



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

**THE QUOTATION PROCESS  
AT PROJECT GIATMARA**

**Prepared by:  
NURSYAKIRAH BINTI SHAMSUDIN  
2019203422**



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UNIVERSITY TEKNOLOGI MARA  
(PERAK)**

**(submission of date)**

**BY**

**NURSYAKIRAH BINTI SHAMSUDIN  
2019203422**

**Entitled**

**THE QUOTATION PROCESS AT PROJECT GIATMARA**

Be accepted in partial fulfillment of requirement has for obtaining Diploma In Building

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Ts.Dr. Dzulkarnaen Bin Ismail

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

**(7 JANUARY 2022)**

**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 Thema Global Enterprise (HQ) 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 practical fulfillment of the requirements for obtaining the Diploma in Building.

Name : Nursyakirah Bt Shamsudin

UiTM ID No : 2019203422

Date :

## **ACKNOWLEDGEMENT**

All acclaim to God for His strength and grace in this practical report, alhamdulillah. I'd like to thank my supervisor, Miss Sazwana Bt Mislán, for her knowledge and expertise on the subject. I'd want to express my gratitude to Project Giatmara in Petaling Jaya, Selangor. Thank you also to Ts. Muhammad Naim Bin Mahyuddin, my Practical Training Coordinator, and Miss Azizah Bt Talkis for their assistance, counsel, and moral support in completing this report successfully. Thank you for your interest in ensuring my success in the training. Not to be forgotten, special thanks go to the Report Supervisor, Ms Hasni Suryani Binti Mat Hassan, for her encouragement. Your goodwill means a lot to me, even if you don't contribute to this report. Finally, my gratitude goes to my beloved parents, Shamsudin Bin Harune and Rogayah bit Mat also to my siblings for their endless love, prayers, and encouragement. To those who do not contribute in this report, your kindness means to me.

Thank you very much.

## **ABSTRACT**

This report summarizes the process of preparing quotations for the Giatmara project. The company has 14 to 30 days to complete and submit the quotation. The aim of this report is to identify the quotation process and identify problems in completing the quotation process. In this report, there are two research methods used to obtain information about the process of preparing these citations: primary and secondary. In this study, the primary method was interview. For interviews, interview sessions were conducted with someone with experience preparing project quotations, such as supervisors and contractors. According to the findings of this analysis, the process of completing a quotation begins with registration, purchase, completion, and submission. Problems in perfecting quotations are incorrect costs, spelling and typing errors, inaccurate plant and equipment evaluations. Hopefully this report can provide many advantages and benefits to the reader on how the passage solves the problem situation while preparing the passage.

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## **CHAPTER 1.0**

### **1.0 INTRODUCTION**

#### **1.1 Background of Study**

Construction is vital for local economic growth. Local construction enterprises are the heart and soul of most local economies, creating jobs and boosting the amount of money spent and tax paid in that area.

Quotes are special offers for sale. These are sent in response to inquiries from specific people or business houses. Therefore, it is a reply message to inquiries from potential buyers.

The quotation includes details about the price of the item selected, the terms of payment, and the terms of delivery when writing such a letter, the seller should state everything clearly as requested by the buyer.

The letter must be written accurately and concisely. The seller must have the intention to create goodwill through such a letter that will establish a business relationship.

#### **1.2 Objectives**

- i. To identify the quotation process at project GIATMARA.
- ii. To identify the problem in process quotation at project GIATMARA.

### **1.3 Scope of Study**

The scope of the study was limited to obtaining, filling up, and submitting a quotation for the supply, deliver, install, and test workshop equipment at Giatmara Petaling Jaya Selangor.

### **1.4 Method of Study**

There are two methods of study were used in obtain information for this report. The method are primary and secondary. Primary sources are materials that have not been processed or printed the resources or materials that are still in original condition. These resources are original and not interpreted. The interviewing method is used as primary sources for this.

#### **i. Interview method**

Interviews are another approach for gathering information for this study. An interview was held to gather more information about the project. This strategy involves interviewing someone who is experienced or active in the project, such as interviewing, assistant manager, and administration

The second latter's source is made up of materials or documents. Reading written material was used to review the material. Documents based on previous projects are among thesesources. The sourceis the material that has been collected as referenced, processed, printed, and disseminated to get information by referring to it in the future

#### **i. Document review**

The process of capturing critical project details and providing the documents needed to successfully implement it is known as project documentation. Project documents are one of the reading materials generated by Thema Global Enterprise's administration. They can range from project proposals and business cases to project plans and project status reports. There is a lot of information that can be gained by using a document. Documents are typically obtained in many file formats.

## **CHAPTER 2.0**

### **COMPANY BACKGROUND**

Company name : THEMA GLOBAL ENTERPRISE

Registration no : IP0208798-M

Registration date : 25/5/2005

Company address : No.333 Lorong Beringin 6B, Taman Jaya,36000  
TelukIntan, Perak

No. Tel : 012 478 6933

No. Fax : 05-620 3688

Business : General Contractor, Landscaping, Cleaning and Supply  
ofcooking material (BMB)

Business status : Partnership

Owner : Mohammad Faizul Radzi Bin Ahmad Azizi

No. Tel : 012-478 6933

## **2.2 Company Profile**

### **2.21 Company Information**

2.2.1.1 Contractor registration system (CIDB) formally known as PKK

2.2.1.1.1 Registration SSPK/CIDB 0120060126-PK107900

Validity: 18/03/2021 until 23/04/2023

2.2.1.1.2 GI - B – B04, B14, B24

GI – CE – CE01, CE06, CE21, CE34, CE36

GI – ME – M15

#### **2.2.1.2 Ministry of Finance**

2.2.1.2.1 Financial registration: 357-02058915 (Bumiputera status)

Validity: 15/04/2021 until 14/04/2024

#### **2.2.1.2 CIDB**

2.2.1.3.1 Registration CIDB: 0120060126-PK107900

(Gred G1)

Validity: 18/03/2021 until 23/04/2023

#### **2.2.1.2 Bumiputera**

2.2.1.4.1 Registration Reference:0120060126 -PK107900

(Bumiputera Status)

2.2.1.4.1 The recognition: 23/04/2023

## 2.2.2 Appendix



The image shows a certificate of contractor registration from the Ministry of Entrepreneurship and Cooperatives. At the top center is the Malaysian national emblem. Below it, the title 'BAHAGIAN PEMBANGUNAN KONTRAKTOR DAN USAHAWAN' is printed in bold. The text identifies the document as a 'SIJIL KONTRAKTOR KERJA TARAF BUMIPUTERA' (Contractor Registration Certificate for Bumiputera). A paragraph explains that the contractor is registered in the Sijil and is recognized as a Bumiputera contractor. The certificate includes a table with registration details and a list of company employees with their K/P numbers.

