



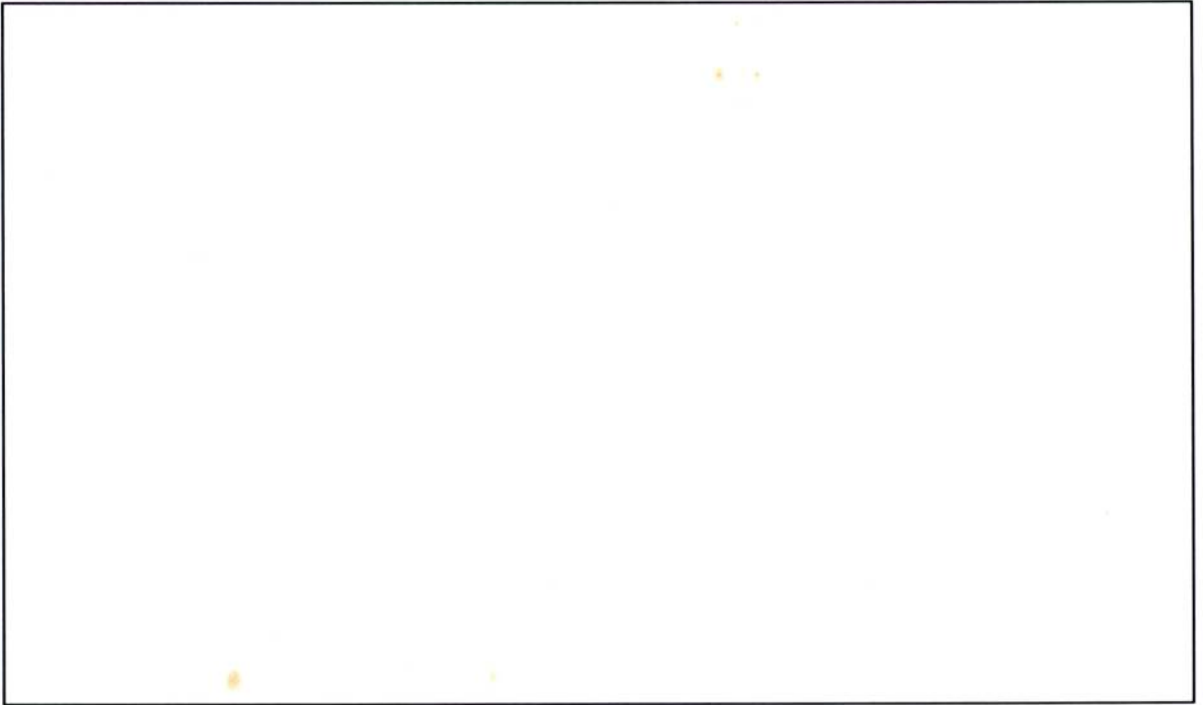
**UNIVERSITI TEKNOLOGI MARA SARAWAK  
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES  
AM228  
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)**

**INDUSTRIAL REPORT (ADS668)  
DUTIES OF ASSISTANT ADMINISTRATIVE OFFICER  
(PENOLONG PEGAWAI TADBIR) GRADE N.27, AT  
STATE FINANCIAL SECRETARY'S OFFICE, SARAWAK  
PROCUREMENT DIVISION, CONTRACTORS AND  
SUPPLIERS DEVELOPMENT UNIT (EDU)**

