



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

TENDERING PROCESS

Prepared by:

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AUGUST 2021

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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

NUR NATASYA BINTI MOHD ISA
(2019288898)

Entitled

Tendering Process

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
SURVEYINGUNIVERSITI TEKNOLOGI MARA
(PERAK)

AUGUST 2021

STUDENT'S DECLARATION

I hereby declare that this practical report is by 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 Jabatan Kerja Raya Negeri Selangor for duration of 20 weeks starting from 23 August 2021 and ended 07 January 2022. It is submitted as one of the prerequisite requirements of BGN 310 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

.....
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Date : AUGUST 2021

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ABSTRACT

Tendering in procurement might be a little confusing, since there are various distinct processes to choose from. Open tender, selected tender, and negotiated tender are the three basic types of tenders and tendering processes. The least frequent methods include competitive dialogue and negotiated tender procedures, which are often utilized in more sophisticated bidding procedures and on more complex contracts. The open tender is the most prevalent kind of tendering and the recommended approach in public procurement. The aims of this report are to identify and analyze how tendering process works in government using open tendering. This method of procurement tenders generates the most market competition since each bidder must demonstrate that their firm provides the highest quality and best value for money. Each tender application is graded based on a series of questions, criteria, and general objectives, ensuring that the process is fair and equitable and that the best firm is chosen for the project. This study is about open tendering process that is carried out at Pangkalan TLDM Pusat Hidrografi Nasional Pulau Indah Pelabuhan Klang, Selangor Darul Ehsan for the project building electrical maintenance works, quarters, street lighting, standing power set and related work for twenty-four (24) months. It also conducted to explores about the mistakes and deficiency made by contractors in filling tender form.

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CHAPTER 1.0

INTRODUCTION

1.1 Background of Study

According to (Kayla Shields, 2020), tender is the procedure through which a company in need of products or services asks other companies to submit a proposal or bid to supply those goods or services. A Request for Tender is the formal name for this invitation (RFT). It mentioned that the buyer is the organization that posts the request and requires the products/services, whereas the supplier is the organization that replies to the request and delivers the goods and/or services. The term also refers to the procedure by which shareholders respond to a takeover bid by submitting their shares or securities. RFT stands for Request for Tender, as previously stated. This is the document (or documents) that the buyer distributes to invite suppliers to submit their answers. A tender, on the other hand, is the document that the supplier delivers in response to the RFT which is it's simply an offer to provide the products or services that the buyer desires. Tendering is also one of the most typical construction methods for attracting multiple sorts of bidders, each with their own set of documents (Roy & Kumar, 2017).

Meanwhile, tendering refers to a procedure in which prospective contractors are encouraged to submit offers for specific construction projects. It should accept and uphold the essential ideals of fairness, clarity, simplicity, and accountability, as well as emphasize the notion that allocating risk to the party most suited to evaluate and manage it is critical to a project's success. It also based on the notion of ensuring real competition by evaluating it against a set of criteria. These criteria can be represented in terms of financial considerations, such as a basic review of tender quantities or a more complicated financial evaluation that takes into account predicted expenditures across the project's life cycle (Finch & Limited, 2011).

Tenders are used in Malaysia in a variety of ways. Open tenders, selective tenders, and negotiated tenders are some of the most common. Open tendering both the public and private sectors use it as their primary procurement technique. Anyone can

file a tender to supply the goods or services needed, and any organization has an equal chance of doing so. The engineering and construction industry uses this sort of tender the most. And as a result, open bidding encourages the maximum competition among suppliers while also allowing new or growing vendors to compete for contracts. However, not all bids may be qualified for the contract, and reviewing the proposals would take time (Anjaneyulu, 2021).

Moreover, tenders can only be submitted via invitation with selective tendering. These vendors have a track record of being suitable for a contract of the size, kind, and complexity that is required. Employers use selective tendering to market their projects and encourage contractors to apply to be added to a list of contractors who will be invited to bid on the project. Contractors who apply are given a list of personal information they must provide in order to 'pre-qualify.' The fact that a contractor's circumstances might change after submits the offer is a concern with both open and selective bidding. As a result, neither bidding nor any other way of acquiring work can ensure the absence of problems (Gopal Mishra, 2014). Other than that, it also stated that negotiated tender which the employer obtains negotiated bids by requesting a contractor of his choosing to submit quotes for a project. Typically, this is for specialistwork or when specific equipment is required as a continuation of past work or for further work after a previous contract. When there is an extremely tight deadline or emergency work is required, negotiated tenders might be employed. A negotiated tender is also a one-stage tender in which a single contractor submits an initial bid. Theclient's professional team (typically the professional quantity surveyor) then negotiates this (PQS), (Moloney, 2014).

1.2 Objectives

- i. To determine the methods of open tendering at Pusat Hidrografi Nasional (PHN)
- ii. To identify the advantages and disadvantages of open tendering.
- iii. To determine the common mistakes by the contractors who bid when filling forms of tender.

1.3 Scope of Study

For this project, it's an open tender because there is a large number of bidders and it is neither feasible or cost-effective to create pre-qualified or pre-registered tenderer lists. The employer publishes his intended project and allows as many contractors as are interested to submit for tender papers under open tendering. This strategy, on the other hand, might be regarded to be a waste of contractors' resources, as many may squander time drafting tenders for no reason. Contractors may also not research the contract in depth to determine their lowest pricing since they know their prospects of winning the contract are slim, instead merely quoting a price that would guarantee them a profit if they win the contract. As for this project, it's focuses in choosing a contractor for the building electrical maintenance works, quarters, street lighting, standing power set and related work for twenty-four (24) months with quotation indent number JKR.UTS.SH/PHN/E-10/2021 at Pangkalan TLDM Pusat Hidrografi Nasional Pulau Indah Pelabuhan Klang, Selangor Darul Ehsan. This requires the competition between interested contractors who will bids to get this project which is 26 excellent company. These group of contractors are familiar with JKR's work scope and being registered under Construction Industry Development Board (CIDB) who allowed their involvement. In a usual process of open tender, these contractors will be evaluated especially in their quality of work and being filtered in few stages to obtain the right one. This project also focuses on electrical maintenance at the military camp for 24 months, including their quarters, street lights, standing power set, and other connected tasks such as tiny difficulties. Since this sort of tender is a reliable means of ensuring the best value for money, especially in the absence of precise market pricing knowledge or a clear understanding of available competent tenderers. It raises the competition for all possible tenderers by allowing them to compete for business.

1.4 Methods of Study

For this case of study, there are some methods be used to collect the data from projects such as:

i. Observation

Making observations on how to handle maintenance in every circumstance, especially building difficulties, is one of the learning approaches. After receiving a complaint or request from the military camp, the first thing to do is to go to the construction site. During the site visit, every action will be documented with images and a few reports. This is a persuasive method since it creates a work atmosphere and allows individuals to participate in the development of a project. Each observation work will be carried out by an assistant engineer in conjunction with the military commander in charge of maintenance at each military camp.

ii. Interview Session

An interview might be considered crucial in gathering data for the research from parties with expertise, such as site supervisors, site engineers, and contractors who performed maintenance or construction at the military camp site. This is essential for gaining a comprehensive knowledge of a project, such as the problem that happened on site, the various circumstances and methods used in building, which includes civil, electrical, and mechanical maintenance. Because military camps have their own ethics, legislation, discipline, and secret information that must be protected, this session also includes a discussion of how the project will be handled and other issues.

iii. Document review

One of the most significant aspects of the project to learn and comprehend is document review. Few previous papers such as completed BQ Quotation and tender documents will be referred concerning about maintenance works and other projects under JKR. This is to look at the weaknesses in previous maintenance work so that they may be fixed and not happen again. It can also provide a more advanced appearance and benefits when working on new projects in the future.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company

Jabatan Kerja Raya (JKR) Negeri Selangor, is a federal government department under the Ministry of Works that is in charge of creating and maintaining public infrastructure such as roads, government buildings, schools, hospitals, airports, harbors, piers and associated engineering works. It was founded under British colonial rule and has contributed significantly and remained committed to the growth of our country.