  
**BAHAGIAN PEMBANGUNAN KONTRAKTOR DAN USAHAWAN**  
KEMENTERIAN PEMBANGUNAN USAHAWAN  
SIJIL KONTRAKTOR KERJA  
TARAF BUMIPUTERA

Adalah dengan ini syarikat tuan seperti tercatat di dalam Sijil ini diiktiraf sebagai kontraktor kerja bertaraf Bumiputera. Pemberian pengiktirafan ini adalah tertakluk kepada syarat-syarat termaktub di belakang sijil.

<u>NO. SIJIL PENDAFTARAN</u>	<u>GRED PENDAFTARAN</u>	<u>KATEGORI</u>	<u>TEMPOH SAH LAKU</u>
0120060126-PK107900	G1/Kelas F G1/Kelas F G1/Kelas F	B CE ME	DARI : 15/05/2020 HINGGA : 23/04/2023

NAMA DAN ALAMAT BERDAFTAR  
THEMA GLOBAL ENTERPRISE  
BATU 22 SUNGAI HAJI MUHAMMAD  
36200 SELEKOH  
PERAK  
HILIR PERAK

<u>PEGAWAI SYARIKAT YANG DITAUHIAHKAN</u>	<u>NO. K/P</u>
MOHD FAIZUL RAQZI BIN AHMAD AZIZI	820402086649
TOHMAHLIAH BINTI MOHD KHATIB	540624085952
MOHAMAD AMINUDDIN BIN AHMAD AZIZI	750101088965

**Photo 2.1** Certificate contractor

**Source:** Thema Global  
Enterprise



## PERAKUAN PENDAFTARAN

Adalah dengan ini diperakui bahawa kontraktor yang dinyatakan di bawah ini telah berdaftar dengan Lembaga mengikut Bahagian VI Akta Lembaga Pembangunan Industri Pembinaan Malaysia 1994. Pendaftaran ini adalah tersangkut kepada syarat-syarat yang telah ditetapkan bersama perakuan ini.

No. Pendaftaran : 0120060126-PK107900  
Nama Kontraktor : THEMA GLOBAL ENTERPRISE  
Alamat Berdaftar : BATU 22 SUNGAI HAJI MUHAMMAD  
36200 SELEKOH  
PERAK  
Daerah : HILIR PERAK  
Tarikh Mula Berdaftar : 26/01/2006

<u>GRED</u>	<u>KATEGORI</u>	<u>PENGGHUSUSAN</u>
G1	B	B04 B14 B24
G1	CE	CE01 CE06 CE21 CE34 CE36
G1	ME	M15

Tarikh Mula Berkuasa : 25/04/2020

Tarikh Habis Tempoh Perakuan : 23/04/2023

STATUS: AKTIF



**Photo 2.2** Certificate of registration with  
CIDB

**Source:** Thema Global Enterprise





### SIJIL PEROLEHAN KERJA KERAJAAN

Adalah disahkan syarikat/Firma ini adalah berdaftar dengan Lembaga Pembangunan Industri Pembinaan Malaysia dan tertakluk kepada syarat-syarat termaktub bersama sijil ini.

No. Pendaftaran : 0120060126-PK107900  
Nama Kontraktor : **THEMA GLOBAL ENTERPRISE**  
Alamat Berdaftar : **BATU 22 SUNGAI HAJI MUHAMMAD**  
**36200 SELEKOH**  
**PERAK**  
Daerah : **HILIR PERAK**  
Tarikh Mula Berdaftar : **26/01/2006**

<u>GRED</u>	<u>KATEGORI</u>	
G1	B	(Pembinaan Bangunan)
G1	CE	(Pembinaan Kejuruteraan Awam)
G1	ME	(Mekanikal dan Elektrikal)

**PEGAWAI SYARIKAT YANG DITAUHIAHKAN**

**NO. KIP**

MOHD FAZUL RADZI BIN AHMAD AZIZI	820402086649
TORIMAILLAH BINTI MOHD KHATIB	540624085952
MOHAMMAD AMINUDDIN BIN AHMAD AZIZI	750101088965

Tarikh Mula Berkuatkuasa : **27/04/2020**  
Tarikh Habis Tempoh Perakuan : **23/04/2023**

Ketua Eksekutif



**Photo 2.3** Government procurement certificates work

**Source:** Thema Global Enterprise



KEMENTERIAN KEWANGAN MALAYSIA

SIJIL AKUAN PENDAFTARAN SYARIKAT BUMIPUTERA

NO. SIJIL : BP60593175651884950  
NO. RUJUKAN PENDAFTARAN : 357-02058915  
TEMPOH SAH LAKU : 22/03/2018 - 21/03/2021

Bahawa dengan ini diperakui syarikat :

THEMA GLOBAL ENTERPRISE ( IP0208798-W )  
BATU 22,SG. HAJI MUHAMMAD,  
SELEKOH,  
PERAK,  
HILIR PERAK  
36200 TELUK INTAN  
PERAK, MALAYSIA

Telah diiktiraf sebagai Syarikat Bumiputera oleh Kementerian Kewangan Malaysia. Taraf Bumiputera bukannya hak dan boleh ditarik balik sekiranya syarikat gagal mematuhi syarat/kriteria yang ditetapkan. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Sijil Akuan Pendaftaran Syarikat Bumiputera (Lampiran C).