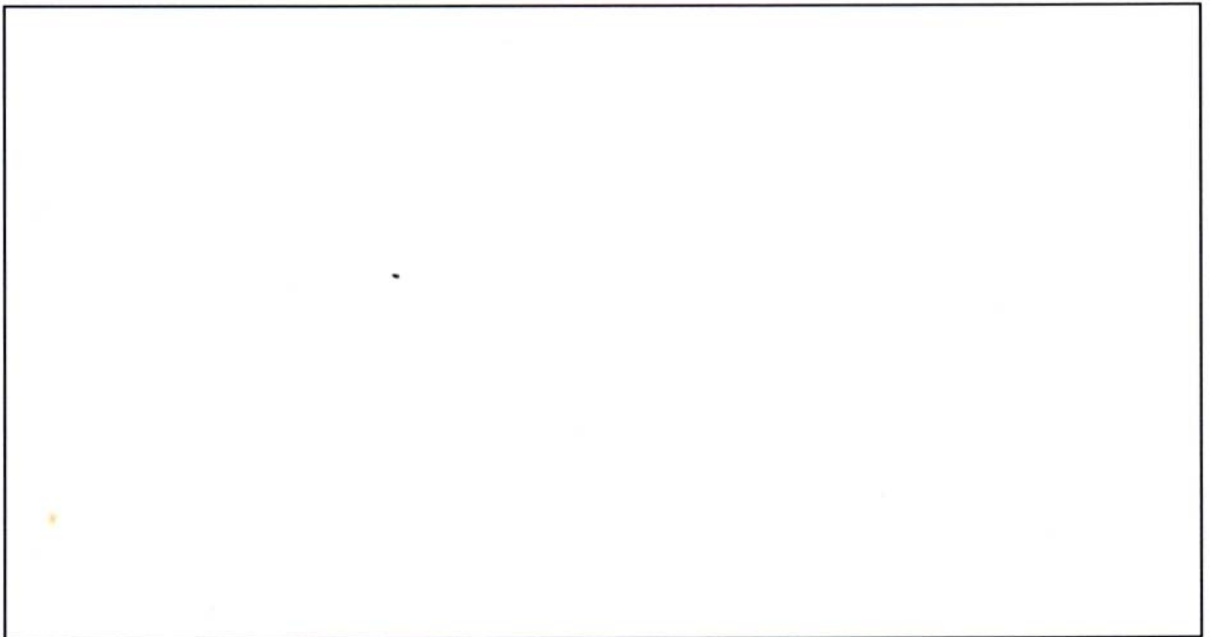
**PREPARED BY:  
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**PREPARED FOR:  
MISS SHARON PEARL HENRY**

Supervisor's Comments

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Moderator's Comments

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**CLEARANCE FOR SUBMISSION OF THE INDUSTRIAL REPORT BY THE SUPERVISOR**

Name of Supervisor : Miss Sharon Pearl Henry

Title of Industrial Report : Duties of Assistant Administrative Officer (Penolong Pegawai Tadbir) Grade N. 27 at State Financial Secretary's Office, Sarawak, Procurement Division, Contractors and Suppliers Development Unit (EDU), 17<sup>th</sup> Floor, Wisma Bapa Malaysia, Petra Jaya, 95302 Kuching, Sarawak.

Name of Student : Pauline Anak Bret

No. Pelajar : 2011280938

I have reviewed the final and complete industrial report and approve the submission of this report for evaluation.

-----  
(Signature)

Date:

## **ACKNOWLEDGEMENT**

Completing this industrial report was a challenging for me. However, fortunately I had help of many parties that made this report less difficult. To my families, thank you for continuously supported in all aspects and understanding my situation. I have to sacrifice my time with the families in other to complete this report.

I also like to thank my supervisor, Miss Sharon Pearl Henry who taught me many things about preparing this report. I learned a valuable lesson about this report in action.

I would like thank God without his blessing I will not have successfully completed this study.

Pauline Anak Bret

2011280938

Bachelor of Administrative Science (Honours)

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## **Declaration**

I hereby declare that the work contained in this report is my own except those which have been duly identified and acknowledged. If I am were later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed

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Name: Pauline Anak Bret

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# Chapter 1: Introduction of the Organization

## 1. Background of The Organization

*Picture 1.1  
Office logo*



Currently I am working as Assistant Administrative Officer (Penolong Pegawai Tadbir) Grade N. 27 at State Financial Secretary's Office (Pejabat Setiausaha Kewangan Negeri Sarawak), Procurement Division (Bahagian Perolehan), Contractor and Supplier Development Unit (EDU) [Unit Pembangunan Kontraktor dan Pembekal (UPKP)].