Kompleks Ibu Pejabat JKR Negeri Selangor is located at Persiaran Jubli Perak, Seksyen 17, Shah Alam Selangor Darul Ehsan. Through creative and inventive human resources and state-of-the-art technology, JKR Malaysia's objective is to create infrastructure and public facilities, particularly roads and buildings, to satisfy the country's development needs by prioritizing timeliness, cost-effectiveness, and the highest design and quality. JKR has 9 divisions which are *ICT, Unit Tentera, Bahagian Kontrak dan Ukur Bahan (BKUB), Bahagian Bangunan, Bahagian Jalan, Pentadbiran dan Kewangan (ADMIN), Cawangan Perancangan Aset Bersepadu, Bahagian Arkitek and Bahagian Elektrik.*

Unit Tentera, which concentrates on only maintenance works and projects covering civil, electrical and mechanical works for several military camps under Unit Tentera Shah Alam Negeri Selangor's care. The Army, Navy, Air Force, Police, and Maritime Enforcement Agency are all responsible for the building and upkeep of military structures and bases. Electrical engineering, mechanical engineering, and civil engineering are the three types of engineering work that the Military Unit does. Kuala Kubu Camp, Batu Arang Camp, Territorial Army Regiment (Kajang), TUDM Jugra Camp, National Hydrography Center, Sungai Buloh Camp, Defense Storage Depot, and Paya Jaras Camp are some of the military camps that are under the control of Military Unit JKR Selangor. The engineers also receive damage complaints from the military camps and will be take care by JKR's skilled assistant in each military

camp. For bigger problems and further construction's project are handled by assistant engineer in civil, electrical as well as mechanical works. It also keeps confidential data such as project document files, financial and operational audits, and office administration.

2.2 Company Profile

Company' name	: Jabatan Kerja Raya NegerI Selangor
Director	: Tn Ir. Hj Lokman Bin Hj Nasir
Established	: 23 April 2015
Company Address	: Kompleks Ibu Pejabat JKR Negeri Selangor Persiaran Jubli Perak Seksyen 17, 40200 Shah Alam, Selangor Darul Ehsan.
Tel No	: 03-55459800
Email	: aduansel@jkr.gov.my

a) Corporate Logo

Figure 1 shows the logo of JKR which is made up of two colors, yellow and black. The color yellow represents the JKR brand's maturity as one of the oldest companies ever founded, and it displays a mature image in attaining its goals. The dark color represents the power and unity of quality across the organization's divisions and offices tasked with implementing development programs.



Figure 1: JKR Corporate Logo

(Source: <https://seeklogo.com/vector-logo/223945/jabatan-kerja-raya-malaysia>)

- b) Description of JKR logo
 - i. In general, the logo represents the Public Works Department's diverse range of work that the Public Works Department is responsible for.
 - ii. Waterworks are represented by the curving black lines at the bottom, which also indicate the Public Works Department as a dynamic institution.
 - iii. The large black arch-shaped lines reflect both bridge work and the Public Works Department as an agency that primarily does engineering work.
 - iv. Road construction was symbolized by the straight black line that passed over the arch-shaped markings.

- c) Mission and vision of JKR Negeri Selangor

- i. Mission

To standardize our processes and systems in order to give consistent service outcomes, as well as to provide effective and creative asset and project management services and to develop current engineering capabilities.

- ii. Vision

We will be a world class service provider and a center of excellence in the fields of asset and project management, and engineering for the development of national infrastructure based on creative and innovative human capital and the latest technology

2.3

Company Organization Chart

Figure 2 below shows the organization chart of headquarters in JKR Negeri Selangor.

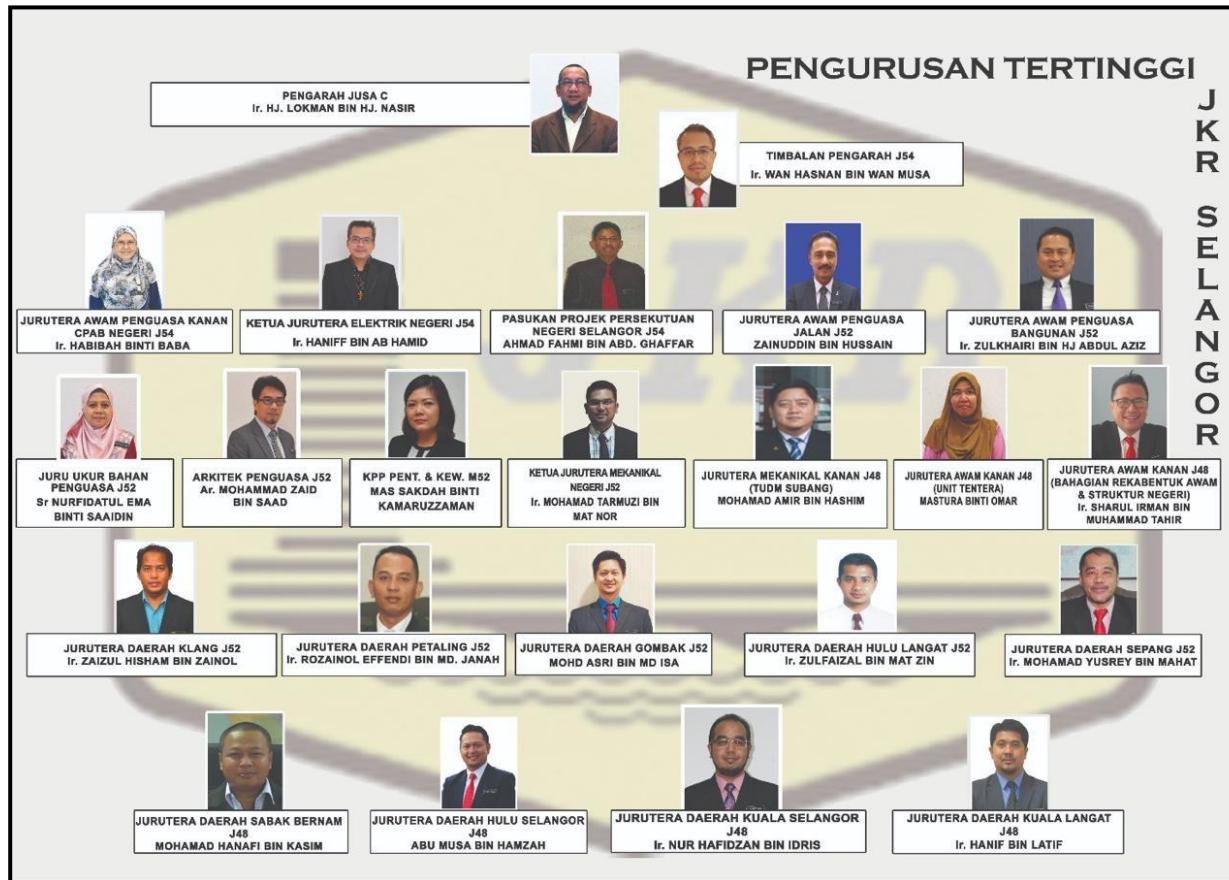


Figure 2: Organization Chart of Mara (Headquarters)

(Source: JKR's website, <https://jkr.selangor.gov.my/jkrselangorv2/public/pages/5>)

2.4 List of Projects

2.4.1 Completed Projects

Table 1 below shown the completed projects covering civil, mechanical and electrical works at JKR Negeri Selangor.