t.t

DATO' OTHMAN BIN SEMAIL  
Perbendaharaan Malaysia Semenanjung  
b.p. Ketua Setiausaha Perbendaharaan  
Kementerian Kewangan Malaysia

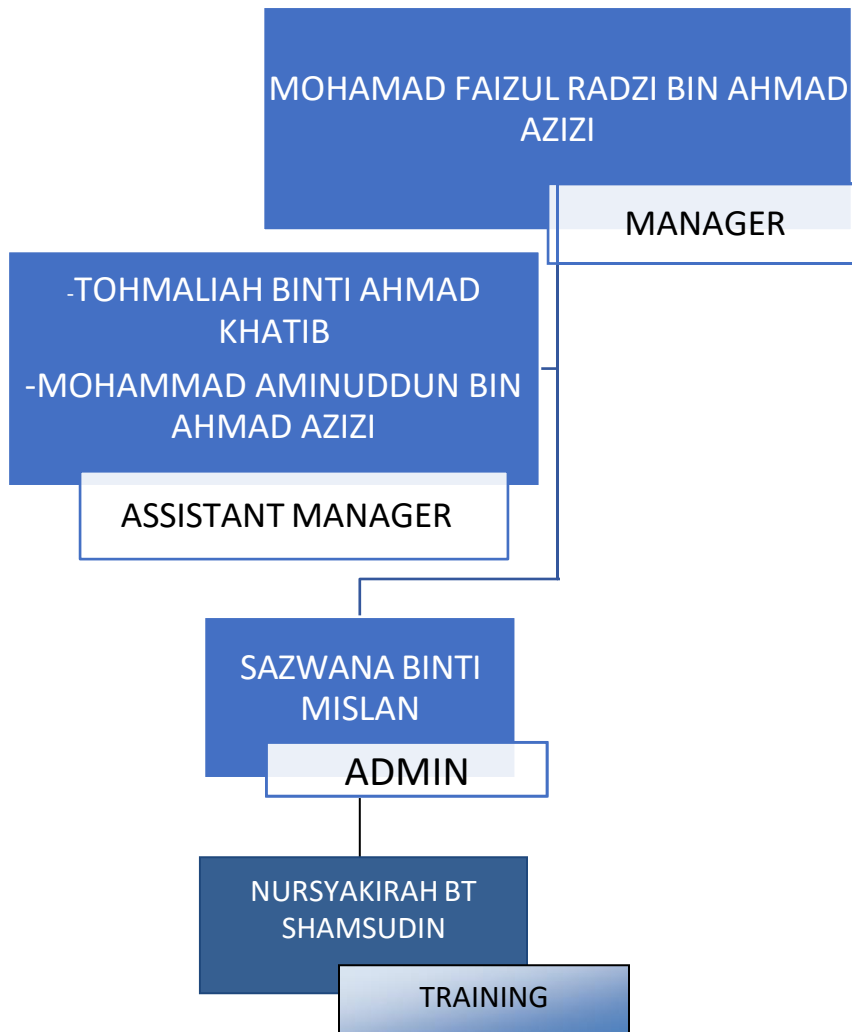
Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 22/03/2018

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)

**Photo 2.4** Certificate company registration with the Ministry of Finance Malaysia

**Source:** Thema Global Enterprise

### 2.3 Company Organisation Chart



**Table 2.2** Organization chart of Thema Global Enterprise

**Source:** Thema Global Enterprise

## 2.4 List of Project

### 2.4.1 Completed Project

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1.	Road maintenance at Lorong Wak Miskam in Kampung Tanah Lalang.	RM 52,830.19	21 March 2018	17 April 2018	4 Weeks	Bagan Datuk Land and District Office
2.	Maintenance work at FAMA Bagan Datuk Operations Centre	RM172,555.5	21 July 2018	25 October 2018	10 Weeks	The Federal Agricultural Marketing Authority (FAMA)
3.	Main road maintenance at "Bagan Sungai Burung, Bagan Dato Perak	RM139,555.00	23 May 2019	19 Jun 2019	4 Weeks	Bagan Datuk Land and District Office
4.	Road maintenance at "Bagan Parit 4, Sungai Sumun, Hutang Melintang, Perak.	RM20,000.00	3 October 2019	16 October 2019	2 Weeks	Bagan Datuk Land and District Office
5.	Road maintenance at "Jalan Rizab Tengah from Kg Tebuk to Kg Sg Batang"	RM95,000.00	3 June 2020	30 June 2020	2 Weeks	Bagan Datuk Land and District Office
6.	Road work of maintenance at 'Jalan Haji Husin, Selekoh, Daerah Bagan Datuk'	RM 19,950.00	24 May 2021	10 March 2021	4 Weeks	(Department of Irrigation and Drainage (JPS))

7.	Road mantainance at 'Kg Sri Perkasa HutanMelintang'	RM19,940.00	24 February 2021	3 March 2021	1 Weeks	Hilir Perak District Developme nt Office.
8.	Roof mantainance at 'Program Perumahan Rakyat Termiskin (PPRT) Rahmah Binti Abdullah dan Mohd Sabri Bin Abdul Bakar'	RM11,777.00 and RM9,164.00	23 September 2020	7 October 2021	2 Weeks	GIATMARA