State Financial Secretary's Office (SFS'O) was established in line with State of Sarawak Constitution (G.N.S 163/63) and appointment of State Financial Secretary (SFS) is also aligned with Allocation of Item 11 State of Sarawak Constitution.

SFS function as authorized State Financial under State Financial Act Year 1957 and responsible to all state of Sarawak financial matters. SFS reported to Sarawak Chief Minister regarding the policy and legislative related to management of state financial resources.

SFS'O is a Corporation (SFS Inc.), Incorporated under Chapter 36, State Financial Secretary (Incorporation) Ordinance, 1948 and giving power to him

to own, purchasing, taking, holding and enjoys fixed and moving assets, and can surrender, value adding, pawning, renting, transferring the ownership or demolishing any fixed moving and assets owned under the corporation with reasonable conditions.



## **2. Vision, Mission and Objective of the Organization**

### **2.1. Vision**

To be the most efficient and effective State Financial Secretary's Authority Agency.

### **2.2 Mission**

Continuously strengthening the financial management system by increasing the capacity and resilient (*daya pegas*) of state financial level.

### **2.3 Objective**

To strengthening the capacity and capability of state financial continuously to make sure the state financial position are strong and stable in the long run through:

- a. Optimizing the use of state resources;
- b. Intelligent and smart planning and management of state financial ;
- c. Good financial discipline; and
- d. Practice of good and continuous administration.

### **2.4Quality Objective**

SFSO has its own Quality Objective. The objectives are:

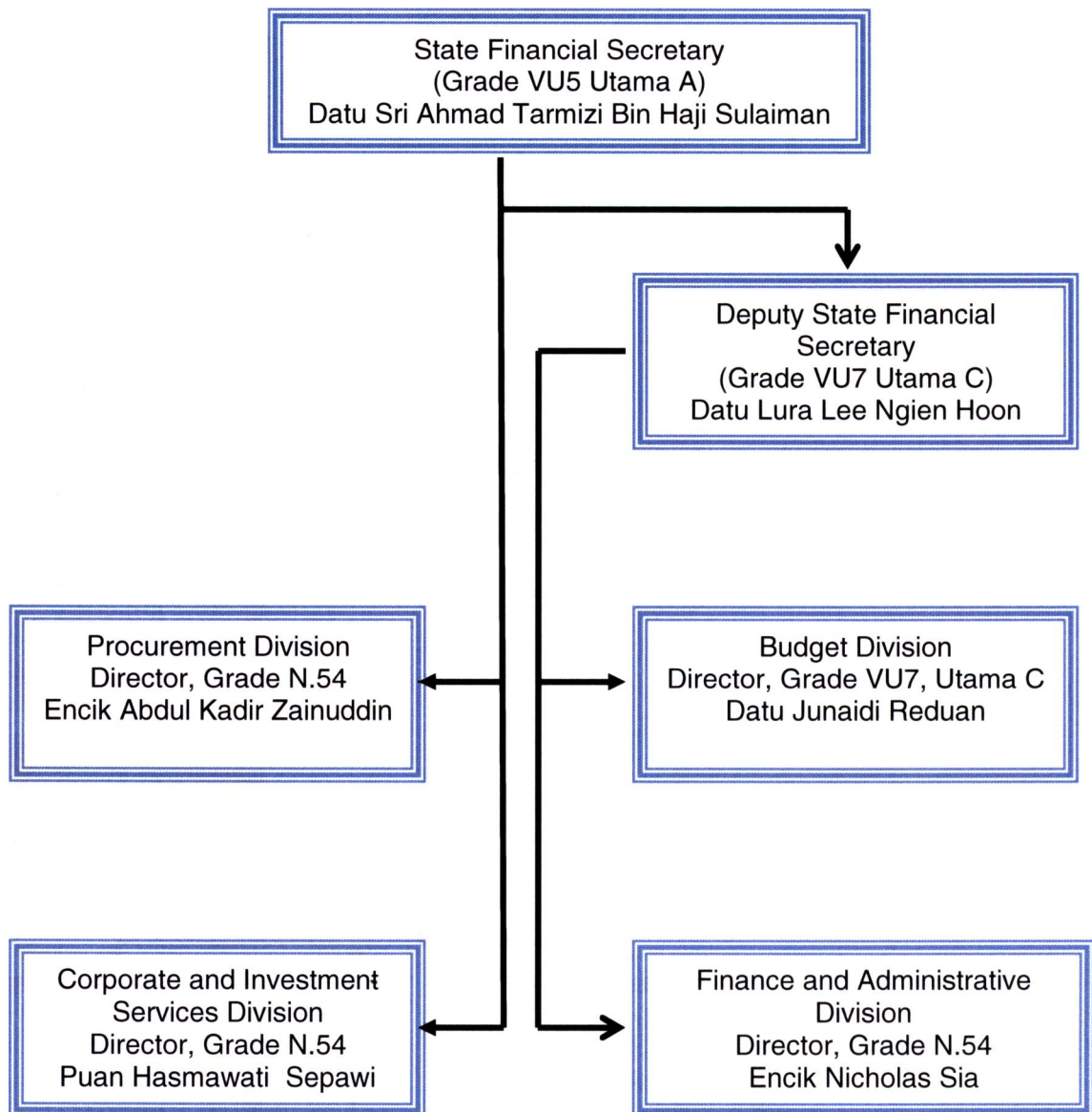
- a. Strengthening the capacity and position of state financial;
- b. Ensures the efficiency and effectiveness of financial management; and
- c. As an adviser to the State Government in all matters related to state financial.

