

Student who are undertaking the course name Diploma in University Technology MARA (UITM) are compulsory to undergo an industrial training at one of the company for a period of 5 months prior to graduating. Student are allowed to make their own choices to enter any company to do their internship, as long as have building background. This is to ensure students will be getting the exposure to involve in building related works instead of other non- building related works. The objectives of this industrial training are to develop a deeper understanding on the course which they are undertaking and to provide the appropriate work-related trainings to them in the field of civil profession.

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## CHAPTER 1.0

### INTRODUCTION

#### 1.1 Background of Study

The student of civil beside of doing project are also given an option to undergo an internship programme of 20 weeks to have a practical experience. This is an essential academic requirement, which is followed by comprehensive report writing. Usually the choice of organization is based on the area of specialization of student. This internship furnishes the student with an exposure into the practical world. They are able to look at different concepts, given in books, take up form and come to life.

Construction sector play a very important and active role in economic development of a country. If the construction sector of the counter is effective and efficient, it brings rapid growth in various sectors of the economy.

The construction sector in Malaysia with advent of modern technology and intense competition is playing key role in the development of economy especially in the sector of development country's transport network and tourism infrastructure and many others.

This study is conducted on one of the leading, innovative and modernized construction company of Pahang i.e. MMN Bina Sdn Bhd. MMN Bina Sdn Bhd (MMN) is a pure native construction company with extensive experience of over 30 years, registered with the Contractor Service Center (CSC) in class 'A' and the Malaysian Industrial Development Board (CIDB) in grad '7' with SCORE recognition 3 star and is a core company which is a High Performance Native Company under the auspices of TERAJU and recognized by the Ministry of Works Malaysia as a High Performance Native Contractor (HPNC)

## **1.2 Objectives**

- a. To identify the types of tender in the scope of consultant**
- b. To observe the content that is needed in making a tender**
- c. To determine the process of tender as a consultant**

## **1.3 Scope of Study**

The scope of this internship work is limited to overall description of the company and its services. The scope of this study may be started as follow:

- The study would assist Quantity Survey (QS) Department in making purchase order, writing Building Quantity (BQ) tender.
- The study would help assist HR department deal with client and office work.

## **1.4 Methods of Study**

### **1. Observation**

This method is done directly by knowing the process of making a tender. According to my views, it is a method of collecting the information with a larger scope in order to learn the processes in the proper order from experienced people during my practical session at the company.

### **2. Interview**

Interview method are help me a lot for me to collect data in the tender document process. I gain new Knowledge by asking the my workmate that have many experienced in tender document process.

### **3. Document review**

We can view the completed document in softcopy or hardcopy to gain a better understanding. That way, we can study the procedure and learn all of the requirements and guidelines for completing the paperwork.

## CHAPTER 2.0

### COMPANY BACKGROUND

#### 2.1 Introduction of Company

MMN Bina Sdn Bhd (MMN) is a genuine native construction company registered with the Board Malaysian Industrial Development (BMID) in Grade '7' with 3 Star SCORE recognition, Division Development of Contractors and Entrepreneurs (BDCE) as the next native Work Contractor is a CORE company which is a High Performance Native Company under the auspices of lead and recognized by the Ministry of Works Malaysia as a High Performance Native Contractor.

MMN is led by an entrepreneur with extensive experience of over 40 years in the construction industry Dato' Sri Haji Mohamed Mokhtar bin Dato' Haji Nadzri who holds a Master of Management Executive Project. Began to work in this industry since 1982, as an employee in several companies built. In 1985, he started a small business by running a sub business contract to become the main contractor through partnership companies, privately owned and private limited. Started enrolling with PKK in Class 'D' in 1992 to class Bx in 1995 and to Class 'A' in 1996 in the name of Mohamed Mokhtar Nadzri Sdn. Bhd. and in 1999 changed its name to MMN Bina Sdn. Bhd. (MMN).

MMN has now grown into a well -established, high -capacity company and has completed various projects exceeding RM1 billion with a paid -up capital of RM4 million, working capital exceeding RM26 million, while the authorized capital of RM10 million, the company's net worth exceeding RM30 million, support financing from financial institutions in excess of RM63 million and the value of current assets such as plant and equipment construction in excess of RM15 million.

MMN has also implemented and completed projects that require expertise and abilities high such as the implementation of design and construction projects, construction of hospitals, tall buildings, bus terminals, housing, water supply works such as construction of dams, water treatment plants, specialist works construction of sports facilities, infrastructure works such as flood mitigation, earthworks, roads, completion abandoned projects, fast track projects and construction works in remote areas. With

the support of extensively experienced management and technical staff yet trained as well as having machinery and plant equipment for adequate self-construction work as well as support increased suppliers of building materials and finance, if given the opportunity, in shaa Allah MMN will be able to complete the entrusted project perfectly.

## 2.2 Company Profile

MMN Bina Sdn Bhd was established and started operating in 1995, and currently active in a civil engineering contractor, hiring of heavy machineries, trading in building materials and Transportation Agency. This company are 100 native company. MMN Bina Sdn Bhd based in Kuantan located at Lot 22-23, LKNP, Kawasan Perindustrian Semambu, 25350 Kuantan, Pahang, Darul Makmur.



**Figure 2.1** :MMN Bina Head Quarters Office

MMN Bina Sdn Bhd can be contact via company email at [mmnbina@mmnbina.com.my](mailto:mmnbina@mmnbina.com.my), fax (09-567 8388), or directly contact through company number (09-568 8388)

**Company Board of Director:**

<b>No</b>	<b>Name</b>	<b>Position</b>	<b>Work Experience</b>
<b>1.</b>	Dato' Sri Haji Mohamed Mokhtar bin Dato' haji Nadzri	Director	41 years of experience in administration and construction company management
<b>2.</b>	Datin Sri Hajjah Noor Hasani binti Hamid	Director	20 years of experience in related work
<b>3.</b>	Najwa binti Dato' Sri Haji Mohamed Mokhtar	Director	7 years of experience in related work

**Table 1.1** Company Board of Director



**Figure 2.2** :MMN Bina Logo

### 2.3 Company Organisation Chart

The company's business started with the construction sector with the establishment of MMN Bina Sdn Bhd and now continues expanded its wings with the restructuring and establishment of subsidiaries under the holding company Capital Impian Sdn Bhd. This restructuring aims to diversify branches of business, improve performance and provide better quality services to customers



**Figure 2.2** Company Organization Chart

With increased experience, efficient and committed management system, highly skilled workforce, additional working capital and supplier support as well as visionary leadership, the Group of Companies will continue to move forward in its efforts to realize the government's aspiration to produce competitive native entrepreneurs more viable next able to go a step further up to listing on the board of the Malaysian Stock Exchange.

## 2.4 List of Projects

### 2.4.1 Completed Projects

No.	Project Title	Client	Project Cost (RM)
1	Cadangan Pembangunan Kampus Kolej Yayasan Pahang Di Atas Lot PT 88929, H.S.D 28231, Mukim Kuala Kuantan, Tanjung Lumpur, Pahang Darul Makmur Untuk KYP Education Sdn Bhd. Fasa 2 Peringkat 1 : Sebuah Bangunan 3 Tingkat Bersepadu Blok Akademik Dan Hal Ehwal Pelajar Serta Sebuah Bangunan 2 Tingkat Pusat Sumber	Kolej Yayasan Pahang	RM 28.1 million COMPLETED
2	Rancangan Tebatan Banjir Bandar Pekan, Pekan Pahang Fasa II – KerjaKerja Menaiktaraf Ban Selatan, Parit Utama, Sungai Air Hitam, Pembinaan Penyambung Ketapang, Struktur Kawalan Sungai Mat Dulang, Parit Kuliah, Sungai Air Tawar dan Kerja-Kerja Berkaitan	Jabatan Pengairan Dan Saliran Negeri Pahang, Kuantan, Pahang	102.8 Million COMPLETED
3	Pembinaan Akademik Bola Sepak Negara Fasa II, Gambang, Kuantan, Pahang (Reka & Bina)	Jabatan Kerja Raya Malaysia	81.8 Million COMPLETED
4	Bekalan Air Kuantan Fasa III. Pakej 6 (II) : Membina, Menyiapkan Dan Mentauliah Stesen Pam Pneggalak, Sebuah Tangki Agihan 9.0 Juta Liter Serta Kerja-Kerja Berkaitan Di Gambang, Kuantan, Pahang Darul Makmur	Pengurusan Air Pahang Berhad	16.1 Million COMPLETED

5	Penempatan Semula Perkampungan Orang Asli, Sungai Ruil, Cameron Highlands, Pahang Darul Makmur.	Jabatan Kerja Raya Malaysia	41.2 Million COMPLETED
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#### 2.4.2 Project in Progress

No.	Project Title	Client	Project Cost (RM)	Dateline of Work
1	Bekalan Air Karak : Merekabentuk, Membina, Menyiapkan Dan Menauliah Sebuah Loji Rawatan Air Jenis Konvensional Berkapasiti 11.0 JLH, Tangki Imbangan 3.0 JL Dan Tangki Simpanan 1.0 JL Serta Kerja-Kerja Berkaitan Di Karak, Daerah Bentong Negeri Pahang Darul Makmur.	Pengurusan Air Pahang Berhad	38.3 Million	17-Jan-2022
2	Peningkatan Jeti Operasi Lumut	Jabatan Kerja Raya	67.8 Million	25-Jun-2023
3	PPUM - Pembinaan Kompleks Pakar Pesakit Luar (KPPL) (Reka dan Bina)	Jabatan Kerja Raya	165 Million	04-Feb-2025

## CHAPTER 3.

### BACKGROUND OF PROJECT

#### 3.1 Introduction to Case Study

This is Tender document for project of “Meroboh, Membina Dan Menaik Taraf Terminal Dan Jeti Penumpang, Kargo Dan Roro Di Kuala Kedah, Kedah Darul Aman. This tender was made by Kementerian Pengangkutan Malaysia on 7 November 2021.

#### 3.2 Elements and Contents of Tender Document

There will be three sections in the document tender. Section I, document tender, section II, bill of quantities and schedule unit of rates, and section III, specifications and drawings. There are many kind of form in the 'Dokumen Wajib.' The contractor is responsible for filling out these form. The forms are Borang A, Borang B, Borang C, Borang CA, Borang D, Borang E, Borang G, Borang GA and Borang GA1

#### Section I

“boring senarai semakan dokumen”, instruction to tenderer, lampiran SS, Form of tender, and Form A to form GA1

LAMPIRAN SS(1)(K)  
(Add. 1)

SENARAI SEMAKAN DOKUMEN YANG PERLU DIMUAT TURUN OLEH PETENDER BAGI KONTRAK KONVENSIONAL

PERKARA	TANDAKAN V JIKA TELAH DIAMBIL	
	PETENDER	MoT
<b>JILID I</b>		
DOKUMEN YANG PERLU DIKEMUKAKAN BERSAMA-SAMA DOKUMEN TENDER UNTUK DIMASUKKAN KE DALAM PETI TAWARAN OLEH PETENDER		
BORANG-BORANG MAKLUMAT DAN DOKUMEN WAJIB SOKONGAN	✓	
COVER HADAPAN DOKUMEN TENDER DAN FLYSHEETS	✓	
SENARAI SEMAKAN MENGEKAMUKAKAN TENDER UNTUK KEGUNAAN PETENDER	✓	
SENARAI SEMAKAN KANDUNGAN DOKUMEN TENDER	✓	
SENARAI SEMAK DOKUMEN WAJIB	✓	
BORANG-BORANG MAKLUMAT PERLU DILENGKAPKAN OLEH PETENDER		
i. Borang A - Surat Pengakuan Kebenaran Maklumat Dan Kasahihan Yang Dikemukakan oleh Petender	✓	
ii. Borang B - Maklumat Am dan Latar Belakang Petender	✓	
iii. Borang C - Data Kewangan	✓	
iv. Borang CA - Laporan Bank/Institusi Kewangan Mengenai Kemudahan Kredit	✓	
v. Borang D - Rekod Pengalaman Kerja	✓	
vi. Borang E - Kakitangan Teknikal	✓	
vii. Borang F - Keampunyaan Loji & Peralatan Pembinaan Utama	✓	
viii. Borang G - Senarai Kerja Kontrak Semasa	✓	
ix. Borang GA - Laporan Penyelia Projek Atas Prestasi Kerja Semasa Petender	✓	
x. Borang GAT - Laporan Jurutera Projek Atas Prestasi Kerja Semasa Petender (Bukan Projek JKR)	✓	
xi. Surat Akaun Pembida	✓	
xii. Surat Akaun Pembida Untuk Melaksanakan Program Professional Training and Education for Growing Entrepreneurs (PROTEGE)	✓	
<b>BORANG JAMINAN BANK/JAMINAN SYARIKAT KEWANGAN/ JAMINAN INSURANS</b>		
i. Borang Bon Pelaksanaan	✓	
ii. Borang Jaminan Bayaran Pandahuluan	✓	
iii. Borang Bon Jaminan Rekabentuk	✓	

SENARAI SEMAKAN DOKUMEN YANG PERLU DIMUAT TURUN OLEH PETENDER BAGI KONTRAK

BIL	PERKARA	TANDAKAN V JIKA	
		PETENDER	
<b>JILID I</b>			
DOKUMEN YANG PERLU DIKEMUKAKAN BERSAMA-SAMA DOKUMEN TENDER UNTUK DIMASUKKAN KE DALAM PETI TAWARAN OLEH PETENDER			
<b>SEKSYEN I - KEHENDAK-KEHENDAK KONTRAK</b>			
1	ISI KANDUNGAN DOKUMEN TENDER JILID I	✓	DOVE
2	ARAHAN KEPADA PETENDER	✓	SI KA
3	BORANG TENDER	✓	UNG
4	SURAT SETUJU TERIMA	✓	ENA
5	SYARAT-SYARAT KONTRAK	✓	11J
6	LAMPIRAN KEPADA SYARAT-SYARAT KONTRAK	✓	2J
7	ADDENDUM KEPADA SYARAT-SYARAT KONTRAK		BJ
	i Addendum 1	✓	CJ
	ii Addendum 2	✓	DJ
	iii Addendum 3	✓	EJ
	iv Addendum 4	✓	FJ
<b>SEKSYEN II - SPESIFIKASI</b>			
8	SPESIFIKASI KERJA BANGUNAN	✓	GJ
	i) STANDARD SPECIFICATION FOR BUILDING WORKS 2020	✓	IJ
	ii) SPECIFICATION FOR PRE-FABRICATED COLD FORM STEEL ROOF TRUSSES	✓	KJ
	iii) SPECIFICATION FOR STRUCTURAL STEELWORKS	✓	LJ
9	SPESIFIKASI ADDENDA		JADI
	i) SPECIFICATION FOR OCCUPATIONAL SAFETY AND HEALTH FOR ENGINEERING CONSTRUCTION WORKS 2011	✓	SEN
	ii) ENVIRONMENTAL PROTECTION WORKS	✓	BDF
	iii) ULTRA HIGH PERFORMANCE FIBRE REINFORCE CONCRETE	✓	BDF
	iv) SECTION 11 - PRESTRESSING FOR STRUCTURES	✓	
	v) INDUSTRIAL BUILDING SYSTEM (IBS)	✓	
	vi) CONCRETE WITH PULVERIZED FUEL ASH CEMENT	✓	
	vii) CURTAIN WALLING	✓	
	viii) RUBBER FENDER	✓	
10	MEASUREMENT AMPLIFICATION AND PRICING FACTORS	✓	

NOTA - YANG MANA BERKAITAN

Figure 3.2 : senarai semakan dokumen

## Instruction To Tenderer (ITT)

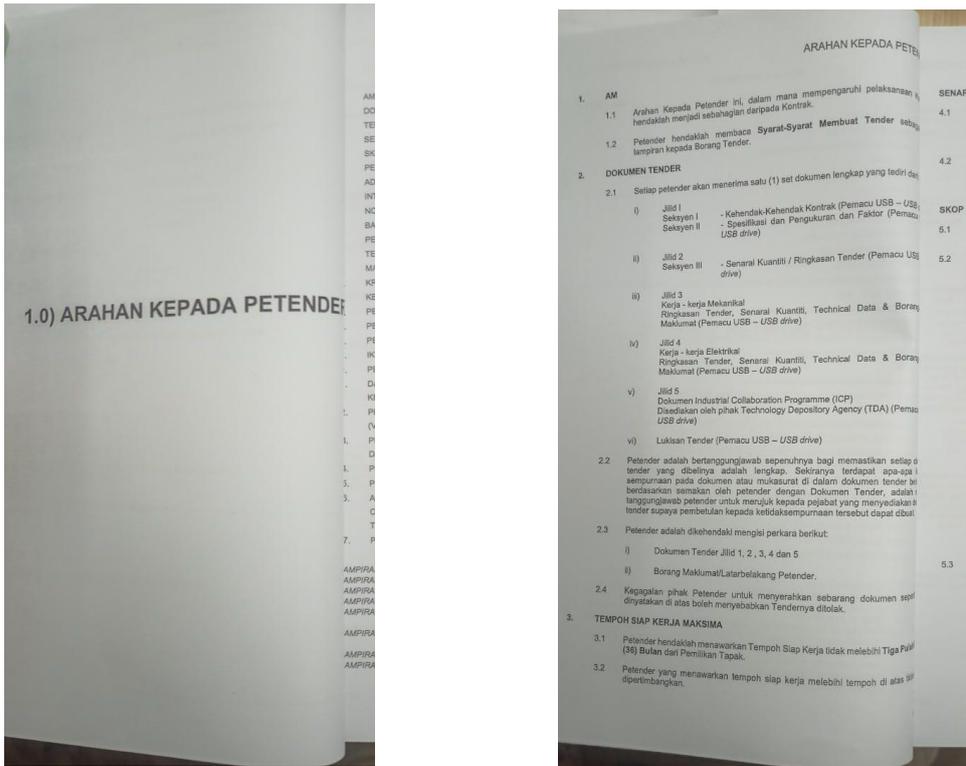


Figure 3.3 : Instruction To Tenderer

## Lampiran SS

**BENARAI SEMAKAN DOKUMEN (SSC)**

Nama Tender: \_\_\_\_\_ Tarikh Dokumen Ditama: \_\_\_\_\_  
 Tarikh Buka Tender: \_\_\_\_\_  
 Tarikh Tutup Tender: \_\_\_\_\_

No. Rujukan Tender: \_\_\_\_\_ Jumlah Sampul: \_\_\_\_\_

BIL.	BUTIRAN DOKUMEN	UNTUK DIBI CILAH PETENDER		UNTUK KEGUNAAN JAMUAN/AGAJA	
		TANDAKAN (T) PADA PETAK ADA TIDAK	CATATAN	TANDAKAN (T) PADA PETAK ADA TIDAK	ULASAN
1	Borang A - Surat Pengakuan Kebenaran Maklumat dan Keaslian Dokumen Yang Dihemukakan oleh Petender (WALB)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2	Data Kewangan (Borang C)	<input type="checkbox"/>		<input type="checkbox"/>	
3	MAKLUMAT KEWANGAN (NOTA: Bilal peremangan 3.1A dan 3.1B bagi Tender Kecil ATAU peremangan 3.2A, 3.2B dan 3.2C bagi Tender Besar)	<input type="checkbox"/>		<input type="checkbox"/>	
-1- TENDIR KECIL:					
A. Petender WALB mengemukakan sekurang-kurangnya salah satu dokumen kewangan berikut:					
1) Penyata Kewangan Syarikat (3 tahun berturut)					
a) Tahun _____					
b) Tahun _____					
c) Tahun _____					
2) Penyata Bilanan Bank (3 bulan terakhir)					
Nama Bank:					
a) Bulan _____					
b) Bulan _____					
c) Bulan _____					
Nama Bank:					
a) Bulan _____					
b) Bulan _____					
c) Bulan _____					
jika tambah lampiran sekiranya perlu					

Tandatangan #Cap Rasmi Petender \_\_\_\_\_ Tandatangan & Cap Rasmi AM, Jawatankuasa Semakan Dokumen Wajib \_\_\_\_\_

AM 1 \_\_\_\_\_ AM 2 \_\_\_\_\_

HSL Conductor Sdn. Bhd.  
 No. Chee-Yew  
 Dendur  
 K0367819E

Tarikh: \_\_\_\_\_ Tarikh: \_\_\_\_\_

Figure 3.4 : Lampiran SS



## Form B

**BORANG B – MAKLUMAT AM LATAR BELAKANG PETENDER**

1. Nama : MMN Bina Sdn. Bhd.
2. Alamat : Lot 22-23, LKNP, Kawasan Perindustrian Semambu, 25350 Kuantan,  
Pahang Darul Makmur.  
No. Telefon : 09-568 8388 No. Faks : 09-567 8388
3. Pendaftaran dengan PKK  
(i) No. Pendaftaran : 1961008-PH008242  
(ii) Tarikh daftar : 19/05/2021  
(iii) Kelas dan Tajuk/Tajuk Kecil : G7, B - B01, B02, B04, B13, B24,  
CE - CE01, CE02, CE03, CE04, CE06, CE10, CE20, CE21, CE30, CE31, CE34, CE36, CE42, CE43,  
ME - M01, M07, M15, M17, M18, M19  
(iv) Taraf (Bumiputera/Bukan-Bumiputera)  
(v) Jika Bumiputera, tempoh sah taraf : Dari 15/04/2021 hingga 22/05/2022
4. Bagi Syarikat Sdn. Bhd. nyatakan  
(i) Modal dibenarkan : RM 10,000,000.00  
(ii) Modal dibayar : RM 4,000,000.00
5. Perniagaan Utama lain, jika ada  
(a) ..... sejak.....  
(b) ..... sejak.....
6. Ahli-ahli Syarikat  
(i) Ahli-ahli Lembaga Pengarah

Nama	Jawatan	Saham Modal Dipegang
1. Dato' Sri Hj. Mohamed Mokhtar Bin Dato' Hj. Nadzri	Pengarah Urusan	90%
2. Datin Sri Hj. Nor Hasani Bt Hamid	Pengarah	10%
3. Najwa Bt Dato' Sri Hj. Mohamed Mokhtar	Pengarah	-

BORANG/B/1

Figure 3.7 : Form B

## Form C

**SEPERTI DILAMPIRKAN**  
**Dokumen Wajib**

**BORANG C - DATA KEWANGAN** (Disi oleh Kontraktor)

**A. Penyata Kewangan Syarikat**

Bil.	Tahun	Nama dan Alamat Syarikat Juruaudit	Maklumat Juruaudit untuk Dihubungi Bagi Tujuan Pengesahan	
			Nama	No. Tel Pejabat
1				
2				
3				

Sertakan salinan Penyata Kewangan Syarikat yang diaudit dan disahkan dengan salinan diakui sah (certified true copy) ASAL oleh Juruaudit Bertauliah/Setiausaha Syarikat Berlesen bagi tiga (3) tahun kewangan terakhir secara berturut-turut sebelum tahun tutup tender atau sekiranya tiada, bagi tiga (3) tahun kewangan terakhir secara berturut-turut setahun sebelum tahun tutup tender. Salinan Penyata Kewangan Syarikat yang tidak diakui sah (certified true copy) oleh Juruaudit Bertauliah/Setiausaha Syarikat Berlesen tidak akan diambilkira.

**B. Penyata Bulanan Akaun Bank**

Bil.	Nama dan Alamat Bank (Di mana akaun dibuka)	Nombor Akaun	Maklumat Juruaudit untuk Dihubungi Bagi Tujuan Pengesahan	
			Nama	No. Tel Pejabat
Bank 1				
Bank 2				
Bank 3				

Sertakan salinan Penyata Bulanan Akaun Bank bagi tiga (3) bulan terakhir sebelum bulan tutup tender yang diakui sah (certified true copy) oleh pegawai yang diberi kuasa oleh bank berkenaan. Salinan Penyata Bulanan Akaun Bank yang tidak diakui sah (certified true copy) oleh pegawai yang diberi kuasa oleh bank berkenaan tidak akan diambilkira.

Figure 3.8 : Form c

## Form CA

**SULIT**

**BORANG CA - LAPORAN BANK/INSTITUSI KEWANGAN MENGENAI KEMUDAHAN KREDIT**  
(Disi oleh Pihak Bank/Institusi Kewangan)

Borang ini hendaklah dianggotakan oleh pihak Bank/Institusi Kewangan dan dikembalikan kepada Bahagian yang mengurus tender. Sekiranya laporan disediakan dalam bentuk lain, kandungan laporan tersebut wajib menepati maklumat yang dikehendaki seperti dalam Borang CA, sekiranya tidak, laporan tersebut akan ditolak.

Kepada : .....

**SEPERTI DILAMPIRKAN**  
**Dokumen Wajib**

Nama Syarikat : .....

Projek : .....

Kemudahan Kredit sedia ada yang boleh digunakan untuk pelaksanaan projek (sekiranya pender mempunyai Kemudahan Kredit dengan Bank/Institusi Kewangan)

Bentuk Kemudahan Kredit	Nama Produk Kewangan (sekiranya ada)	Baki Yang Boleh Digunakan
(i) Overdraif		RM
(ii) Overdraif Bercagar		RM
(iii) Talian Kredit		RM
	Jumlah	RM

.....  
(Tandatangan Untuk Dan Bagi Pihak Bank/Institusi Kewangan)

Nama Pegawai : ..... Cap Bank /  
Jawatan : ..... Institusi Kewangan:  
No. Tel Pejabat : .....  
Tarikh : .....

BORANG/CA/1

Figure 3.9 : Form CA



Form F

**BORANG F - KEEMPUNYAHAN LOJI DAN PERALATAN PEMBINAAN UTAMA**  
(Senarai Loji dan Peralatan Pembinaan Utama keempunyaan pentender yang sesuai yang boleh digunakan untuk projek)

Bil.	Budiran (Jenis, model, butiran dan keupayaan/raja)	Dimiliki disewakan atau disewakan	Biilangan Setiap satu	Nilai semasa (RM)	Umur (dari tarikh belian asal)	Tempat simpanan/ digunakan solarang	Catatan
A.	Loji dan Peralatan Asas **						
1.	Concrete Mixer - of 5 Ton - or 7 Ton - or 10 Ton - or 14 Ton						
2.	Scaffolding - (Frame)						
3.	Hoist/Crane						

**SEPERTI DILAMPIRKAN**

\* Salinan sah kad pendaftaran daripada dokumen-dokumen lain bukti keempunyaan hakmilik, pentender atau perjanjian sewahil/sewepajak atas setiap Loji dan Peralatan yang diamanahkan hendaklah disertakan.  
 \*\* Pegawai yang menyediakan Dokumen Tender hendaklah menandatangani butiran-butiran Loji dan Peralatan Asas bagi projek berkenaan (tepa bilangan AKM)

BORANG F/1

Figure 3.12 : Form F

Form G

**BORANG G**  
(Senarai Loji dan Peralatan Pembinaan Utama keempunyaan pentender yang sesuai yang boleh digunakan untuk projek)

Bil.	Budiran (Jenis, model, butiran dan keupayaan/raja)	Dimiliki disewakan atau disewakan	Biilangan Setiap satu	Nilai semasa (RM)	Umur (dari tarikh belian asal)	Tempat simpanan/ digunakan solarang	Catatan
<b>SEPERTI DILAMPIRKAN</b>							

\* Salinan sah kad pendaftaran daripada dokumen-dokumen lain bukti keempunyaan hakmilik, pentender atau perjanjian sewahil/sewepajak atas setiap Loji dan Peralatan yang diamanahkan hendaklah disertakan.  
 \*\* Pegawai yang menyediakan Dokumen Tender hendaklah menandatangani butiran-butiran Loji dan Peralatan Asas bagi projek berkenaan (tepa bilangan AKM)

BORANG G/1

Figure 3.12 : Form G

# Form GA1

SULT

**BORANG GA1 - LAPORAN JURUTERA PROJEK ATAS PRESTASI KERJA SEMASA PENTENDER**

(Borang ini hendaklah dilengkapkan oleh Jurutera Projek atau Pembantu Kanannya yang mengawasi apabila diminta berbuat demikian oleh Pegawai Penilaian dan hendaklah dihantar segera dengan menggunakan mesin faksimili).

Kepada: Pengarah .....

.....

Nama Kontraktor: ..... SEPERTI DILAMPIRKAN .....

Nama Projek Yang Di Laksanakan: .....

.....

No. Kontrak:

Harga Kontrak (termasuk anggaran nilai kerja perubahan) : RM  
Wang Kos Prima dan Peruntukan Sementara : RM  
Nilai Kerja Pembina : RM

Tarikh Miliik Tapak : Tempoh Kontrak: minggu  
Tarikh Penyisipan Asal :  
Lanjutan Masa Yang Telah Diluluskan : hari  
Lanjutan Masa Seterusnya:  
Yang difikir/dijangka layak diperakukan : hari  
Atas Sebab-sebab : (i)  
(ii)

Kemajuan Kerja (berdasarkan nilaian kerja yang telah dilaksanakan);  
Pencapaian sebenar : % Mengikut Jadual: %  
Tarikh Kerja dijangka akan dapat disiapkan:

Nilai Bahagian Kerja Yang Telah Siap : RM  
Nilai Baki Kerja Yang Belum Siap : RM

Ulasan-ulasan mengenai Prestasi Kontraktor;  
(Nyatakan apa-apa kepujian dan/atau kelemahan Kontraktor dan juga apa-apa tindakan/perakuan yang diambil/dipertimbang berhubung dengan prestasi Kontraktor melaksanakan Kontrak)

.....  
Tandatangan Pegawai Penguasa/  
Jurutera Projek/Wakilnya  
Nama :  
Jawatan : Tarikh:

BORANG/GA1/1

Figure 3.13 : Form GA1

## Section II

Summary of tender, Bill of Quantities, Schedule Unit Rates and list of drawing

Summary of tender

PROJEK MEROBOK, MEMBINA DAN MENAIK TARAF TERMINAL DAN JETI PENUMPANG, KARGO DAN RORO  
KUALA KEDAH, KEDAH DARUL AMAN

**SUMMARY OF TENDER**

BILL	DESCRIPTION	PAGES	AMOUNT	
			RM	Sen
	<b>JILID II</b>			
A1	PRELIMINARIES AND GENERAL ITEMS	A1/31	21,847,403	43
A2	OCCUPATIONAL SAFETY AND HEALTH	A2/4	2,040,600	00
B	PILING WORKS (ALL PROVISIONAL)	B/SUM1	41,464,870	50
C	BUILDING WORKS	C/SUM1	69,984,429	49
D	INTERIOR DESIGN WORKS & FURNITURES	D1/8	598,340	00
E	EXTERNAL WORKS (ALL PROVISIONAL)	E/SUM1	20,030,139	40
F	MARINE WORKS (ALL PROVISIONAL)	F/SUM1	80,684,964	62
G	SOFT AND HARD LANDSCAPE WORKS	G/SUM1	1,809,792	90
H	SPECIAL STRUCTURES (ALL PROVISIONAL)	H1/20	15,418,584	93
J	MISCELLANEOUS WORKS	J/SUM1	6,849,612	64
K	WORK OUTSIDE BOUNDARY (ALL PROVISIONAL)	K/SUM1	2,832,878	70
L	PROVISIONAL SUM	L/1	3,800,000	00
M	MECHANICAL SERVICES (JILID III)	JKKSUMM	24,956,887	20
N	ELECTRICAL SERVICES (JILID IV)	JKKSUME	19,581,496	20
TOTAL CARRIED TO FORM OF TENDER			311,800,000	00

Ringgit Malaysia:  
THREE HUNDRED ELEVEN MILLION EIGHT HUNDRED THOUSAND ONLY

FOR COMPLETION PERIOD OF THIRTY SIX MONTHS ( 36 ) MONTH

Signature of Tenderer: *[Signature]*  
PENGARAH URUSAN  
HSL Conductor Sdn. Bhd.  
HO Chee Yew  
Director  
K0387818E

Signature of Witness: *[Signature]*  
Name in Full: AHMAD TAMILIZAH BIN SALLEH  
Designation: PENYURUS KONTRAK

Address: NO 90-3A, 1LN ERA SQUARE 7, NEGERI SEMBILAN  
Date: 18/11/2021

Address: NO 90-3A, 1LN ERA SQUARE 7, NEGERI SEMBILAN  
Date: 18/11/2021

ST1 (Add. 1)

Figure 3.15 :Summary of tender

## Bill of Quantities

BILL A1 - PRELIMINARIES AND GENERAL ITEM

ITEM	DESCRIPTION	RM	SEN
1.0	<b>GENERAL INFORMATION</b>		
A	The Works contained in the Contract shall include the provision of all labour, materials, constructional plant, temporary or permanent works as required in the Contract.		
B	The Bill of Quantities shall be read in conjunction with the Conditions of Contract, the Specification and the Drawings in the Contract Documents.		
C	The items as set out in the Bill of Quantities shall apply to the whole of the Works contained in the Contract and the Contractor shall allow for compliance with the same and for any cost incurred in connection therewith.		
D	Headings are not comprehensive and do not necessarily reflect or modify the meaning of the items in the B.Q. The exact nature and extent of the work to be carried out shall be ascertained by reference to the Contract as a whole, in particular the Conditions of Contract, the Specification and the Drawings. It shall be read together with the relevant "Method of Payment".		
E	The amounts inserted by the Contractor for such items shall be deemed to apply the whole of the Works carried out under this Contract.		
F	Each item shall be individually priced. Bulk pricing for sections, trades, groups or pages of items shall not be allowed and no subsequent claims for loss or expense and/or profit shall be entertained for failure to comply with this clause.		
G	The rates and prices inserted in the Bill of Quantities shall include cost of the works described, all risks, liabilities and obligations set forth or implied in the Contract Document and shall be deemed to include the following, unless expressly stated otherwise: <ul style="list-style-type: none"> <li>(a) the provision of labour and all costs in connection therewith;</li> <li>(b) the supply of materials, goods, equipment and storage thereof including delivery to site and all costs in connection therewith;</li> <li>(c) taking delivery of materials, goods and equipment necessary for the Works and including those supplied by others, loading and unloading, storage and all costs in connection therewith;</li> <li>(d) the usage of plants and machineries and all costs in connection therewith;</li> <li>(e) the fixing, erecting and installing or placing in position of materials, goods and equipment including around obstruction, tolerances, penetration, working space, over-breaks etc. and all costs in connection therewith;</li> <li>(f) the provision of all temporary works and all costs in connection therewith unless separately provided for in the Bill of Quantities;</li> <li>(g) the phasing requirements of the Works including the effect on the programming of the Works of all traffic and drainage diversions, special structural requirements, earthwork restrictions, alterations to services and street lighting (executed under the Contract or in conjunction with it) and all other requirements of the Contract and all costs in connection therewith;</li> </ul>		
	To Collection		

Figure 3.15 : Bill of Quantities

## Schedule Unit Rates

SCHEDULE OF RATES  
FOR LABOUR

Item No.	Description	Unit	Basic Rate (RM)
23	Ganger (Foreman)	Man-day	100.00
24	Semi-Skilled Labourer	Man-day	80.00
25	General Labourer (Male)	Man-day	70.00
26	General Labourer (Female)	Man-day	60.00
27	Watchman	Man-day	110.00
28	Certified Scaffolder	Man-day	130.00
29	Supervisor	Man-day	110.00
30	Landscape	Man-day	100.00
31	Lift Technician	Man-day	140.00
32	Piling Supervisor	Man-day	110.00
33	Tower Crane Operator	Man-day	150.00

Figure 3.17 : Schedule Unit Rates

## list of drawing

**PROVISIONAL LIST OF TENDER DRAWING FOR ARCHITECTURAL WORKS**  
**PROJEK MEROBOK, MEMBINA DAN MENAIKTARAF TERMINAL PENUMPANG, KARGO DAN RORO KUALA KEDAH, KEDAH DARUL AMAN**

T	TERMINAL		
PELAN TAPAK			
1	APC22012-JKK-1100-CD00T	Pelan Tapak	BARU
PELAN			
PELAN LANTAI			
1	APC22012-T-2101-CD00T	Pelan Lantai Aras Bawah	
2	APC22012-T-2102-CD00T	Pelan Lantai Aras Satu	
3	APC22012-T-2103-CD00T	Pelan Mekanikal Aras Bawah	
4	APC22012-T-2104-CD00T	Pelan Mekanikal Aras Satu	
5	APC22012-T-2105-CD00T	Pelan Bumbung	
PELAN KERATAN			
1	APC22012-T-2200-CD00T	Keratan A-A dan Keratan B-B	
PELAN PANDANGAN			
1	APC22012-T-2300-CD00T	Pelan Pandangan	
PELAN SILING			
1	APC22012-T-2501-CD00T	Pelan Siling Aras Bawah	
2	APC22012-T-2502-CD00T	Pelan Siling Aras Satu	
JADUAL			
1	APC22012-T-3101-CD00T	Jadual Pintu A	
2	APC22012-T-3102-CD00T	Jadual Pintu B	
3	APC22012-T-3103-CD00T	Jadual Pintu C & Jadual Tingkap	
4	APC22012-T-3104-CD00T	Jadual Pencahayaan Dan Pengudaraan	

Figure 3.18 : list of drawin

## Section III

### Specifications and Drawings

#### Specifications

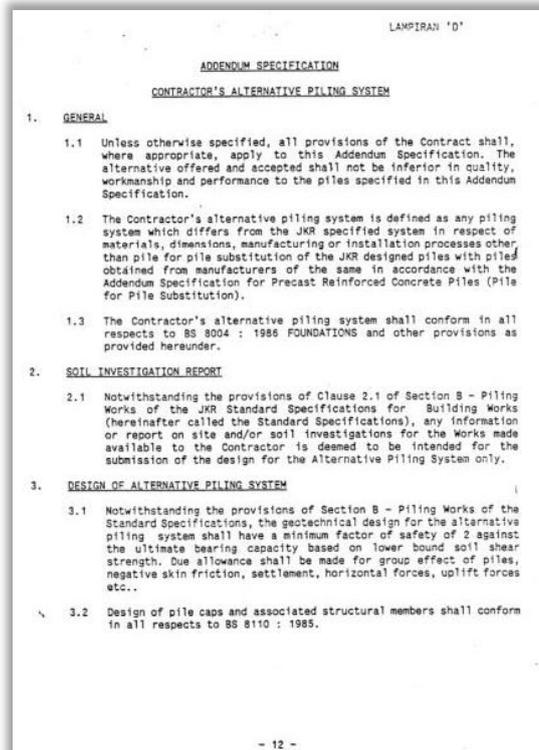


Figure 3.19 : Specifications

#### Drawings



Figure 3.20 : Drawings

### 3.3 Procedure of Tender Document

1. The tenderer must first verify the tender announcement online. Tender notices will be published by Malaysian ministries such as the Ministry of Finance, Ministry of Transport, Ministry of Education, and others. The tender notice can be accessed on their official website or through myprocurement. They usually update at 12 p.m. every day.
2. Each tender advertisement will then state the project's relevant specialised code and grade. If the company decided to purchase the tender advertisement, the tenderer must complete the tender request form and get it signed by the company's director.
3. After completing the tender request form, the tenderer must complete a separate online form called "Borang Saringan Wajib." Before making final payment, the goal of filling out the form is to select just the most qualified tenderers to participate in the project. The tenderer is normally asked to fill in company details such as address, email, phone number, CIDB, SPKK, and PKK certificate number and expiry date on the form.
4. Tenderer will receive an email after successful qualified the "saringan". Tenderer will make payment to participating the tender. After three to four day, tenderer will receive the payment receipt from them.
5. A briefing session and a virtual site tour are the next steps. The tenderer who has made the payment will be sent the date, time, and google-meet link. At least one professional employee from the company must attend the briefing session and site visit.
6. Tenderers will get an email with a link and password to download and print the tender document one week after attending the virtual briefing. Because the tender assistant only has three days to download the paperwork, they must be alert. The tenderer is not allowed to expose the password to anybody else..

7. The tenderer can start compiling and filling out the tender document with all of the important information. Ensure that all forms in the "Dokumen Wajib" as well as the Bill of Quantities have been double-checked to ensure that there are no errors. Before being delivered, the document must be carefully wrapped or placed in a box. The document must be physically delivered to the given address.

8. Finally, the tenderer must wait for an email from the department announcing which company will get the tender project .

### **3.4 Problems Occurred During Tender Document Preparation**

The tendering process allows a bidder to prove their reasonableness for a project in comparison to their competitors, as well as enable the client to compare proposals. When tendering for construction projects, there are a few typical errors that can cost the bidder the opportunity to win the project. Improper formatting, missing information, incorrect costing, and late submission are some of the most prevalent errors.

#### **i. Missing information**

Different documents may be required for different types of tenders. Besides, this issue might cause by the mistakes of the tenderer that does not fill in the tender before submissions. For example, when it comes to the client's requirements, bidders frequently neglect to sign all of the relevant documents. If a bidder does not have the document or data that the clients need, they may be penalised or disqualified if they do not conform to the required formatting.

#### **ii. Late submission**

The deadline for each tender is different. Many issues will arise as a result of late or last-minute submissions while drafting the tender document. The tenderer must complete and submit the tender documents the before the closing date and time to avoid the document tender being disqualified. When a tenderer does not have enough time to complete the document, this problem always arises.

### **3.4.2 Solutions to the problems above**

#### **i. Missing information.**

As a result, the tenderer's team must be more careful when it comes to documentation. If any forms or related documents are missing, the tenderer must inform the client as soon as possible to avoid the work be delayed.

#### **ii. Late submission.**

To avoid being disqualified from winning the tender offer, we must ensure that we keep track of time and work as a team. If there are too many tenders to submit, each employee must stick to their daily timetable in order to perform their tasks. They can create a work schedule for each tender they want to follow up on. A company can better grasp the tender's requirements and is more likely to be able to deliver it well if it creates a tender assessment process.

## **CHAPTER 4.0**

### **CONCLUSION**

Overall, internship is a really good program and recommended to my fellow friends. It helps to enhance and develop my skills, abilities, and knowledge. It was a good experience and memories as not only I have gained experience, but also new friends and knowledge. MMN Bina Sdn Bhd also a good place to do the internship since it provide numerous benefits and advantages to the practical trainees. They provide us with our own places and several accommodations such as Wi-Fi, access card, transportation for site use and allowances. The treatment by the company was just, equitable and professional. I've learned from different department and people. I am grateful and thankful to my supervisor for the experiences and tutoring. They also help me to handle some of my weaknesses and provided guidance to me whenever I am in need. I think the 5 month duration of internship program will make as a core subject and I am encouraging for the student of University Technology Mara to grab the opportunity to do internship as it will help us to identify your strength, abilities, weaknesses and more.

## REFERENCES

### Web Site:

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