**Table 2.2** List of Work Done  
**Source:** Thema Global Enterprise

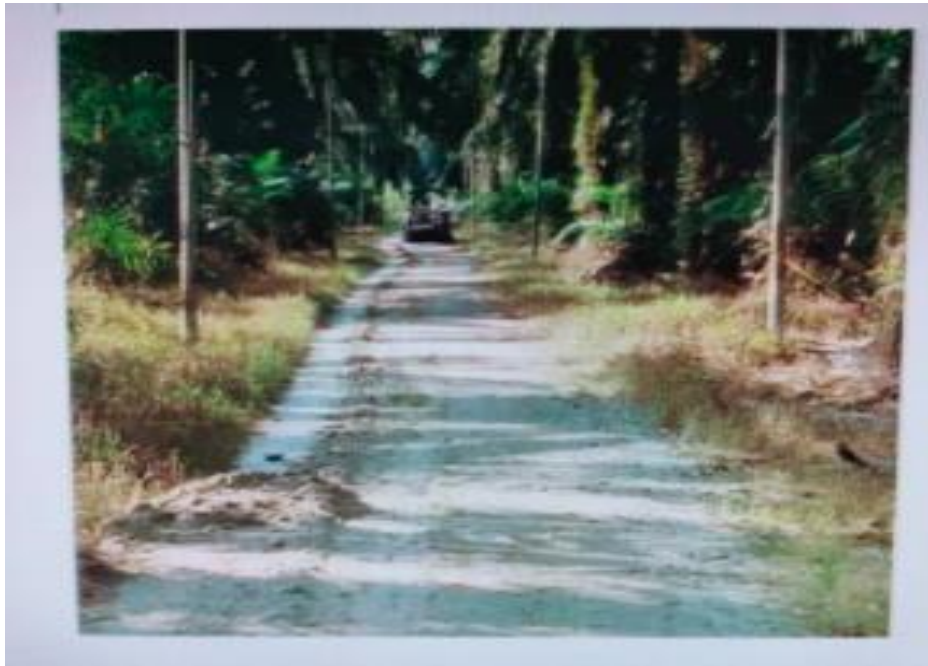
## 2.4.2 Progress project

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1.	Maintenance Jety at “Kampung Pasang Api”	RM 20,000.00	10 Augusts 2021	20 September 2021	6 Weeks	Bagan Datuk Land and District Office
2.	Maintenance grave road at Hutan Melintang		9 September 2021	7 October 2021	4 Weeks	Bagan Datuk Land and District Office
3.	Sayangi Rumahku Bina Baru 3 Bilik to: Shariffudin bin Yahya Alamat: No, 148, Kg Parit Tengah Jalan Rungkup ,36200 Bagan Datuk	RM 65,000.00	2 Disember 2021	19 Januari 2022	7 weeks	Bagan Datuk Land and District Office

**Table 2.3** List of Progress Project

**Source:** Thema Global Enterprise

### 2.5.1 Completed project



**Photo 2.5** Maintenance road Wak Miskam



**Photo 2.6** work Maintenance at FAMA Bagan Datuk Operations Centre



**Photo 2.7** Road mentainance at “Bagan Sungai Burung Bagan Dato Perak



**Photo 2.8** Road Maintenance at “Bagan Parit 4 Sungai Sumun, Hutan Melintang Perak





**Photo 2.9** Road mentainance at “Jalan Rizab Tengah from Kg Tebuk to Kg Sg Batang

## **CHAPTER 3**

### **3.1 INTRODUCTION**

#### **QUOTATION PROCESS AT PROJECT GIATMARA**

This study discusses the entire technique to prepared quotation, which involves the work of collecting, filling, and sending job quotations to the office that provides the company a project to be operated based on the specifications that have been provided.

In Malaysia, there are many ways for a company to obtain a project to be implemented such as through quotation, draw and work for but in this case, study only focused on how to complete the quotation for the supply, deliver, install, and test workshop equipment Giatmara Petaling Jaya Selangor. This quotation was issued by by the Ibu Pejabat Giatmara Wisma GIATMARA. In addition, this study also focuses on Identify the important document required when submitting quotation to a particular department.

A quote (short for 'quotation') is a priced description of the work to be done, supplies to be delivered, or services to be provided in the construction and other fields of business. Typically, the price specified in the quote is an estimate based on task details provided by a client to a supplier. A quote may also be referred to as a tender or bid in the UK construction business. A quote is typically prepared by a supplier in direct response to a client who is considering hiring the supplier's services. If the client is satisfied with the resultant quote, the supply contract may be awarded to that supplier. The client, on the other hand, may receive bids from a variety of potential suppliers and then choose the most economically advantageous to them. This may not be the cheapest estimate because other selection criteria such as track record, availability, duration of the works, staff capabilities, and so on may also be considered.

### 3.2 Background of the project

Based on case studies, the project was carried out in practical training is project supply, deliver, install, and test workshop equipment GIATMARA Petaling Jaya Selatan, Selangor. Contract period for this project is 12 months starting from 3rd December 2020 and the completion date is on 2nd December 2021. In the construction project, there are parties involved directly and responsible for the completion of this project.

Between the parties involved in the supply, deliver, install and test workshop equipment GIATMARA Petaling Jaya Selatan, Selangor as a employer and Encik Mohd Faizul Radzi Bin Ahmad Azizi Abdul as a director of Thema Global Enterprise and also the main contractor in this project.