### 3. Organization Structure

#### 3.1 Organization Chart

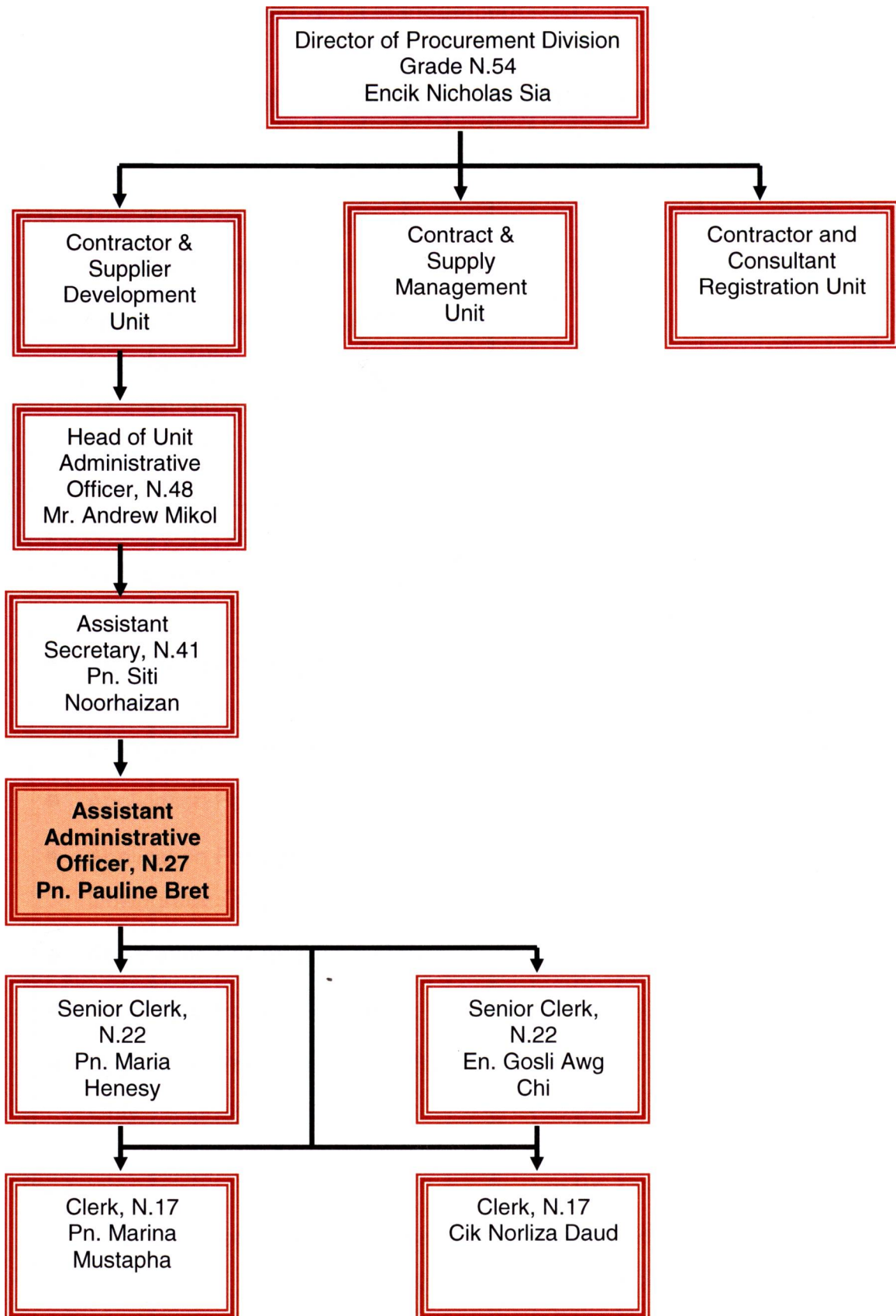
Chart 3.1

State Financial Secretary's Office Organization Chart



Based on the chart, Director of Procurement and Corporate & Investment Division will report directly to State Financial Secretary, where else for Director of Budget and Finance and Administrative Division will report to Deputy of State Financial Secretary.

Chart 3.2  
Procurement Division Chart



## 4. Client Charter

### 4.1 Contractor's Registration Management

<b><u>Contractor's Registration Management</u></b>		
<ul style="list-style-type: none"> <li>● Application For New Registration;</li> <li>● Application For New Registration with Bumiputera's Status; And</li> <li>● Application For New Registration Together With Application For Deregistration of Existing Registration</li> </ul>	60 Working Days	<p><b><u>Client:</u></b></p> <p>All the Firm / Company That Applying for Contractor's Registration.</p>
<ul style="list-style-type: none"> <li>● Application For Renewal Of Registration</li> </ul>	1 Working Day	
<ul style="list-style-type: none"> <li>● Application For Renewal together With Change And / Or Upgrade / Downgrade / Additional;</li> <li>● Application For Change only</li> <li>● Application For Upgrade / Downgrade Only</li> <li>● Application For Additional Only;</li> <li>● Application For Deregistration; And</li> <li>● Application For Bumiputera's Status Only</li> </ul>	30 Working Days	
<ul style="list-style-type: none"> <li>● Issuing of Registration Certificate</li> </ul>	30 Working Days After Payment Received	

## 4.2 Management of State Civil Servants Housing Loan

<b><u>Management of State Civil Servant Housing Loan</u></b>		
(w.e.f: 22 <sup>nd</sup> May 2004)		
● Application for Housing Loan's for state civil servant that fulfills all the conditions as stated.	7 working days from the received date.	<u>Client:</u> All state civil servant from ministries / agencies

## 5. Online Services

- **Online License Application**

The contractor, supplier and consultant can apply license online at website address: <http://www.sfs.sarawak.gov.my>.

- **Contractors Registry**

An authorized/appointed person by all state agencies which password a provided by Contractor and SupplierRegistration Unit can access this information via online at website address: <http://www.sfs.sarawak.gov.my>.

## **6. Core Business Of The Organization**

### **6.1 Function of Each Division's in State Financial Secretary's Office**

#### **6.1.1 Finance And Administration Department**

##### **I. Finance Unit**

- Administrator and managing of Office's financial
- Management of Federal and State Loans
- Management / Administrative of State Civil Servant / State Assemblyman Housing Loan Schemes (ADUN)
- Management / Monitoring of Renting of Land and Building owned by SFS Inc.
- Processing Of Renting Declaration of Building For The Purpose of Government Offices and Staff Quarters.
- Adjustment / Monitoring of Establishment, Operational and Closing of Trust Funds.

##### **II. Administration Unit**

- Management and Development of Human Resource
- Management of Office as General and Security
- Management of Office Quality Initiative

##### **III. Financial Compliance Unit**

- Monitoring Financial Circulars issues by SFS'O, State Treasury Department & Internal Audit, Chief Minister Office, or by State Ministry / Department / Agency Compliance.
- Findings study and presenting of additional proposal for further improvement of raising issues based on Audit Report.
- To ensure issues and declaration made by Public Commissioner Committee (PAC) are fulfilling and implementing by the relevant Ministry / Department / Agency.

## **6.1.2. Budget Division**

### **I. Management Expenditure Unit**

- Responsible for planning, providing and managing of Annual and Additional Expenses
- Controlling and Monitoring of Annual Expenses matter follows with legal, law as well as relevant Financial and Accounting Procedure.
- Processing and approving of expenses as below to expenses under SFS responsibilities.

### **II. Revenue Unit**

- Monitoring and controlling of State and Federal Revenue and government investment.

### **III. Government Legislative Company (GLC) Unit**

- Studying and give a conclusion towards GLC's and subsidiaries company Annual Expenses, and towards the application of viremen and GLC additional expenses.

## **6.1.3 Procurement Division**

### **I. Contractor's and Supplier's Development Unit**

- Development of Contractor's and Supplier's

### **II. Contract and Supply Management Unit**

- Management of State Procurement
- Demolition and verification of public assets

### **III. Contractor's and Consultant's Registration Unit**

- Registration of Contractors
- Centre for Registration and References for Contractor's, Supplier's and Consultant's.

#### **6.1.4 Corporate and Investment Services Unit**

##### **I. Corporate Service Unit**

- Administration and clear the way of distribution for state government credit
- Administration and clear the way of corporate and financial transaction
- Financial advisory services and corporate secretarial towards the government and relevant government agencies (which is applicable).

##### **II. Investment Unit**

- Managing, evaluating and monitoring of state investment shares and find the relevant opportunities for new investment
- Studying and giving a conclusion towards the corporate and financial of State Corporate Legislative GLC, State Subsidiaries Company (GLC's) activities follow the Statutory Bodies (Financial and Accounting Procedure) Ordinance 1955.



## Chapter 2: Current Job Description

2.1	Position/Grade	:	Assistant Administrative Officer, Grade N. 27
2.2	Position Title	:	AA(UPKP)
2.3	Name of Officer's	:	Puan Pauline Bret
2.4	Responsible To	:	Principle of Assistant Secretary [PAS(UPKP)] and Assistant Secretary [AS(UPKP) ]
2.5	Subordinate	:	All senior clerks and all Support Group II Staff under EDU
2.6	List of Duties	:	

### 2.6.1 Management of Office Administration:

- Assisting of AS(UPKP) and PAS (UPKP) in management of office administration for EDU, Procurement Division;
- Assisting of AS(UPKP) and PAS (UPKP) in all matters related to preparation and consumption of all resources at an optimum level to ensures all the Programs and Activities are proceed as planned;
- Assisting of AS(UPKP) and PAS (UPKP) in any matter related to database controlling and monitoring the updating of the EDU website and preparing for the Progress Monthly/Yearly Performance/Report for all the Program or Activities under EDU, Procurement Division;
- Assisting of AS(UPKP) to draft the Expenditure Estimate for the of the Development and Training Program for *Bumiputera* Contractor and Supplier; and

- Assisting of AS (UPKP) in the matter related to financial for the purpose of Development and Training Program for *Bumiputera Contractor and Supplier*.