Table 1: Company's Completed Projects

No.	Project Title	Project Value (RM)	Start Date	Completion Date	Project Duration	Client
1.	Kontrak Bermasa Kerja-kerja Memotong dan Mencantas Pokok Serta Lain-lain Kerja Berkaitan Di Dalam Kawasan INSMAT, TUDM Kinrara, Daerah Petaling.	RM 85,360.00	4 Jun 2021	3 Jun 2022	1 Year	INSMAT, TUDM Kinrara
2.	Kontrak Bermasa Kerja-kerja Senggaraan dan Pembaikan Sistem Perpaipan, Tangki Air dan Kelengkapan Tandas serta Lain-lain Kerja Berkaitan di Pusat Hidrografi Nasional Pulau Indah, Pangkalan TLDM, Daerah Klang.	RM 85,360.00	30 Mac 2021	31 Mac 2022	1 Year	Pusat Hidrografi Nasional, Pangkalan TLDM Pulau Indah

3.	Kerja-kerja Senggaraan dan Pembaikan Lantai serta Lain-lain Kerja Berkaitan pada RKAT Kelas E Blok Melor (6 unit) dan Semi D AMQ (12 unit) dalam Kawasan INSMAT, TUDM Kinrara, Daerah Petaling.	RM 372,429.00	2 Ogos 2021	20 Disember 2021	5 Month	INSMAT, TUDM Kinrara
4.	Kontrak Berjadual Bagi Kerja-kerja Penyelenggaraan Sistem Air Bersih dan Kerja Berkaitan Untuk Tempoh Dua Belas (12) Bulan di Pangkalan TLDM Pulau Indah.	RM 100,000.00	24 Ogos 2020	23 Ogos 2021	12 Month	Pusat Hidrografi Nasional, Pangkalan TLDM Pulau Indah
5.	Kontrak Berjadual Bagi Kerja-kerja Penyelenggaraan Sistem Air Bersih dan Kerja Berkaitan Untuk Tempoh Dua Belas (12) Bulan di Pangkalan TLDM Pulau Indah.	RM 100,000.00	15 September 2021	14 September 2021	12 Month	Pusat Hidrografi Nasional, Pangkalan TLDM Pulau Indah

(Source: Unit Tentera JKR Negeri Selangor)

2.4.2 Project in Progress

Table 2 below shown the projects that are still ongoing covering civil, mechanical and electrical works at JKR Negeri Selangor.

Table 2: Company's Ongoing Projects

No.	Project Title	Project Value (RM)	Start Date	Completion Date	Project Duration	Client
1.	Kontrak Berjadual Bagi Kerja-Kerja Penyelenggaraan Sistem Peralatan Dapur dan Kerja Berkaitan Untuk Tempoh Dua Belas (12) Bulan di Pusat Hidrografi Nasional (PHN) Pulau Indah	RM 150,000.00	10 Ogos 2021	9 Ogos 2022	12 Month	Pusat Hidrografi Nasional, Pangkalan TLDM Pulau Indah
2.	Kontrak Berjadual Bagi Kerja-Kerja Penyelenggaraan Sistem Peralatan Dapur dan Kerja Berkaitan Untuk Tempoh Dua Belas (12) Bulan di dalam Kawasan INSMAT, TUDM Kinrara Daerah Petaling.	RM 100,000.00	10 Ogos 2021	9 Ogos 2022	12 Month	INSMAT, TUDM Kinrara

3.	Kontrak Berjadual Bagi Kerja-kerja Penyelenggaraan Secara Komprehensif Sistem Lif Penumpang (2 unit) dan Kerja Berkaitan Untuk Tempoh (24) Bulan di Pusat Hidrografi Nasional (PHN) Pulau Indah.	RM 100,000.00	30 Mac 2021	29 Mac 2023	24 Month	Pusat Hidrografi Nasional, Pangkalan TLDM Pulau Indah
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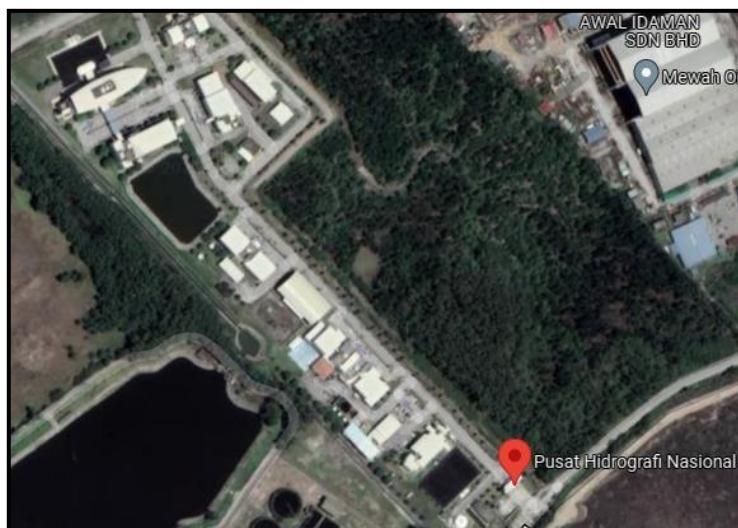
(Source: Unit Tentera JKR Negeri Selangor)

CHAPTER 3.0

CASE STUDY

3.1 Introduction to Case Study

The title for this report is tendering process of how tendering works at JKR. For this tendering process, the project that the contractors need to bid is building electrical maintenance works, quarters, street lighting, standing power set and related work for twenty-four (24) months at Pangkalan TLDM Pusat Hidrografi Nasional, Pulau Indah Pelabuhan Klang, Selangor or known as PHN. It's located at the Northport in Port Klang near to Tanjung Harapan where is a notable tourist attraction in Selangor. Figure 3 below shows the key plan of the site which is PHN.



*Figure 3: Key Plan of this site
(Source: <https://www.google.com.my/maps>)*

Pusat Hidrografi Nasional (PHN) is a royal Malaysian navy, an armed forces and government organization and appoint JKR to do maintenance work or other projects such as roof construction, piling drip cleaning and etc. Same goes to this maintenance work, PHN wanted JKR to settle and do it with price budget until RM 300,000.00. The contractors who will be bid on this project should offer a fair price that does not exceed the price range from JKR on the quantity bill in the quote document in order to get this project.

Figure 4 below shows the maintenance works that need to be done in building and quarters at PHN.



Figure 4: The work that need to do maintenance at PHN

Figure 5 below shows some electrical work that need to be done in building and quarters at PHN.



Figure 5: The electrical work at the quarters.

3.2 Methods of open tendering at Pusat Hidrografi Nasional (PHN).

There are few steps of open tendering which is from receiving the tender until the final stage, accepting the tender between client and subcontractor. Here is a simple flow chart of open tendering that is being carried out at PHN.

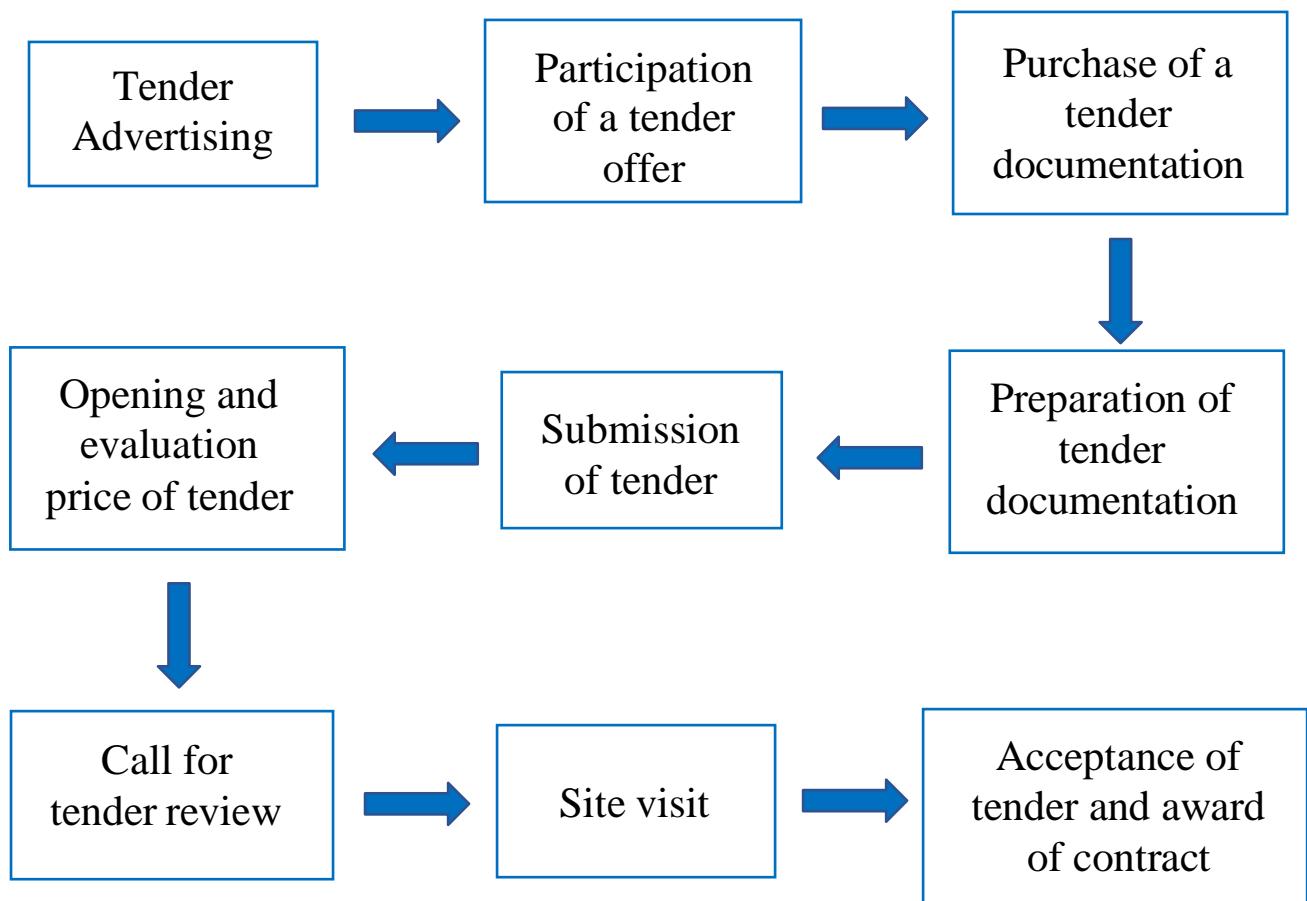


Figure 6: Open Tendering Process Flowchart

- a) After JKR receives the tender application for proposal from PHN on this project, a tender advertising will be released online for the contractor to fill out using google form within 5 working days.

Figure 7 below shows tender advertisement for building electrical maintenance works, quarters, street lighting, standing power set and related work for twenty-four (24) months at Pangkalan TLDM Pusat Hidrografi Nasional, Pulau Indah Pelabuhan Klang, Selangor.

UNIT TENTERA JABATAN KERJA RAYA SELANGOR						
KENYATAAN SEBUT HARGA						
Sebut harga adalah dipelawa kepada Kontraktor Bumiputera membuat tawaran bagi kerja berikut :-						
Bil.	Tajuk Projek	Taraf/Jenis	Taraf/Jenis Syarikat/ Syarat Pendaftaran/ Lawatan Tapak	Tarikh & Tempat Dokumen Mulai Dijual	Harga Dokumen & Bayaran Atas Nama	Tempat, tarikh & Waktu Tawaran Di Tutup
1	KERJA - KERJA SENGGERAAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET JANAKUASA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA PULUH EMPAT (24) BULAN DI PANGKALAN TLDM PUSAT HIDROGRAFI NASIONAL PULAU INDAH PELABUHAN KLANG, SELANGOR NO. SEBUT HARGA: JKR.UTS.SH/PHN/E-10/2021	Bumiputera T1	Berdaftar dengan CIDB atau PKK atau SPKK yang sah. Gred : G2/G3 Kategori : ME Penghususan:E01,E02, E04,E16,E17,E32 TIADA LAWATAN TAPAK	Dokumen SEBUT HARGA akan ditawarkan kepada Pentender berjaya melalui email.	PERCUMA	Bahagian Pejabat Unit Tentera JKR Negeri Selangor, Cawangan Senggara Fasiliti Bangunan, Tingkat Bawah, Kompleks Ibu Pejabat JKR Negeri Selangor, Persiaran Jubli Perak, Seksyen 17, 40200 Shah Alam, Selangor Darul Ehsan. Tarikh : 06.10.2021 Masa: 9.00 pagi hingga 12.00 tengah hari
	PENDAFTARAN MELALUI GOOGLE FORM DITUTUP PADA 24 SEPTEMBER 2021 (HARI JUMAAT) https://forms.gle/xthxHPU4NYbWekWg6					
1. Pendaftaran Syarikat bermula 20.09.2021 (ISNIN) melalui Google Form. Dokumen Sebut Harga akan diterima melalui email syarikat-syarikat yang lulus pendaftaran pada 27.09.2021 (ISNIN) 2. Dokumen Sebut harga akan dikeluarkan kepada PENAMA SYARIKAT yang sah sahaja. Bagi maksud ini Kontraktor-kontraktor dikehendaki mendaftar melalui pautan bersama Sijil Asal dan Salinan iaitu PERAKUAN PENDAFTARAN LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN (CIDB), SIJIL PEROLEHAN KERJA KERAJAAN (CIDB), SIJIL SURUHANJAYA TENAGA (ST) dan PUSAT KHIDMAT KONTRAKTOR PENGIKTIRAFAN TARAF BUMIPUTERA (PKK) secara atas talian. 3. Semua borang sebut harga yang telah dilis dengan lengkap hendaklah dimasukkan ke dalam sampul surat berlakri dan ditanda SEBUT HARGA BIL. JKR.UTS.SH/PHN/E-10/2021 . Borang sebut harga perlu dimasukkan ke dalam peti sebut harga di bahagian sisi pejabat Unit Tentera JKR Negeri Selangor, Cawangan Senggara Fasiliti Bangunan, Tingkat Bawah, Kompleks Ibu Pejabat JKR Negeri Selangor, Persiaran Jubli Perak, Seksyen 17, 40200 Shah Alam, Selangor tidak lewat dari tarikh dan masa tutup yang dinyatakan di atas. 4. Waktu menghantar sebut harga telah ditetapkan pada jam 9.00 pagi hingga 12.00 tengah hari pada hari RABU bertarikh 06.10.2021						
 MASTURA BINTI OMAR Jurutera Awam Kanan Unit Tentera JKR Negeri Selangor						

Figure 7: Tender Advertisement

(Source: Unit Tentera JKR Negeri Selangor)

- b) Response from the information filled in by the contractor in the google form is then recorded and filtered based on the criteria established by JKR, such as the validity period of *Sijil Perolehan Kerja Kerajaan* (SPKK) and Construction Industrial Development Board (CIDB) certifications, the contractor's grade (G2/G3) and the contractor's specialization in electrical work (E01, E02, E04, E16, E17, E32).

Figure 8: Some of Responses from The Contractor Through Google Form

(Source: Google Form Unit Tentera JKR Negeri Selangor)

Table 3 below shown list of the contractors who participated and succeed in first evaluation in bidding for tender building electrical maintenance works, quarters, street lighting, standing power set and related work for twenty-four (24) months at Pangkalan TLDM Pusat Hidrografi Nasional, Pulau Indah Pelabuhan Klang, Selangor with quotation indent number JKR.UTS.SH/PHN/E-10/2021.

Table 3: List of Contractors Who Bids

No	Contractor's Name	Quotation Price
1.	Naqib Haziq Trading	RM 185,050.00
2.	Mercu Efektif Utama Sdn. Bhd.	RM 211,440.00
3.	NM Corporation Sdn. Bhd.	RM 300,000.00
4.	MH Engineering Services	RM 215,800.00
5.	Sinar Pitu Enterprise	RM 317,417.00
6.	Jana Kuasa Enterprise	RM 119,915.00
7.	Bayu Sinar Technic	RM 216,660.00
8.	Kudrat Jati Resources	RM 118,551.00
9.	CZ Legacy Sdn. Bhd.	RM 184,450.00
10.	SAR Construction Resource	RM 219,585.00
11.	First Power Engineering Services Sdn. Bhd.	RM 230,000.00
12.	Samat Mukri	RM 207,700.00
13.	Tenaga Gadang Sdn. Bhd.	RM 210,700.00
14.	Harzain Electrical Engineering and Construction	RM 178,778.00
15.	Damai Kejora Trading	RM 222,780.00
16.	Vision Electric	RM 237,516.00
17.	Teras Teguh Engineering Services	RM 201,190.00
18.	FM Operation & Enterprise	RM 310,500.00
19.	Mas Ayu Enterprise	RM 268,900.00
20.	Innovation Resources	RM 427,567.80

(Source: Unit Tentera JKR Negeri Selangor)

- c) Only contractors who have completed a legitimate registration will be given a quotation document, which will be sent via email and should be filled out, which includes the tender form, a list of quantities or a description of the offer, the contract company's background, instructions to the pretender, and other items.

Figure 9 below shows the front page of quotation document for project building electrical maintenance works, quarters, street lighting, standing power set and related work for twenty-four (24) months at Pangkalan TLDM Pusat Hidrografi Nasional, Pulau Indah Pelabuhan Klang, Selangor.

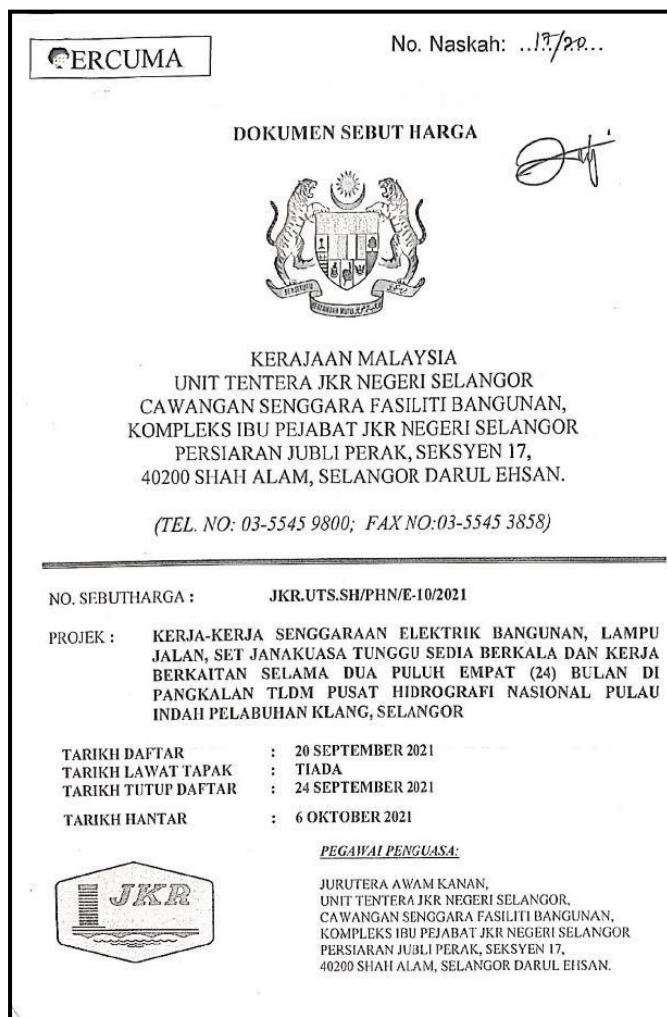


Figure 9: Front page of quotation document

(Source: Unit Tentera JKR Negeri Selangor)

- d) All completed quotations that has been filled out must be placed in a sealed envelope measuring 229mm x 324mm and deposited in the Quotation Box at JKR's office by the deadline of October 6th which is around two weeks.

Figure 10 below shows opening tender session on last day of tender submission.



Figure 10: Opening the tender document offer box

- e) Following the completion of the tender document submission time, the opening committee will open the tender offer box, which will then be assessed more thoroughly by the evaluation committee. This process entails reviewing and contrasting the pricing of successful contractors with JKR's departmental estimates.

Figure 11 below shows the filtering and evaluation session with evaluation committee after opening all the tender documents.



Figure 11: Evaluation session with evaluation committee

- f) The contractor that successfully receives the tender will be contacted by JKR email following the tender review procedure by JKR.

Figure 12 below shows the notification letter that was sent to the successful contractor.

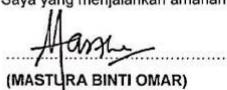
JABATAN KERJA RAYA MALAYSIA CAWANGAN SENGGARA FASILITI BANGUNAN  UNIT TENTERA JKR NEGERI SELANGOR KOMPLEKS IBU PEJABAT JKR NEGERI SELANGOR PERSIARAN JUBLI PERAK, SEKSYEN 17, 40200 SHAH ALAM, SELANGOR DARUL EHSAN  Telefon :03-5545 5833 Faksimili :03-5545 3858 Laman Web : http://www.jkr.gov.my														
Ruj.Karni:(8)JKR.B.UT.6004/PHN/E.JLD2 Ber tarikh : 11 Oktober 2021														
Pegawai Memerintah Pangkalan TLDM Pulau Indah Bandar Armada Putra 41200 Pelabuhan Klang SELANGOR DARUL EHSAN. (up. Kdr.Haniyuisman bin Osman)														
Tuan,														
PERKARA : PEMBERITAHUAN KONTRAK YANG BERJAYA														
Adalah dengan segala hormatnya merujuk kepada perkara di atas. Sukacita dimaklumkan bahawa pejabat ini telah melantik kontraktor bagi melaksanakan kerja-kerja sebut harga seperti di bawah:														
<table border="1"> <thead> <tr> <th>Bil.</th> <th>Tajuk Sebut Harga</th> <th>Nilai Sebut Harga (RM)</th> <th>Tempoh</th> <th>Nama Kontraktor</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> KONTRAK BERJADUAL BAGI KERJA-KERA SENGGARAAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET JANAKUASA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA PULUH EMPAT (24) BULAN DI PANGKALAN TLDM PUSAT HIDROGRAFI NASIONAL PULAU INDAH PELABUHAN KLANG, SELANGOR. No.Sebutharga: JKR.UTS.SH/PHN/E-20/2021 </td> <td>300,000.00</td> <td> Tarikh Mula: 18 Oktober 2024 Tarikh Siap: 17 Oktober 2023 </td> <td> TERAS TEGUH ENGINEERING SERVICES No. 7, Jalan Putra Perdana 1/2, Taman Putra Perdana, 47130 Puchong, Selangor Darul Ehsan </td> </tr> </tbody> </table>					Bil.	Tajuk Sebut Harga	Nilai Sebut Harga (RM)	Tempoh	Nama Kontraktor	1.	KONTRAK BERJADUAL BAGI KERJA-KERA SENGGARAAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET JANAKUASA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA PULUH EMPAT (24) BULAN DI PANGKALAN TLDM PUSAT HIDROGRAFI NASIONAL PULAU INDAH PELABUHAN KLANG, SELANGOR. No.Sebutharga: JKR.UTS.SH/PHN/E-20/2021	300,000.00	Tarikh Mula: 18 Oktober 2024 Tarikh Siap: 17 Oktober 2023	TERAS TEGUH ENGINEERING SERVICES No. 7, Jalan Putra Perdana 1/2, Taman Putra Perdana, 47130 Puchong, Selangor Darul Ehsan
Bil.	Tajuk Sebut Harga	Nilai Sebut Harga (RM)	Tempoh	Nama Kontraktor										
1.	KONTRAK BERJADUAL BAGI KERJA-KERA SENGGARAAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET JANAKUASA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA PULUH EMPAT (24) BULAN DI PANGKALAN TLDM PUSAT HIDROGRAFI NASIONAL PULAU INDAH PELABUHAN KLANG, SELANGOR. No.Sebutharga: JKR.UTS.SH/PHN/E-20/2021	300,000.00	Tarikh Mula: 18 Oktober 2024 Tarikh Siap: 17 Oktober 2023	TERAS TEGUH ENGINEERING SERVICES No. 7, Jalan Putra Perdana 1/2, Taman Putra Perdana, 47130 Puchong, Selangor Darul Ehsan										
"WAWASAN KEMAKMURAN BERSAMA 2030" "BERKHIDMAT UNTUK NEGARA"														
Saya yang menjalankan amanah,  (MASTURA BINTI OMAR) Ketua Unit Tentera, Unit Tentera JKR Negeri Selangor, Cawangan Senggara Fasiliti Bangunan.														

Figure 12: Successful Contractor Notification Letter

(Source: Unit Tentera JKR Negeri Selangor)

- g) A meeting or tender interview call including JKR, clients PHN, and subcontractors will be held to describe the scope of work by the Head of Design Team (HODT), which is JKR, as well as the tender submission session. The plan will then be handed off to a subcontractor who will detail it.
- h) Head Of Design Team (HODT) then brought the sub-contractor to the project site for site surveying.
- i) Throughout the project, the subcontractor must follow the JKR's specification.

3.3 Advantages and disadvantages of open tendering.

3.3.1 Advantages of Open Tendering

- a) Open to all qualified bidders

When a project is open to all contractors, there is a greater chance of finding new prospective contractors who can meet the JKR's cost-to-quality-to-time ratio. It also gives a wider range of possibilities to pick from, so this project's composition isn't limited.

Figure 13 below shows the notice from JKR about registered contractors that are invited to bid.

KERJA-KERJA SENGGERAAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET JANAKUASA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA PULUH EMPAT (24) BULAN DI PANGKALAN TLDM PUSAT HIDROGRAFI NASIONAL PULAU INDAH PELABUHAN KLANG, SELANGOR

1. Tawaran adalah dipelawa daripada kontraktor-kontraktor yang berdaftar dengan CIDB dan mempunyai Perakuan Pendaftaran Kontraktor (PPK), Siijil Perolehan Kerja Kerajaan (SPKK) dan Siijil Taraf Bumiputera (STB), Siijil Suruhanjaya Tenaga (ST) dalam kategori dan pengkhususan yang berkaitan

Figure 13: Notice from JKR about all registered contractors under JKR are invited

(Source: Unit Tentera JKR Negeri Selangor)

- b) There will be no partiality in the selection of contractors and no favoritism

Every contractor that submits a bid has an equal chance of winning the project and is not bias to any single tenderer. Hence, this not only allows new firms to enter the market but also promotes professional etiquette in each company including JKR itself.

- c) High level of transparency and competition

JKR advises the contractor to submit a competitive price and great competition to get this project and this also proves that it benefits JKR in obtaining a reasonable price.

Figure 14 below shows guides from JKR about tender pricing that need to be followed by contractors who bids.

2.2	Bagi tujuan Sebut Harga ini, Penyebut Harga hendaklah <u>menawarkan harga tawaran yang tidak ditambah nilai kenaan GST</u> . Walaubagaimanapun, sama ada Penyebut Harga berdaftar GST ataupun tidak, Penyebut Harga masih bertanggungan untuk mengambil kira dalam harga tawaran apa-apa kos berkaitan dengan kenaan GST yang perlu dibayar oleh Penyebut Harga kepada pihak-pihak yang membekalkan khidmat kepadanya.
2.3	Sekiranya Penyebut Harga berdaftar GST, Inden Kerja berdasarkan <u>harga tawaran dengan tambahan nilai kenaan GST</u> akan dikeluarkan kepada Penyebut Harga yang berjaya.

Figure 14: An offer guide that should be made by the contractor who bids

(Source: Unit Tentera JKR Negeri Selangor)

3.3.2 Disadvantages of Open Tendering

a) High cost of tendering

The number of copies of the tender will be determined by the number of participants or contractors tendering, it will rather be pricey. As a result, while open bidding gets the most bids, the cost of tendering is often higher.

b) Novice contractors

With open tendering, one of the hazards of potentially picking a new and unknown contractor is increased. It's also possible that the contractor lacks the necessary experience for the work.

c) Underprice tenders

Employers must be wary of underpriced tenders since all contractors are attempting to undercut each other's pricing for the tender. Low quality materials, bad quality materials, poor quality of work, and other variables to cut others may be included in underpriced tenders.

Figure 15 below shows instructions from JKR about underprice tenders can easily being rejected if not followed the specifications given.

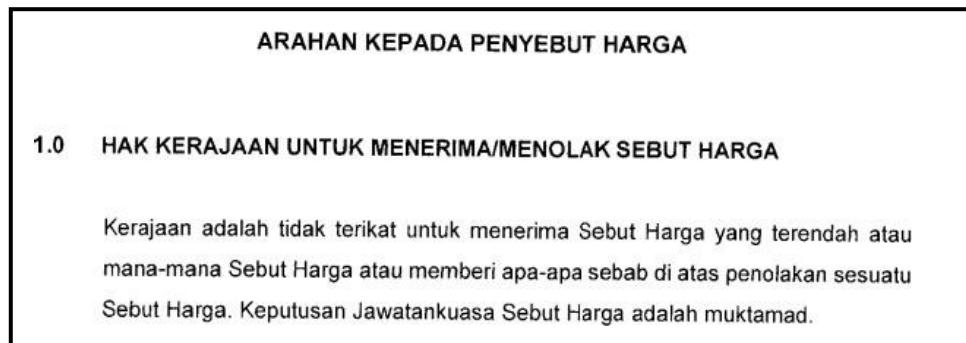


Figure 15: Instructions from JKR about underprice tenders.

d) Long tender process and time-consuming

Open tenders take longer since they invite all potential contractors to tender, and after the tender is submitted, the consultants must go through each and every one of the tenders, which takes a long time.

3.4 Common mistakes by the contractors who bid when filling forms of tender.

The form of tender is prepared by the client or their consultants and completed and signed by the tenderer. It is a formal acknowledgment that the tenderer has read, understood, and accepted the tender papers' terms and conditions, as well as any additional criteria. Items that might appear on a form of tender could include date, name and address, tender reference number, the price for which they are to do the works and any adjustments prices that have been agreed should the scope of the work or period of time change (or a reference to documents providing this information). Apart from it, acceptance of the terms and conditions is required. References to additional information-rich papers signatures, tenderer information also required with other items. Some of these elements may be filled out in advance by the customer or their advisers, leaving the tenderer with nothing to do except agree and sign. There are several factors to consider while choosing the best contractor for the given tender, particularly when filling out the tender form. They will not be accepted if the tender form is filled out incorrectly.

The most common mistake or problems occur when filling out forms of tender are firstly, form of tender is not signed, second, BQ Quotation price is not stated and BQ Quotation form is also not signed by tenderers. Other than that, the price offered is underprice which is too low and lastly the price also exceeds the desired amount by JKR.

- 1) This form should be signed by the tenderer to show that the tenderer has read and understood the tender and accepts the numerous terms and conditions as well as other requirements of participation. Unsigned bids/tender proposal forms will also be considered invalid tenders, with signatures from a principal or Director of the company required.

Figure 16 below shows one of the contractors who bid for this project which is Damai Kejora Trading did not sign the tender form

**FORM OF TENDER
IS NOT SIGNED**

(ii) Bankruptcy or Assignment – If the Contractor commits an act of bankruptcy or becomes insolvent or compounds with or makes any assignment for the benefit of his creditors the S.O. may without prejudice to any other right herein contained by notice sent by registered post determine this Contract.

For and on behalf of the Government of Malaysia, I accept the foregoing under the Condition expressed.

Name of Company and Stamp Signed By 

.....
MASTURA BINTI OMAR
KETUA UNIT TENTERA,
Unit Tentera JKR Negeri Selangor
Cawangan Senggarra Fasiliti Bangunan
Kompleks Ibu Pejabat JKR Negeri Selangor
Persiaran Jubli Perak, Seksyen 17
40200 Shah Alam Selangor.

And Of behalf of
Government of Malaysia
in the presence of:

.....
Witness
.....
MUHD ASYIKUN ILAHI BIN ISMAIL
JURUTERA ELEKTRIK,
Unit Tentera JKR Negeri Selangor
Cawangan Senggarra Fasiliti Bangunan
Kompleks Ibu Pejabat JKR Negeri Selangor
Persiaran Jubli Perak, Seksyen 17
40200 Shah Alam Selangor.

Date:..... Date:.....

Page 4 of 4

Figure 16: Damai Kejora Trading unsigned form of tender

(Source: Unit Tentera JKR Negeri Selangor)

- 2) The next mistake is the BQ Quotation price amount is not written in the tender form. The true objective is to verify that the tender price is provided in the form of a tender and so that the client has a clear picture of their price rates. The price needs to be stated in words and figure based on the tender form requirement.

Figure 17 below indicates the example of incomplete quotation by Naqib Haziq Trading which become the reason of being rejected.

KERJA-KERJA SIENGGARAAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET JANAKUASA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA PULUH EMPAT (24) HIJLAM DI PANGKALAN TLDM PUSAT HIDROGRAFI NASIONAL PULAU INDAH PELABUHAN KLANG, SELANGOR					
SEBUT HARGA : JKR.UTS.SH/PHN/E-10/2021					
GKASAN SEBUT HARGA KERJA (ANGGARAN JABATAN)					
M	PERKARA	UNIT	KUANTITI	KADAR HARGA (RM)	JUMLAH (RM)
	Bulan ke-17		1	400.00	400.00
	Bulan ke-18		1	400.00	400.00
	Bulan ke-19		1	400.00	400.00
	Bulan ke-20		1	400.00	400.00
	Bulan ke-21		1	400.00	400.00
	Bulan ke-22		1	400.00	400.00
	Bulan ke-23		1	400.00	400.00
	Bulan ke-24		1	400.00	400.00
JUMLAH KESELURUHAN					
Ringgit Malaysia (RM) : 160,050.00 SATU KATULUS LAMPU PULUH LIMA RIBU LIMA PULUH SATU RM.					
a: Jumlah keseluruhan dibawa ke Borang Sebut Harga Kerja LAMPIRAN 6 Date : 6/10/2021  Contractor's Signature & Stamp 					

TENDER PRICE IS NOT STATED

Figure 17: Naqib Haziq Trading's incomplete quotation

(Source: Unit Tentera JKR Negeri Selangor)

- 3) Other than that, the BQ Quotation in the tender form also need to be signed by the contractor. It is to ensure all the prices given are from their company with their consent and agreement. Before making a purchase, a customer might obtain a quotation to determine the cost of products or services. Usually, tenders are often issued by government companies in order to get bids (i.e., a price for the needed material).

Figure 118 as shown below is an example of unsigned quotation form by Kudrat Jati Resources.

BORANG SEBUT HARGA KERJA
Sebut Harga Bil: JKR.UTS.SHIPHNE-10/2021

JURUTERA AWAM KANAN,
Unit Tentera JKR Negeri Selangor
Cawangan Senggara Fasiliti Bangunan
Kompleks Ibu Pejabat JKR Negeri Selangor
Persiaran Jubli Perak, Seksyen 17
40200 Shah Alam Selangor.

Tuan,

Sebut Harga untuk:

KERJA-KERJA SENGGARAAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET JANAKUASA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA PULUH EMPAT (24) BULAN DI PANGKALAN TLDN PUSAT HIDROGRAFI NASIONAL PULAU INDAH PELABUHAN KLANG, SELANGOR

Di bawah dan tertakluk kepada Arahan Kepada Penyebut Harga, Syarat-syarat Sebut Harga untuk Kerja, Spesifikasi Kerja dan Lukisan, saya yang bertandatangan di bawah ini adalah dengan ini menawarkan untuk melaksanakan dan menyiapkan kerja-kerja tersebut bagi jumlah harga Kontrak Kerja sehingga Ringgit Malaysia: **Tiga Ratus Ribu Sahaja termasuk 0% GST (RM300,000.00)** dengan menggunakan kadar harga pukal yang berjumlah Ringgit Malaysia :

SMULUTUS Lapan Belas Ribu Lima Ratus Lima puluh Satu.
SABUAR . (RM) 118,551.00

Seperi yang dinyatakan dalam **Ringkasan Sebut Harga Kerja**.
 2. Saya bersetuju menyiapkan Kerja ini dalam masa Dua Puluh Empat (24) Bulan dari tarikh mula kerja seperti yang ditetapkan dibawah Kontrak Kerja.

Bertarikh pada 27 haribulan 09 2021

(Tandatangan Kontraktor)	(Tandatangan Saksi)
Nama Penuh: <u>SITI RAFOAH BT. MOHD MOKHTAR</u>	Nama Penuh: <u>YUSRI B. SELAMAT</u>
No. K/P: <u>740307-10-5506</u>	No. K/P: <u>690317-10-5259</u>
Alamat:	Alamat:
Atas sifat: <u>PENGRAH</u>	Atas sifat: <u>PENGRAH</u>

QUOTATION
FORM IS NOT
SIGNED

Figure 18: Kudrat Jati Resources unsigned quotation

(Source: Unit Tentera JKR Negeri Selangor)

- 4) Apart from that, the tender price is invalid since it exceeds or falls below the value of the JKR department's contract price. Given that the contract price is RM 300,000.00 and some of the contractors' prices are higher than JKR's contract price budget, this project is a no-brainer. This is the key reason why their application was rejected, because JKR would not accept any price that is impossible to achieve, whether it is higher or lower. Mistakes in calculating pricing have an impact on the tender form's quality, and it becomes more competitive as all of the contractors provide rates that are similar. JKR will essentially select the one that is closest to their department's budget, taking into account all factors, including contractor quotation rates.

Figure 19 and 20 shows the contractors that offered tender price exceeding and not exceeding the contract price which are from Innovation Resources and Kudrat Jati Resources.

KERJA-KERJA SENGARAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET
JANAKUSA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA
PULUH EMPAT (24) BULAN DI PANGKALAN TLOM PUSAT HIDROGRAFI NASIONAL
PULAU INDAH PELABUHAN KLANG, SELANGOR

NO. SEBUT HARGA : JKR.UTS.SH/PHN/E-10/2021

RINGKASAN SEBUT HARGA KERJA (ANGGARAN JABATAN)					
ITEM	PERKARA	UNIT	KUANTITI	KADAR HARGA (RM)	JUMLAH (RM)
q	Bulan ke- 17		1	9,900.00	9,900.00
r	Bulan ke- 18		1	9,900.00	9,900.00
s	Bulan ke- 19		1	9,900.00	9,900.00
t	Bulan ke- 20		1	9,900.00	9,900.00
u	Bulan ke- 21		1	9,900.00	9,900.00
v	Bulan ke- 22		1	9,900.00	9,900.00
w	Bulan ke- 23		1	9,900.00	9,900.00
x	Bulan ke- 24		1	9,900.00	9,900.00
JUMLAH KESELURUHAN					427,567.00

Ringgit Malaysia (RM) :

*Empat ratus dua puluh tujuh ribu lima ratus enam puluh
tujuh dan sen lapan puluh sahaja*

Nota : Jumlah keseluruhan dibawa ke Borang Sebut Harga Kerja LAMPIRAN 6

Date : 10 OCTOBER 2021.

[Signature] Contractor's Signature & Stamp

INNOVATION RESOURCES (001448856-U)
Suite A-1507, Level 15, Tower A,
Permen MPAJ, Jalan Pandan Urama,
Bandar Baru, 55100 Ampang, Selangor,
Tel: 03-2856 0444 Fax: 03-2858 9644
Email: ino_res@yahoo.com

INNOVATION RESOURCES (001448856-U)
Suite A-1507, Level 15, Tower A,
Permen MPAJ, Jalan Pandan Urama,
Bandar Baru, 55100 Ampang, Selangor,
Tel: 03-2856 0444 Fax: 03-2858 9644
Email: ino_res@yahoo.com

TENDER PRICE
EXCEEDS THE
CONTRACT PRICE

Figure 19: Innovation Resources tender price exceeding the contract price

(Source: Unit Tentera JKR Negeri Selangor)

KERJA-KERJA SENGARAN ELEKTRIK BANGUNAN, LAMPU JALAN, SET
JANAKUSA TUNGGU SEDIA BERKALA DAN KERJA BERKAITAN SELAMA DUA
PULUH EMPAT (24) BULAN DI PANGKALAN TLOM PUSAT HIDROGRAFI NASIONAL
PULAU INDAH PELABUHAN KLANG, SELANGOR

NO. SEBUT HARGA : JKR.UTS.SH/PHN/E-10/2021

RINGKASAN SEBUT HARGA KERJA (ANGGARAN JABATAN)					
ITEM	PERKARA	UNIT	KUANTITI	KADAR HARGA (RM)	JUMLAH (RM)
q	Bulan ke- 17		1	420.00	420.00
r	Bulan ke- 18		1	420.00	420.00
s	Bulan ke- 19		1	420.00	420.00
t	Bulan ke- 20		1	420.00	420.00
u	Bulan ke- 21		1	420.00	420.00
v	Bulan ke- 22		1	420.00	420.00
w	Bulan ke- 23		1	420.00	420.00
x	Bulan ke- 24		1	550.00	550.00
JUMLAH KESELURUHAN					118,551.00

Ringgit Malaysia (RM) :

*Satu ratus lapan puluh lima ratus lima puluh
seitu sahaja*

Nota : Jumlah keseluruhan dibawa ke Borang Sebut Harga Kerja LAMPIRAN 6

Date : 27-09-2021

[Signature] Contractor's Signature & Stamp

KUDRAT JATI RESOURCES
Lot 5786, Jalan 13 1/2, Jalan Teratai
Kg. Sg. Serutan, 42200 Koper
Klang, Selangor
Tel/Fax: 03-3250 0131 HP: 018-3997374
E-mail: smm_m_7374@yahoo.com

TENDER PRICE
TOO LOW THAN
THE CONTRACT
PRICE

Figure 20: Kudrat Jati Resources tender price lower than the contract price

(Source: Unit Tentera JKR Negeri Selangor)

CHAPTER 4.0

CONCLUSION

In summary, tendering technique and tendering process is a system or procedure that should be used wisely and intelligently. If using the tendering procedure effectively and choose the right contractor for the job, the project will be able to complete on schedule, on budget, and with high quality. Other than that, it also the greatest technique to choose the best contractor to build a building or manage a project while avoiding losses. The greatest strategy to meet the client's expectations is to use open bidding to pick the best contractor since it is fair to all parties involved. Overall, of the other options, open tender is the most prevalent since it is essentially a free-for-all approach for any contractor interested in tendering for the job and each stage of the tendering process is critical, and each component requires a specialist to act and oversee the process. Finally, while there are numerous tendering techniques to consider, I feel the most appropriate approach is to employ open tenders, which have a high probability of guaranteeing the best acceptable contractor is finally picked, resulting in a successful project.

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