**Photo 3.1** Location maps for Giatmara Petaling Jaya Selatan, Selangor

### 3.3 Case Study

#### 3.3.1 The Quotation Process

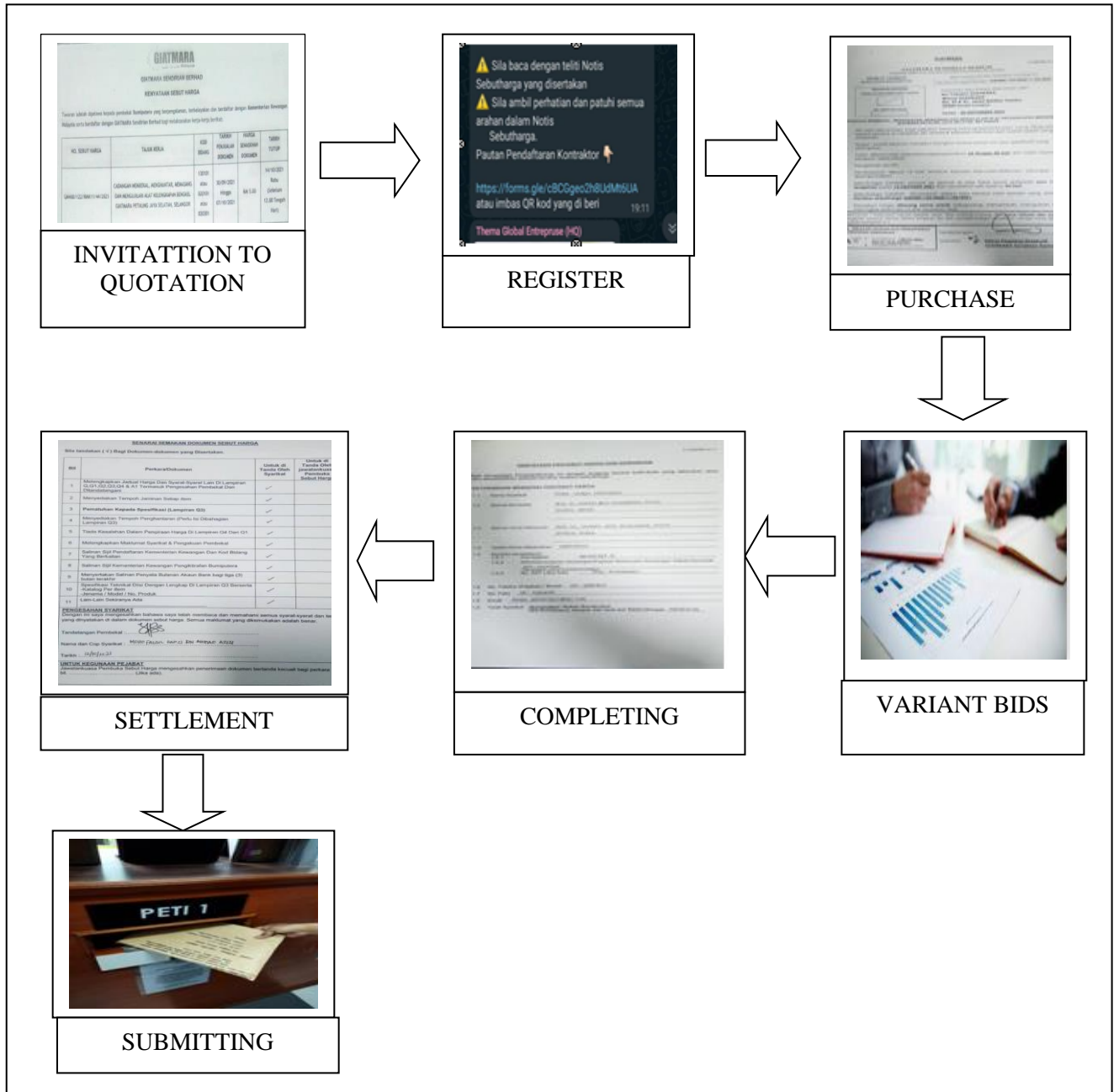


Figure 3.1 Process quotation

### **3.3.1.1 Invitation to Quotation**

An invitation to quotation is a formal request for a proposal to deliver goods or services. It could be granted for a variety of contracts, such as:

- Provision of equipment.
- Contractors created the design.
- Contractors in the trade.
- Contractors for construction.
- Main construction companies.
- Demolition or preparatory work.

Following an evaluation of pre-qualification questionnaires (PQQs) obtained by the client in response to an advertisement they made, an invitation to quotation may be issued.

The goal of pre-qualification is to create a shortlist of suppliers who are regarded most suitable for the project and will then be invited to quote. This saves time spent developing and evaluating ineffective quotation.

### 3.3.1.2 Registration

A company must initially register before receiving a quote. The Companies Commission of Malaysia (SSM), the Construction Industry Development Authority (CIDB), and the Government Launching Work Certificate are all things that the company must provide upon registering. Registration must be done through the registration link provided by the employer. The employer for this project is Giatmara Sendirian Berhad.

GIATMARA offered various instructions during registration, including additional explanation that if there is material in the quotation document that is unclear or contradictory, the contractor can contact the Indenture Officer for clarification. The Quotient will bear all costs associated with the creation of this quotation. This quotation is valid for 90 days from the quotation's closing date; the quotation cannot be withdrawn before the quotation's validity period expires.

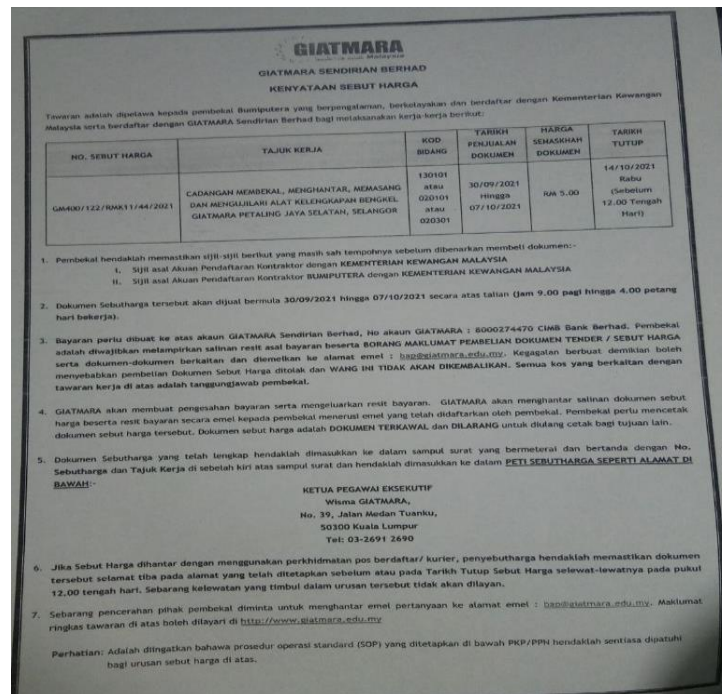
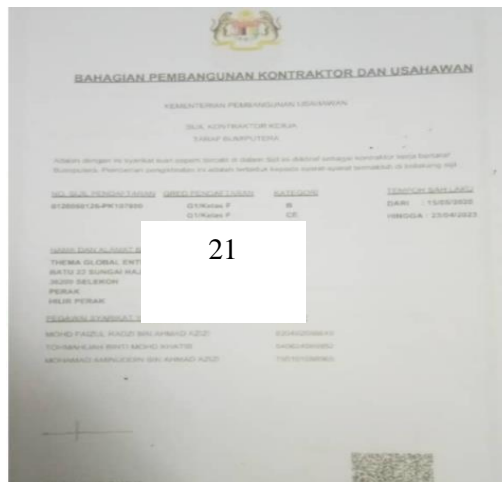