#### 2.6.2 Management of *Bumiputera Contractor and Supplier Development and Training Program*:

- Assisting of AS(UPKP) and PAS (UPKP) in the matter related to implementing of Development and Training Program for *Bumiputera Contractor and Supplier* to existing and developing the *Bumiputera contractor and Supplier* that highly competitive, knowledgeable, competent, and genuine alignment with the *Bumiputera Business and Industrial Society (BBIS)* goals.;
- Assisting of AS(UPKP) and PAS(UPKP) in matter related to the needs and facilitator/supplier and also managing the handling of the Program/Training (includes workshop, seminar, dialog, talk, meeting etc) for the *Bumiputera Contractor and Supplier*; and
- As a Secretariat for *Bumiputera Contractor and Supplier Development and Training Program*.

#### 2.6.3 Management of "Entrepreneur Incubator and Guidance Centre Program" (*Program Pusat Inkubator dan Bimbingan Usahawan (PIBU)*):

- Assisting of AS(UPKP) and PAS(UPKP) in the matter related to the Implementation Performance in *PIBU Program* including the handling of dialog, discussion, briefing, lecture, workshop, guidance, training/course etc

for *PIBU Program* participants; and

- As a Secretary for *PIBU Main Committee*.

2.6.4 Management of "Independence Contractor Development Program" (*Program Pembangunan Kontraktor Berdikari (PPKB)*):

- Assisting of AS(UPKP) and PAS(UPKP) in the matter related to implementation of *PPKB* with the co-operation of implementation agency including the handling of dialog, discussion, briefing, lecture, workshop, guidance, training/course etc for *PPKB Program* participants.

2.6.5 Management of "*Bumiputera Entrepreneur Improvement Program*" (*Program Peningkatan Usahawan Bumiputera (PUTERA)*):

- Assisting of AS(UPKP) and PAS(UPKP) in the matter related to *PUTERA Implementation Performance*;
- As Secretary for *PUTERA Program Technical Committee*; and
- As Secretary for *PUTERA Program Main Committee*.

2.6.6 Management of Fund:

- Assisting of AS(UPKP) and PAS(UPKP) in the matter related to *Putra Capital Fund (PCF) (Dana Modal Putra (DMP))* implementation performance;
- Assisting of AS(UPKP) and PAS(UPKP) in the matter

related to Small Industry Fund (SIF) (*Dana Perusahaan Kecil (DPK)*); and

- Assisting of AS (UPKP) and PAS (UPKP) in the matter related to any type of Funds which has been assigned to EDU, Procurement Division.

2.6.7 Management of Public Fund Collection for the management of *Bumiputera* Contractor and Supplier Development and Training Program:

- Management of matter related to Public Fund Collection for the management of *Bumiputera* Contractor and Supplier Development and Training Program.

2.6.8 Any other tasks as instructed by State Financial Secretary (SFS) (*Setiausaha Kewangan Negeri (SKN)*), Deputy SFS or any other Officers as authorized or assigned by SFS from time to time.

## Chapter 3: Analysis of Tasks

### 3.1 Core Tasks

Currently, my core tasks in the Contractor and Supplier Development Unit (**UPKP**) is Management of *Bumiputera* Contractor and Supplier Development and Training Program. The work processes as below:

#### 3.1.1 Drafting the programs or activities schedule for one calendar year:

- The draft normally will be prepared on the month of October every year. Before drafting the schedule, I will request all the selected services provider for the Seminars and Courses to fill in the forms for the types of courses provide and amount of professional fee (in RM) for the calendar year and returned it back to UPKP within a specific period of time.
- Once the draft is ready, PAS (UPKP) will call for the meeting for all staffs in the UPKP to view the draft. Any amended will be do accordingly.
- The final schedule will be submits to Procurement Director (D/P) for his endorsement and approval. