



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

**PRACTICAL REPORT TITLE : TENDER AND ESTIMATED COST FOR  
GENSET WORK**

**Prepared by:**

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**DEPARTMENT OF BUILDING**  
**FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING**  
**UNIVERSITI TEKNOLOGI MARA**  
**(PERAK) AUGUST 2021**

It is recommended that the report of this practical training provided

By

**MUIHAMMAD NASRI ADLI BIN UJANG**

**2019285132**

entitled

**TENDER AND ESTIMATED PROJECT COST FOR GENSET WORK**

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

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

**AUGUST 2021**

**STUDENT'S DECLARATION**

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at Senawang Lite Engineering 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 fulfillment of the requirements for obtaining the Diploma in Building.

.....  
Name : Muhammad Nasri Adli Bin Ujang UiTM ID No : 2019285132

Date : 27 August 2021

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Alhamdulillah, praise to Allah, The Most Generous and The Most Merciful.

Firstly, I would like to give my utmost respect and gratitude for the advice, teaching, and guidance throughout the practical training period to all involved individuals. I am also very grateful by the opportunity given by En. Naguib from Senawang Lite Engineering to do internship at his company. Not to forget, En Syahmi as supervisor for his guidance for the project and the staff at Senawang Lite Engineering for their cooperation and guidance at the office.

Besides that, many people from the company have contributed their help, guidance, and support in the development of the project from the time I began practical work until the completion of the reports. I would like to thank Cik Nisa, staff in this project and his team, for their wisdom and valuable knowledge about Tender and experience they share at the Office since the training started.

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Lastly, Acknowledgement is not complete without thanking my fellow course mates and friends for their moral support, constructive criticisms and beneficial suggestions. Also my special thanks to my beloved parent for their sacrifices over the year.

## **ABTRAK**

Tenders are one of the important things to consider in the construction industry. Therefore, this report will discuss the tender process based on Senawang Lite Engineering. Specifications. This report is carried out on WORKS - WORKS ON MAINTENANCE OF FIRE FIGHTING SYSTEMS IN PMU BRKT, GBDK, KTGU, CHRG, KBRG, HRTG AND KNYR FOR GRID MAINTENANCE (DUNGUN), GRID DIVISION, TNB. The objective of this report is to find out the process that needs to be done to obtain a tender and after receiving the tender. This report will focus on important documents when a project is or has been completed. In addition, this report also explains some of the characteristics of tenders available in the country.

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# CHAPTER 1

## INTRODUCTION

### 1.1 Background of Study

When it comes to the business industries, there is a lot of dealing and trading of goods and services that takes place. These deals require the companies to make a formal offer for the exchange of goods and services with other organizations. This offer or bid is put forward in the form of a tender. To understand the importance of a tender in the business industry.

Basically, a tender is an offer or invitation to bid for a project or to accept a formal offer such as a takeover bid. This term usually refers to the process through which the government and financial institutions put forward invitation bids for large projects. These bids are to be submitted within a given deadline. Another application of the term tender or tendering is when shareholders submit their shares or securities in response to a takeover offer.

The shareholders also get a tender offer which is considered as a public solicitation to all the shareholders that requests them to tender their stocks for sale at a specific price during a specified time period. This tender offer usually exceeds the current market value of the shares in an effort to entice the shareholders to release a specific amount of shares.

On the other hand, a request for tender is a formal request or invitation to the suppliers which asks them to submit competitive bids to supply products, services and raw materials. The request for tenders is usually referred to as request for proposal in the private sector. These requests allow the potential bidders to respond to the needs of the issuer.

Both tender and request for tender may seem similar and it can get a little confusing to differentiate between them. However, if you understand both these terms separately it may get a little easier to understand. As we discussed above, request for tender is a document that the buyer releases to invite a supplier for submitting their responses. The request for tender as a whole includes a number of documents like conditions of the tender which includes the rules of the tendering process and response, form of tender which includes

schedules and details that the supplier needs to include in the response, scope of tender which includes the details of the goods and services required by the buyer, evaluation criteria which specifies how the buyer assesses the responses given by the supplier, and conditions of contract which includes the particulars of the legal contract that is to be awarded to the supplier.

As opposed to the request of tender , a tender is a document which is submitted by the supplier in response to the request for tender . Which is why tender is basically an offer to supply goods and services to the buyer based on their requirements.

In more simple terms, you can say that a tender is an offer to perform a particular task or supply goods at a pre-decided and set price rate. In the initial steps of the tender process, the contractors are invited to submit the sealed bids for a construction or for providing the said goods and services at a fixed rate during a specific period of time.