Photo 3.2 Notice of quotation from Giatmara

### 3.3.1.3 Purchase

The Company will receive an email message indicating that it has passed the registration to purchase the quotation. This quotation form is purchased for RM5.00 (Ringgit Malaysia: five ringgit only) at Ibu Pejabat Giatmara Wisma GIATMARA No.39 & 41, Jalan Medan Tuanku 50300 Kuala Lumpur. The purchase condition of this quotation is mandatory for companies that have a bumiputera status work contractor certificate and the only field codes that are allowed are 130101, 020101 and 020301. The field code list shows the field code registered by Thema Global Enterprise company that allows the company to purchase this GIATMARA quotation form.

If purchasing the quotation form online, payment must be made to GIATMARA Sdn Bhd account, Account No: 8000274470. A copy of the original payment receipt, along with the quotation purchase information form and supporting papers, must be attached, and forwarded to the address: [bap@giatmara.edu.my](mailto:bap@giatmara.edu.my). Failure to do so may result in the purchase of quotation documents being denied, with no reimbursement. The payment will be confirmed, and a payment receipt will be sent by GIATMARA. GIATMARA will email a copy of the quotation document and payment receipt to the supplier's registered email address at iati Thema Global Enterprise. The quotation paper must be printed by the supplier.



**Photo 3.3** Bumiputera status work contractor certificate referenced in advance to ensure that the field code involved is available

### **3.3.1.4 Variant Bid**

A quotation is a response to an invitation to quotation made by a prospective provider. It makes a proposal to deliver goods or services. An invitation to quotation may be issued for a variety of contracts, such as equipment supply, the primary construction contract (which may include design by the contractor), demolition, enabling works, and so on. In response to an invitation to quote, the invited quoter will submit their quotation, which will include their pricing for supplying the goods or services, as well as recommendations for how the client's criteria will be met, if these have been asked.

Quoter submissions should explicitly identify whether they are returning a variant bid and, if applicable, provide clarification on which specification items the variant has strayed from, as well as how the needed outcomes will be achieved. The quoter must persuade the buyer that the alternative proposal does not increase risk and must persuade them of the potential benefits. The quoter must be prepared to give more information as needed and to address inquiries about the variations that are likely to follow the submission.

A variant bid may be denied if the contracting authority considers it would make the quotation process less equitable and fair because it would expose them to a challenge from an unsuccessful quoter if the contract were awarded to the variant bid. It may also be denied due to the additional time and effort required to evaluate the offer alongside others that may be compliant with the specifications. Because specified outputs are typically provided to allow for fair comparison of filed tenders, a variation bid may result in different outputs as well as varied prices, rates, and so on. As a result, for the benefit of convenience and risk reduction, the client may determine that all tenderers must submit compliant proposals.

Clients, on the other hand. They may also be concerned that bidders who would otherwise satisfy the required results would be discouraged from submitting if they are unable to submit some, possibly small, modifications.



### 3.3.1.5 Completing


The quotation filled out completely in accordance with the terms and conditions that have been established. The form is obtained through the lottery system after obtaining consent from the relevant department. The form filled out completely and in black ink using a pen or a computer keyboard. Filling out the form differs depending on the department. The quotation form, along with the company profile, must be returned in its whole. A quotation for a comprehensive construction profile must also relate to the construction contained in the previously specified construction profile. However, there are other elements that are confidential and not shared, such as filling in the price on the advice of the firm, which is part of maintaining the company's secrecy. The global enterprise. The table below shows the price table for which covers items such as equipment contained in the quotation as well as a checklist of quotation documents that include schedules and other conditions, warranty period for each item, complete company information, provide finance ministry registration certificate and company field code, include a copy of the statement bank accounts, and technical specifications i.e. catalogues and product brands.

The quoter must read the quotation's instructions. The aspect of examination is mentioned among the general conditions. GIATMARA reserves the right to require the goods to be inspected or tested by an official appointed by it at any time, including during manufacture. prior to shipment When inspection or testing facilities are required, the quoter must offer them. The next condition requires the quoter to guarantee that the goods and services are supplied in line with the requirements or standards indicated in this invitation. clear. Advertising is the next general condition. Without the previous agreement of GIATMARA's chief executive officer, no advertisement of consent to any quotation may be published in any newspaper, magazine, or other advertising channel. The following insurance condition is that no insurance or goods en route from the supplier state or within Malaysia must be included in the quotation.

LAMPIRAN Q1  
JADUAL HARGA BAGI  
CADANGAN MEMBEKAL, MENYOKONG, MENGIKAT DAN MENGUJARI ALAT KELENKAPAN  
BERKUALITI MADA PETALING JAYA SELATAN SELANGOR

BIL	PERKARA	KUANTITI	HARGA SELUNIT		JUMLAH
			RM	RM	
1	COMPUTER TABLE	15 UNIT			
2	ADJUSTABLE SWIVEL BREATHABLE COMFORTABLE MESH OFFICE CHAIR WITH METAL LEG	15 UNIT			
3	AUTOMATIC VOLTAGE REGULATOR	15 UNIT			
4	FULL HEIGHT CUPBOARD WITH LOCKING BAR	3 UNIT			
5	NON-INVERTER AIR CONDITIONER - RBTGA	3 UNIT			
6	EXECUTIVE OFFICE TABLE	5 UNIT			
7	EXECUTIVE PU LEATHER OFFICE CHAIR	5 UNIT			
<b>JUMLAH KESELURUHAN</b> I. Jumlah Dibawa Ke Lampiran Q1					