## **1.2 Objectives**

Based on the practical training session, following are the objectives of this study:

- i.to identify the type of tender
- ii.to study the tender process for Genset work
- iii.to identify the problems & solutions during tendering process

### **1.3 Scope of Study**

This study focuses on how to identify and prepare tenders for Genset work. This project is located in Dungun, Terengganu. This project started on 25 October 2021 and will be completed on 22 January 2022. There are several types of tenders offered. Among the types of tenders are:

#### **i) Unit-price contract**

For unit-price contracts. Contractors are required to quote rates for various items of work on the basis of the corresponding unit price.

Advantages of unit-price contract:

- (i) This form of contract ensures a more detailed analysis of cost by the Contractor. The authority concerned with accepting the tender can easily control the rates with reference to its own calculations and decide which of the tenders is favourable.
- (ii) Since the Contractors are to write rates of individual items in figures as well as in words, it is not easy to form a ring during submission of tender and allot work to one of the Contractors without competition.
- (iii) The Contractors work out the unit prices of all items of the Bill of Quantities in order to put them in the bid. Thus, an unworkable rated tender may be avoided, which leads to smooth progress and timely completion of the work.

#### **ii) Lump-sum contract**

In this form of contract the Contractor is required to quote a fixed sum for execution of the work completed in all respects. For such a contract, it is very important that the drawings and specifications be comprehensive and show in complete detail all features and requirements of the work.

Advantages of lump-sum contract;

- (i) The employer knows exactly what the work will cost.
- (ii) Detailed measurements of the work executed are not required to be recorded except in respect of additions and alterations.

#### **iii) Contract with lump-sum and unit prices**

In this form of contract the Contractor is required to quote partly a fixed sum for execution of an entire structure completely detailed on the drawings, and partly unit prices which may be required for features of variable quantities such as excavation of drains for ponds.

#### **iv) Negotiated contract**

When work is awarded on contract by mutual negotiation between the parties without call of tenders, it is said to be a negotiated contract. It may be in any of the forms mentioned above. Advantages of this contract are that it brings some economy in expenditure. The parties selected being always reliable and financially sound, ensure interrupted work with less chance of dispute.

Draft contracts consist of general provisions or general conditions and special provisions or special conditions. The general provisions set forth the rights and responsibilities of the parties to the construction contract and the surety, the requirements governing their business and legal relationships. Particular requirements of the project are separately inserted in the special provisions.

## **1.4 Methods of Study**

The case study on the tender process was researched using a variety of methods to gather more information.

### **i) Interview**

The interview method also plays a significant role, as it was carried out by holding interview sessions with the staff who incharge in the project. The interview provided a wealth of information and new knowledge.

### **ii) Internet**

There are numerous internet websites that have been recommended as a secondary source for learning more about tender process. The internet has been a huge help in gaining more knowledge about process through articles and visuals.

### **iii) Research**

There is a lot of information obtained by conducting a study on the relevant tender process documents based on all the past projects.

## CHAPTER 2

### COMPANY BACKGROUND

#### 2.1 Introduction of Company

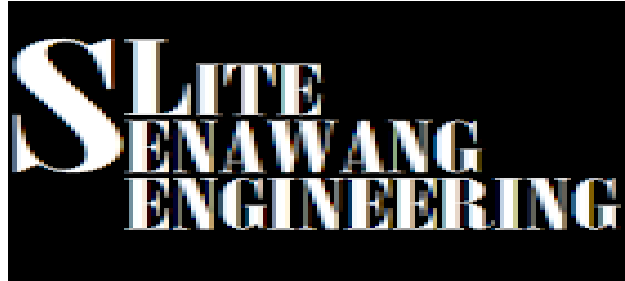


Figure2.1 logo company

SENAWANG LITE ENGINEERING is a sole proprietorship company which was registered with the Companies Commission of Malaysia (SSM) on 06 December 2005. Addressed at No. 127-1 Jalan Lavender Heights 3, Lavender Heights Business Center, 70400 Seremban, Negeri Sembilan. Our company has taken the work related to electricity according to the passage of time and circumstances, in order to better gain the trust of customers.

Our company was also registered with the Construction Industry Development Board of Malaysia (CIDB) on 03 January 2008. This makes it easier for us to apply for jobs from government and private agencies. In addition, we are also able to maintain the company's performance at a level that satisfies our customers, whether in the government or private sector. Senawang Lite Engineering has been operating for 17 years in 2022 this year. We sincerely hope to maintain excellent performance in carrying out related work.

Our company practices clean work and rejects work practices that involve corruption. In addition, we attach great importance to the good quality of work as well as completing the project on time. We also act as a facilitator for customers to resolve any related issues.

SENAWANG LITE ENGINEERING was established on 06 December 2005 and undertakes work related to electrical wiring, maintenance and supply of electrical goods registered with CIDB, SPKK, PKK, ST and the Ministry of Finance.



## 2.2 Company Profile

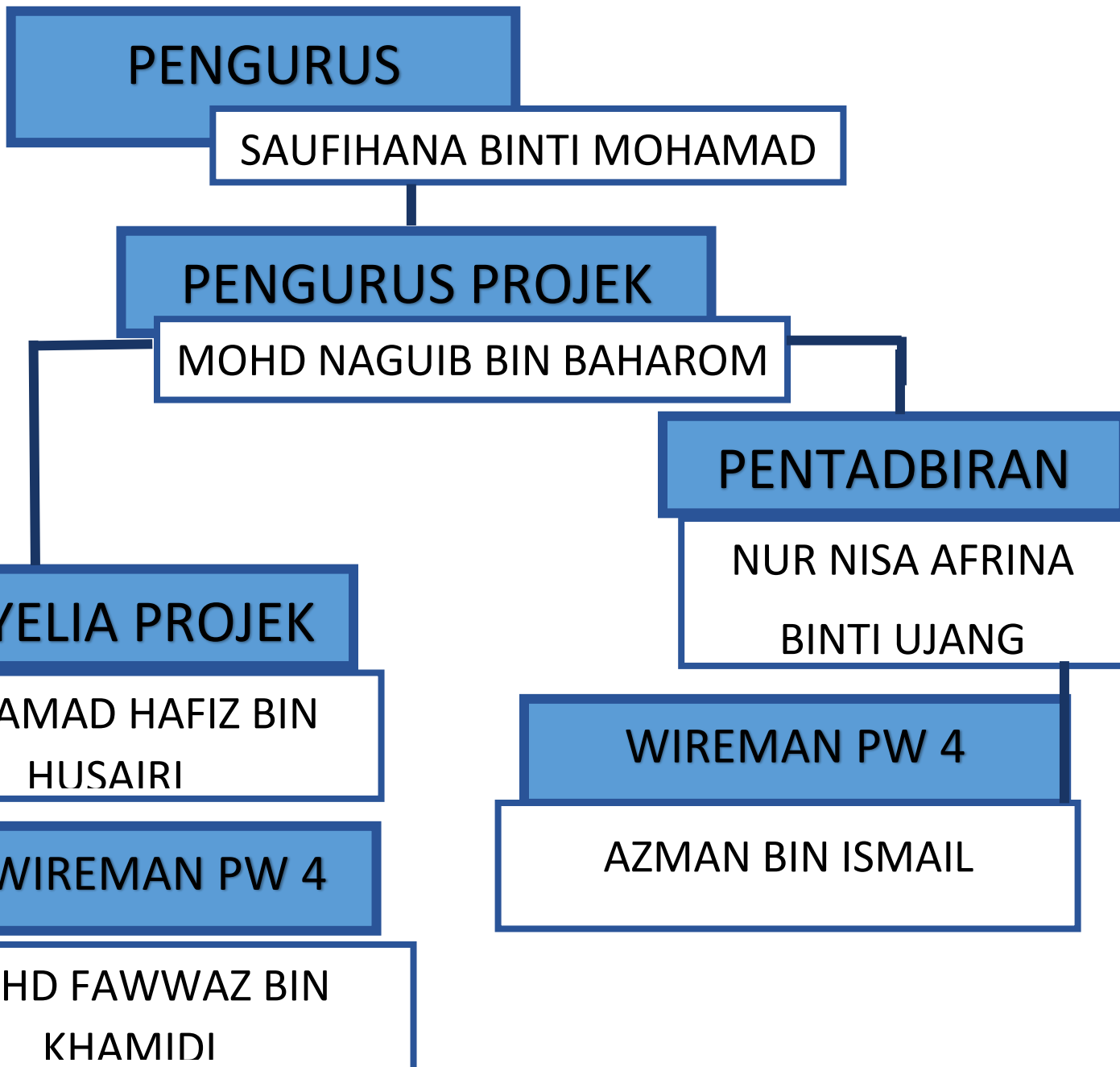
<b>OWNER'S NAME</b>	SAUFIHANA BINTI MOHAMAD
<b>TELEPHONE NO</b>	OFFICE : 017-609 8018 PHONE : 019-651 7804 / 012-337 1350
<b>EMAIL</b>	senawanglite.eng@gmail.com
<b>ADDRESS</b>	NO. 127-1, JALAN LAVENDER HEIGHTS 3, PUSAT PERNIAGAAN LAVENDER HEIGHTS, 70400 SEREMBAN, NEGERI SEMBILAN.
<b>BANK ADDRESS</b>	MAYBANK, NO 73/74, JALAN TAMAN KOMERSIAL 4, TAMAN KOMERSIAL SENAWANG, 70450 SEREMBAN, NEGERI SEMBILAN.
<b>ACCOUNT NAME</b>	SENAWANG LITE ENGINEERING
<b>NO. ACCOUNT</b>	5051 2140 5951
<b>TYPE OF BUSINESS</b>	KONTRAKTOR ELEKTRIK DAN MEMBEKAL BARANG ELEKTRIK