\* Jumlah di Lampiran Q4 hendaklah sama dengan jumlah lampiran Q1

Tarikh : 08/12/2020      Tandatangan Pembekal : 

Nama/Cepa Syarikat : MUDA TAJUBA, BERKUALITI DAN AMBIK ADILI  
 Tema Global Enterprise  
 (P) 03-7330 1111

Alamat Syarikat : Lot 10, Bangunan M&A, Kompleks  
 M&A, Jalan M&A, 43000 Kajang, Selangor

**Photo 3.4** shown table of price which needs to be filled in by Thema Global Enterprise

One of the crucial paperwork that must be filled out is the bidder's declaration letter, which includes the director, company name, and company registration number. The bidder's declaration letter must be signed by the company's director. Global Enterprise Sendirian Berhad is the topic of Global Enterprise Sendirian Berhad. If a firm director is found to be at fault, among the consequences include the withdrawal of the quotation contract offer, the termination of the quotation contract, and other disciplinary procedures in accordance with government procurement rules.

Performance bonds are among the other requirements in the quotation. Thema Global Company is obliged to offer performance bonds in the amount of 2.5% percent of the contract price for contracts worth more than RM200,000.00 to RM500,000.00. Bank Guarantee is used to give performance bonds. Performance bonds are refunded once the contract has been completed satisfactorily and current procurement rules have been followed

LAMPIRAN A1  
(BAP bertarikh 1 April 2021)

**SURAT AKUAN PEMBIDA**

Bagi

**CADANGAN MEMBEKAL, MENGHANTAR, MEMASANG DAN MENGUJILARI ALAT KELENGKAPAN BENGKEL  
GIATMARA PETALING JAYA SELATAN, SELANGOR**


Saya, MHD FAIZUL RAQZI BIN AHMAD AZIZI nombor K.P. 520402-08-6649 yang mewakili THEMA GLOBAL ENTERPRISE nombor pendaftaran (MOF/PKK/CIDB/ROC/ROB/ROS) 351-DJCS815 dengan ini mengisytiharkan bahawa saya atau mana-mana individu yang mewakili syarikat ini tidak akan menawar atau memberi rasuah kepada mana-mana individu dalam **GIATMARA Sendirian Berhad** atau mana-mana individu lain, sebagai sogokan untuk dipilih dalam tender/ sebutharga\* seperti di atas. Bersama-sama ini dilampirkan Surat Perwakilan Kuasa bagi mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.

2. Sekiranya saya atau mana-mana individu yang mewakili syarikat ini didapati bersalah menawar atau memberi rasuah kepada mana-mana individu dalam **GIATMARA Sendirian Berhad** atau mana-mana individu lain sebagai sogokan untuk dipilih dalam tender/ sebut harga\* seperti di atas, maka saya sebagai wakil syarikat bersetuju tindakan-tindakan berikut diambil :

- 2.1 penarikan balik tawaran kontrak bagi tender/sebut harga\* di atas; atau
- 2.2 penamatan kontrak bagi tender/sebut harga\* di atas; dan
- 2.3 lain-lain tindakan tatatertib mengikut peraturan perolehan kerajaan

3. Sekiranya terdapat mana-mana individu cuba meminta rasuah daripada saya atau mana-mana individu yang berkaitan dengan syarikat ini sebagai sogokan untuk dipilih dalam tender/sebut harga\* seperti di atas, maka saya berjanji akan dengan segera melaporkan perbuatan tersebut kepada pejabat Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) atau balai polis berhampiran.

Yang Benar,



Nama: MHD FAIZUL RAQZI BIN AHMAD AZIZI  
No. KP: 520402-08-6649  
Cop Syarikat : THEMA GLOBAL ENTERPRISE  
(90208796-W)  
Batu 22, Sungai Haji Muhammad,  
38200 Seremban, Perak  
Tel: 012-478 6933 / 019-359 2484

**Photo 3.5 Bidder's declaration letter**

**SYARAT-SYARAT LAIN**

1. Tempoh penghantaran/siap ialah bilangan hari pembekalan dilaksanakan sepenuhnya termasuk hari Sabtu, Ahad dan cuti umum.
2. Sebarang kemusykilan boleh menghubungi Bahagian Pengurusan Projek & Aset GIATMARA talian 03-2691 2690
3. Pembekalan barang hendaklah di hantar ke alamat di bawah :-


**3.1 GIATMARA PETALING JAYA**  
NO. 8427 JALAN 225  
46100 PETALING JAYA  
SELANGOR  
TEL: 03-7931 5117

4. Masa penghantaran hendaklah di bust dalam waktu pejabat sahaja. Nota penghantaran hendak disahkan oleh bahagian yang menerima bekalan.
5. Pihak **GIATMARA Sendirian Berhad** tidak tenkat untuk mengambil satu pembekal untuk kesemua item yang ditawarkan.
6. Pihak **GIATMARA Sendirian Berhad** berhak pada bila-bila masa menarik balik lantikan pembekal yang tidak mematuhi syarat dan spesifikasi pembekalan, jika didapati mutu dan kualiti pembekal tidak memuaskan

Sila nyatakan nama wakil syarikat yang akan berurusan dengan **GIATMARA Sendirian Berhad**

Nama : MHD FAIZUL RAQZI BIN AHMAD AZIZI  
No. Telefon pejabat / bimbit : 012-4786933  
Email : thema\_global@sg.com.my  
Cop Syarikat : THEMA GLOBAL ENTERPRISE  
(90208796-W)  
Batu 22, Sungai Haji Muhammad,  
38200 Seremban, Perak  
Tel: 012-478 6933 / 019-359 2484

7. Saya/kami dengan ini menawar untuk membekal barang-barang/perkhidmatan di atas dengan syarat-syarat yang ditunjukkan di atas tertakluk kepada syarat-syarat berikut dan di belakang ini

Tarikh : 12/01/2021 Tandatangan Pembekal : 

Nama @ Cop Syarikat : MHD FAIZUL RAQZI BIN AHMAD AZIZI  
Alamat Syarikat : THEMA GLOBAL ENTERPRISE  
(90208796-W)  
Batu 22, Sungai Haji Muhammad,  
38200 Seremban, Perak  
Tel: 012-478 6933 / 019-359 2484

Catatan: \* Potong mana yang tidak berkaitan

**Photo 3.6** shown a declaration from a company agreeing to the other requirements indicated

### **3.3.1.6 Settlement**

Once the customer has determined the preferred quoter (which may require more interviews), they may conduct a quotation settlement conference to begin discussions. This may necessitate additional changes to the quotation papers and the filing of a revised quotation.

### **3.3.1.7 Submitting**

The last step in completing the estimate is to compile the documents that must be submitted along with the price form before it is transmitted to the relevant office. The completed quotation form must be submitted to the appropriate office by the given date and time. Much paperwork, including the firm profile, the quotation form, and the original receipt for the purchase of the quotation form, must be included with the quotation form. The full quotation document is sealed in an envelope stamped with the quotation number GM 400/122/RMK11/44/2021 and the quotation title and deposited in the quotation box at the time and location specified in the quotation notice.

If a quotation document is submitted by hand, the Quoter must send it by post so that the material arrives on or before the time and place stated. This quotation period is valid for 90 days from the quotation's closing date. The quoter may not withdraw his quotation before the quotation's validity term expires. If the quoter withdraws his quotation before the validity time expires, disciplinary action will be taken. In response to an invitation to tender, invited tenderers will submit their quotation, which will include their price for supplying the goods or services, as well as recommendations for how the client's needs would be met if these have been asked. The exact substance of tenders will differ significantly depending on the procurement route.



**Photo 3.7** Quoter withdrawal

### **3.3.2 Identify the problem in process quotation.**

A quotation is a prospective supplier's answer to a tender invitation. It gives suggestions for shipping products or services. A quotation paper is being prepared to acquire an offer (offer). Bidders can use the submission process to determine their fitness for the project in comparison to their competitors, and clients can analyse comparable proposals. When bidding on a construction project, it is common for mistakes to be committed that can jeopardise the bid's success.

#### **i. Inaccurate costing**

Tenderers will typically be given a quotation pricing paperwork to complete. This enables comparing the various tender bid submissions easy for those examining the tender bids. If this is inaccurate, the final costs and the remainder of the estimate may be thrown out.

To give accurate measurements, adequate time must be allotted to thoroughly analyse the drawings and specifications. It is critical to verify that measurements are drawn from the most relevant tender documents and that the notes are thoroughly reviewed (for example, some plans may provide instructions as to whether to scale the drawings or use separate dimensions included in the specifications).

It is also critical to collect accurate and competitive subcontractor prices to include in the bid price. This means that the scope of work/services requested from subcontractors must be precisely stated to prevent including unnecessary or erroneous charges in the tender proposal.

Any erroneous costings will throw doubt on the quotation's capacity to perform the job.

#### **ii. Spelling and typing mistake**

A quotation must be completed without spelling or typing errors, which, while not necessarily disqualifying the tenderer, may give the client an unprofessional impression. To avoid this, documents should be thoroughly verified and proofread before being sent to the client.

#### **iii. Inaccurate plant and equipment evaluation**

When submitting a bid, the quoter must guarantee that they have access to the plant and equipment required to accomplish the work. If the tenderer owns the resources, this will entail ensuring that they will be available at the time and for the duration required, that they are all in excellent operating order and that they are unlikely to require time- and cost-intensive maintenance.

If they are not owned, they must be able to be hired or acquired from a third party, and the costs must be carefully evaluated.

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**iv. Late submission**

Failure to submit a quotation by the specified deadline will almost certainly result in the bid being disqualified. The quoter should use careful preparation and time management to prevent having to rush to complete the bid on time, which may result in additional errors.

## CONCLUSIONS AND RECOMMENDATION

### 4.1 Conclusion

The conclusion of this report is about quotation for the supply, deliver, install, and test workshop equipment Giatmara Petaling Jaya Selangor. The objective of this case study is to identify the process of quotation and to identify the in process quotation. According to this case study, before the firm acquires the quotation, the company must register in order to know the status of the company's success in purchasing the quotation. Enterprise successfully registered to obtain a quote for the supply, delivery, installation, and testing of workshop equipment Giatmara Petaling Jaya Selangor. This quotation form was purchased for RM5 (Five Ringgit Only). To avoid errors during errors, all instructions must be read first. The project amount, however, has been kept hidden in this case study to protect the anonymity of Thema Global Enterprise Company. Berhad. Finally, explain the re-submission of quotation documents to GIATMARA. Furthermore, this case study explains the problem in process quotation. It is typical for mistakes to be made when bidding on a construction project, which might jeopardise the bid's success. Adequate time must be allocated to thoroughly analyse the designs and requirements in order to provide accurate measurements. It is also essential to obtain accurate and competitive subcontractor prices to include in the bid price. This means that the scope of work/services sought from subcontractors must be specified precisely. The quoter must guarantee that they have access to the necessary plant and equipment and that it is in good operating order. A quotation must be completed without spelling or typing errors, which, although not necessarily disqualifying the tenderer, may give the client the impression that the tenderer is unprofessional. Bids that are not submitted by the given deadline will almost definitely be disqualified.



## 4.2 Recommendation

It is suggested that for the next report, you conduct study on completing the quotation in the ePerolehan system. Such a system may process forms entirely online, making the process faster and more efficient. It also has self-service options. For example, online registration for site inspections and briefings, supplier reports, and delivery termination instructions, among other things. An efficient and consistent ePerolehan system allows suppliers to plan procurement operations more effectively, and automated processes give lower operational costs and time returns. Transaction cycles have shortened. Transactions and promotion for items and services become cheaper and faster, promoting more purchases. Using the ePerolehan System as a business platform allows you to learn the notion of eBusiness more readily. -anytime, anywhere.



**Photo 3.8** Website e-Perolehan

## REFERENCES

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