Table 2.1 Company Profile

2.3 Company Organisation Chart



CARTA ORGANISASI



### 2.4.1 Completed Project

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1.	MRSM ,Jasin Melaka	642,280	15.5.2019	22.1.2020	8month	MARA
2.	Kuarters kakitangan awam,gelang patah,johor	778,461	26.8.2020	3.11.2020	3month	Jabatan Perdana Menteri
3.	Persiaran timur 3,estek	270,050	30.9.2020	23.12.2020	3month	Majlis Bandaraya Seremban

Table 2.2 Completed Project

### 2.4.2 Projects in Progress

<b>No.</b>	<b>Project Title</b>	<b>Project Value</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Project Duration</b>	<b>Client</b>
1.	MRSM Tun Abdul Razak, Pahang	643,430	23 mac 2021	18 mac 2022	12Months	MARA.

Table 2.3 Project in Progress

## CHAPTER 3

### CASE STUDY

#### 3.1 Introduction to Case Study

During my practical study, the project that I have been assigned to KERJA – KERJA MENYELENGARA SISTEM PEMADAM KEBAKARAN DI PMU BRKT, GBDK, KTGU, CHRG, KBRG, HRTG DAN KNYR BAGI GRID MAINTENANCE(DUNGUN) ,BAHAGIAN GRID, TNB this project is carried out to re -maintain all fire systems in several TNB branches. The total cost for this project is forty two thousand, nine hundred and ninety seven ringgit (RM42,997). The term of this construction contract is for 3 months starting from 25 October 2021 and is estimated to be completed on 22 January 2022. The method of implementation for this project is mainly checking the fire system to ascertain the condition before taking further action. The entire project is monitored by the customer, Tenaga Nasional Berhad and the Fire Department to obtain approval that the system is safe.

Through practical training, I have been assigned to prepare tenders or documents related to this project. The first thing I need to do is tender and construction contract. A construction contract agreement is a document that sets the scope and terms of work for a construction project. It is an agreement between the contractor doing the construction and the person or company who hires them to do the work.

The agreement should contain several sections of clauses defining the scope, terms, and conditions of the project, including:

- i) What work will be done
- ii) When it will start and be completed by
- iii) Which parties will participate in the construction process
- iv) The cost of labor and materials
- v) How the parties will communicate
- vi) Procedures for changing the scope of work or other parts of the agreement
- vii) How disputes will be resolved

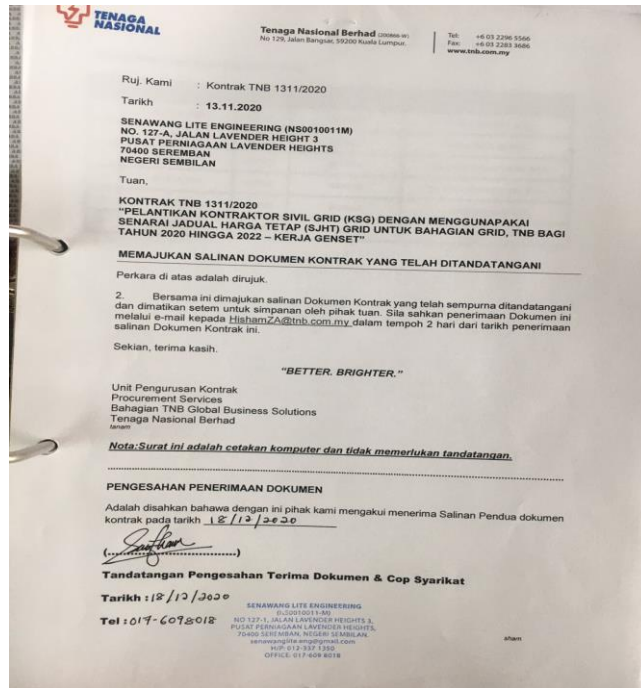


Figure 3.1 agreement contract

NO.	DESCRIPTION	MATTERS DISCUSSED	
		<b>Other Requirements</b> <ul style="list-style-type: none"> <li>To purchase project insurance.</li> <li>To comply latest Occupational Safety and Health requirement for electrical and civil work at site.</li> <li>To comply with regulatory requirements (NTSP, WAH, CIDB, Local Authority, TNB Procedures and etc.)</li> </ul> Detail scope of works and requirements are stated in the Bill of Quantity (BO) and specifications (contract document).	Info
v.	Contract price	Accepted Contract Amount is <b>RM42,997.20 (As per BO)</b> "harga keseluruhan yang ditawarkan adalah harga bersih termasuk opah dan pengangkutan dari lain-lain kos operasi" The contract rates are firm throughout the entire duration of the contract. All payments shall be made in Ringgit Malaysia only.	Info Info Info
vi.	Contract Commencement Date	Contract Commencement Date will be as below. Contract Commencement Date : <b>25 October 2021</b> Contract Completion Date : <b>22 January 2022</b>	GM(E) / Senawang Lite Engineering
vii.	Time for Completion	The Time for Completion for this Contract shall <b>NINETY (90) DAYS</b> from the Commencement Date of this Contract. The Contractor shall ensure that all the works to be completed before end of Contract Completion Date. The Contractor shall give notice to the representative for the Employer if the Contractor consider himself to be entitled to an extension of the time (EOT) for completion.	Info Senawang Lite Engineering Senawang Lite Engineering
viii.	Site Handing Over	Proposed site handing over shall be on <b>25 October 2021</b> .	GM(E) / Senawang Lite Engineering
3.0	Performance Security	The Contractor shall submit the performance security as follows: Value : <b>N/A</b> (Equivalent to 5% of the Accepted Contract Amount)	Senawang Lite Engineering

Figure 3.2 detailed contract

## 3.2 CONSTRUCTION INSURANCE

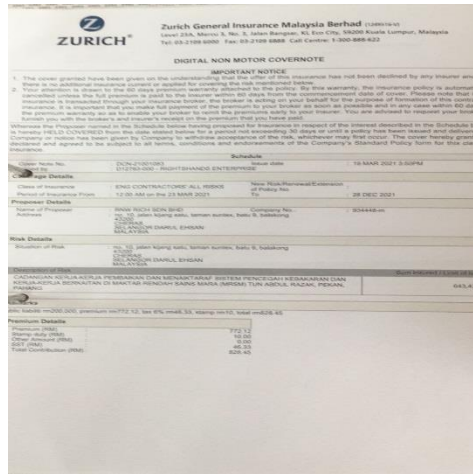


Figure 3.3 insurance

Construction insurance may be a broad categorization of insurance policies that provide protection during construction projects. actually , the term “construction insurance” refers generally to insurance that relates to construction projects, and it's not itself an actual sort of insurance.

### 3.2.1 Types of Construction Insurance

A landowner undertaking a construction project could seek to insure variety of things associated with the project for example, the building, materials in transit. counting on the character of the contract. A contractor for that very same project might require differing types of coverage, like general liability and commercial auto insurance. Below is more information about the varied sorts of coverage available.

#### i. Builders Risk (Course of Construction) Insurance

Builders risk insurance, also referred to as course of construction (COC) insurance, or sometimes construction all risk insurance, is coverage for buildings and other structures while they're under construction. Other policies like homeowners insurance or commercial property insurance will typically not cover structures during construction. Builders risk policies will usually have options to hide the subsequent sorts of property:

- Building materials
- Foundations
- Temporary structures like scaffolding
- Paving, fencing, outdoor fixtures
- Lawns, trees and plants installed by the builder

Insurance providers generally cover the foremost common sorts of construction projects, including:

- Residential new construction
- Residential remodeling or smaller projects (e.g. replacing windows or doors)
- Model homes and model home contents
- Commercial property construction

However, if your construction project or sort of structure is exclusive, there should be specialty providers which will offer insurance policies for your unique project. Builders risk policies only protect against certain sorts of damages. Generally, the foremost basic builders risk insurance policies will cover damages caused by:

- Fire
- Weather
- Vandalism

Typically, insurers will offer “premium coverage” options, which cost more, but can extend the coverage limits, insurable events, and insurable property for the policy. Damages from earthquakes or flooding will generally not be covered, unless coverage for those sorts of events is added to the policy. Insurance providers can also specify some exclusions within the policy that protect them from covering damages that occur under specific conditions or from policyholder negligence.

## ii. Commercial & Contractor General insurance

General insurance, sometimes called commercial general liability (CGL) insurance or contractor general insurance, may be a class of insurance that gives liability protection to businesses within the case of bodily harm or property damage during the course of business. Insurance providers create various versions of those policies available to professionals in construction and for construction projects. Whether you are the landowner, a construction company, or a contractor, insurance policies are available to guard policyholders from unnecessary



risk. So often, these plans are going to be advertised as Contractor General insurance or General insurance for Builders.

General insurance policies will usually cover a broad range of damages, including:

- Faulty workmanship
- Job-related injury
- Advertising injury / defamation

Contractors or developers may very well be required to possess a minimum level of insurance either by law in some states or to win certain contracts that need it. Companies who complete many design-build projects will certainly want to possess insurance just in case they're sued for mistakes. Also, subcontractors are frequently required to hold insurance so as to figure surely general contractors.

### iii. Commercial Auto/Truck Insurance

Commercial auto insurance, or commercial vehicle insurance, isn't exclusively available for construction projects. it's insurance intended to supply auto insurance to vehicles employed by businesses. The coverage provided by commercial auto insurance is meant to assist policyholders avoid high vehicle repair costs, medical expenses, or lawsuits resulting from auto accidents.

There are several coverage options for commercial auto insurance policies that mirror the coverage options of ordinary auto insurance policies. the quality coverage options include:

**Liability Coverage.** This protects the corporate and employees from expenses related to accidents caused by employees.

**Physical Damage Coverage** This covers damages to company vehicles after a covered collision. this might also include comprehensive coverage, which protects against stolen vehicles, damaged from vandalism, or destruction from natural disasters.

**Medical Payments Coverage.** This coverage helps to buy injury-related expenses resulting from a covered incident, including medical bills, hospital fees, ambulance costs, and funeral expenses.

**Uninsured Motorist Coverage** this sort of coverage covers damages and injuries caused by uninsured drivers. this is often necessary because it's your personal liability coverage that covers damages and injuries that you simply cause to others. If you get into an accident with someone who doesn't hold this coverage, you continue to want to be covered from high medical or repair costs.

I need to know which insurance is more suitable for each project carried out to avoid any loss in the event of any untoward incident.

### 3.3 WORK CLAIM

A construction claim is the assertion of a right demanding either additional time or payment due to the result of an action. It is possible to meet construction claims in all construction projects. Clients, contractors, and subcontractors of this environment try to reach their own goals and expectations in order to increase their benefits. Conflicts may arise as a result of this diversified goals and expectations of parties. They can be originated by several other reasons such as inadequate project planning, changes in scope, change orders, errors and omissions.

#### 3.3.1 Claim Management

Claim management is an unavoidable process in construction project management which requires effective management practices during the entire life cycle of a project. A typical claim management process basically has 4 phases as follows:

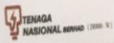
**Claim Prevention:** The claim prevention process is activated at the Pre-tender and Contract Formulation phases of a project. Contract documents project plans and scope of work should include all requirements related to the project because after the award of contract the opportunity to prevent claim comes to an end.

**Claim Mitigation:** Construction activities are generally performed in highly sensitive and outdoor environments. It is better to minimize the possibilities of occurring claim all through the progression of the contract. A well-defined scope, responsibilities and risks will help to decrease the possibility of occurrence of claims. Also, risk management plans play important roles in the phase of claim mitigation.

**Pursuing Claims:** Claim identification can be done by analyzing both the scope of work and the provisions of the contract. Inputs of the claim identification process are the scope of work, contract terms, definition of extra work and definition of extra time requested. Once an activity is identified as a claim, it will be quantified in terms of an additional payment or a time extension to the contract completion or other milestone dates. In this phase, a schedule and critical path analysis should be made in order to calculate the delay of the project. In addition to that, additional direct and indirect costs originated from the claimed activity should be calculated.

**Claim Resolution:** Claim resolution is a step by step process to resolve the claim issues. If an agreement between the parties is reached, then the claim is resolved and becomes a change order. If the agreement is not reached, depending on the resolution terms of the contract the claim may proceed to negotiation, mediation, arbitration, and litigation before it is completely resolved.

GRID MAINTENANCE - EAST  
BORANG TERAKUAN KERJA-KERJA SELAMA

 TENAGA NASIONAL BERHAD (1008147)

1) Nombor tender: 07XFFDQUN 5) % Kerja pembekalan kerja disediakan: 96.7%

2) Bertulis: RM 42,947.20 6) Nilai kerja pembekalan barang yang disediakan: RM 41,841.20

3) Nomb. Pesanan Belian: 100110106 / 104138865 7) Kot kerja: IN DECEMBER 2021

4) Keterangan kerja: KERJA-KERJA MENYELANGKARA SISTEM PEMADAM KEBAKARAN DI FBU BEK, GPK, KTGU, CHG, KRG, BEG, ENR, BAGI GRID MAINTENANCE (DGN), BAHAGIAN GRID, TNU. 8) Tarikh kerja siap:


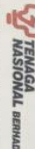
Fungsian vendor	Fungsian Penyedia Projek	Fungsian Jurutera	Fungsian Ketua (Principal Engineer - Pinner)	Ditandakan/Tidak ditandakan oleh Head (Grid Maintenance Team) No Service Acceptance (SA)
TARIKH: <u>12/12/2021</u> NAMA & JAWATAN: <u>SAUFHANA BINTI MOHAMAD</u> <u>PENGURUS</u> <u>SENAWANG LITE ENGINEERING</u>  Ulasan: <u>KENYATAAN SEPENUHNYA</u>	TARIKH: NAMA & JAWATAN:  Ulasan:	TARIKH: NAMA & JAWATAN:  Ulasan:	TARIKH: NAMA & JAWATAN:  Ulasan:	TARIKH: NAMA & JAWATAN:  Ulasan:

Figure 3.4 Work claim approval

 TENAGA NASIONAL BERHAD


ZON 03 - BUKIT MELAKA (KEDUPA) - TELUKANILAI

THE GRID MAINTENANCE SYSTEM PROJECT (GEMAS) PHASE 1B (GEMAS BEK, GEMAS BEG, ENR, ENR2, ENR1 & GEMAS MAINTENANCE ROOM) BAHAGIAN GRID TNU

DATE: 12/12/2021

NO	DESCRIPTION	UNIT	CONTRACT QTY	APPROVED QTY	APPROVED QTY	COMBINE QTY	CUMUL QTY	REMARKS	LOCATION	WT	COMPLETION	STATUS
1	Kerja-kerja Penyelenggaraan Peralatan pemadam kebakaran (2 kelas) Pemasangan 2P (40A, 100A) (20kg)	UNIT	7	7	7				P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
2	Kerja-kerja Pemasangan Sistem Pemadam kebakaran (2 kelas) & Aset pemadam kebakaran (20kg, 40kg, 100kg) (20kg)	UNIT	7	7	7				P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
3	Kerja-kerja Penyelenggaraan Blok pemadam kebakaran (2 kelas) Pemadam kebakaran (20kg, 40kg, 100kg) (20kg)	UNIT	16	16	16				P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
4	Kerja-kerja Penyelenggaraan Blok pemadam kebakaran (2 kelas) Pemadam kebakaran (20kg, 40kg, 100kg) (20kg)	UNIT	14	14	14				P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
5	Kerja-kerja Penyelenggaraan Blok pemadam kebakaran (2 kelas) Pemadam kebakaran (20kg, 40kg, 100kg) (20kg)	UNIT	4	4	4				P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
6	Kerja-kerja Penyelenggaraan Blok pemadam kebakaran (2 kelas) Pemadam kebakaran (20kg, 40kg, 100kg) (20kg)	UNIT	7	7	7				P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
7	Kerja-kerja Penyelenggaraan Blok pemadam kebakaran (2 kelas) Pemadam kebakaran (20kg, 40kg, 100kg) (20kg)	UNIT	11	11	11				P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
8	Pemadaman Peralatan Pemadam Api Manakala (Ap) Api Pemadaman & Pemeliharaan (20kg)	UNIT	148	138					P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
9	Pemadaman Peralatan Pemadam Api Manakala (Ap) Api Pemadaman & Pemeliharaan (20kg)	UNIT	148	138					P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		
10	Pemadaman Peralatan Pemadam Api Manakala (Ap) Api Pemadaman & Pemeliharaan (20kg)	UNIT	148	138					P46 BRK 020X, C101, C196, 0195, 0192, 0191	100%		

Figure 3.5 detail work have completed



**SENAWANG LITE ENGINEERING**  
 NO.127-1 JALAN LAVENDER HEIGHTS 3,  
 PUSAT PERNIAGAAN LAVENDER HEIGHTS,  
 70400 SEREMBAN, NEGERI SEMBILAN.  
 NO OFFICE: 017-609 8018 NO H/P: 019-651 7804/012-337 1350  
 EMAIL: [senawanglite.eng@gmail.com](mailto:senawanglite.eng@gmail.com)  
BERDAFTAR DENGAN CIOM/PPK/SURUHANJAYA TERAGA, KEMENTERIAN KEWANGAN/TNB

NS0010011M

**INVOICE**  
008

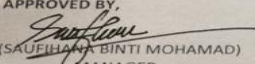
**BILL TO :** TENAGA NASIONAL BERHAD  
 Level 5, Tower 1, UOA Business Park  
 No. 1, Jalan Pengaturcara U1/51A  
 Section U1, Kawasan Perindustrian Temasya  
 40150 Shah Alam

**YOUR REFERENCE :**  
 OUR REFERENCE : SLE/INV/12/008/21  
 INVOICE NO. : 008  
 PURCHASE ORDER NO. :  
 DATE : 12/12/2021


NO	DESCRIPTION	AMOUNT (RM)
1	KERJA-KERJA MENYELENGGARA SISTEM PEMADAM KEBAKARAN DI PMU BRKT, GBDK, KTGU, CHRG, KBRG, HRTG, KNYR, BAGI GRID MAINTENANCE (DGUN), BAHAGIAN GRID, TNB.	42,997.20
<b>JUMLAH KESELURUHAN(RM)</b>		<b>42,997.20</b>

**AMOUNT :** RM 42,997.20

*Make all cheque payable to Account Name :*  
**ACCOUNT :** 5051-2140-5951 (MAYBANK MALAYSIA BERHAD)  
**ACCOUNT :** SENAWANG LITE ENGINEERING

**APPROVED BY,**  
  
 (SAUFILIANA BINTI MOHAMAD)  
 MANAGER

**COMPANY STAMP :**



*If you have any questions please call and email us.  
 Thank you for your bussiness!*

Figure 3.6 Invoice for claim

### **3.4 SUBCONTRACTOR PAYMENT**

The Contractor shall promptly, within ten (10) calendar days after receipt of payment from the Owner, pay all the amount due subcontractors less a retainage of ten percent (10%) until the Project is fifty percent (50%) complete. After fifty percent (50%) completion of the Project, the Contractor may elect to withhold retainage from payments to its subcontractors at a rate higher than five percent (5%). The specified amount to be withheld must be determined on a case by case basis and must be based on the Contractor's assessment of the subcontractor's past performance, the likelihood that such performance will continue, and the contractor's ability to rely on other safeguards. The Contractor shall notify the subcontractor in writing of its determination to withhold more than five percent (5%) and the reasons for making that determination, and the Contractor may not request the release of such retained funds from the Owner. If there should remain items to be completed, the Contractor and Architect/Engineer shall list those items required for completion and the Contractor shall require the retainage of a sum equal to one hundred fifty percent (150%) of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retainage, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the Owner's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors whose work is satisfactorily completed prior to the total completion of the Project but only upon approval of the Owner.

## **CHAPTER 4**

### **CONCLUSION**

After almost five months of my practical at Senawang Lite Engineering, there are many things about the tender that I can know such as after the submission of the tender from the tenderer, the Tender Board or Tender Evaluation Panel are going to be formed. The Tender Board or Tender Evaluation Panel may be a group of independent officers which incorporates materials surveyors, to hold out the tender acceptance process for competitive tenders, review and ensure the simplest and final bids. The tender board meets on a group date at a group time to open and process the submitted tender documents which are then forwarded to the procurement team for commercial, technical and financial evaluation. The Tender Board will make sure that tenders are opened and processed in an open and transparent manner.

In addition, tenders are going to be evaluated and proposals are going to be made to customers and therefore the Tender Board. The approval and acceptance of a young is formed within the tender validity period which is typically 60 days as laid out in the tender document. To avoid the extension of a young, the tender must be evaluated and a proposal made within 30 days from the date laid out in the tender submission. If the tender has got to be extended thanks to unavoidable circumstances, the consent of the tender party must be obtained a minimum of fortnight before the expiry of the validity date.

Lastly, it will analyse the tenderer's current works performance. This analysis is aimed to ensure that the tenderers do not have "projek sakit", i.e. projects lagged behind 30% or more from the schedule of works or works programme. In addition, it is important to ensure that the tenderers do not have problems of employment's determination by other client or employers. After the both preliminary and final stages of tender evaluation have completed, the results, justification, recommendation, and tenderers' necessary detail information and facts will arrange and compiled together in a systematically way to form a tender report and submit to the client or employer.

In conclusion, tender report is produced to assist the client or employer in decision making process in order to select most suitable and capable contractor to complete the project within specified time and quality.

## REFERENCES

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Types of Tender

<https://www.opuskinetic.com/2020/03/what-are-the-most-common-types-of-tender-and-tendering-process/>

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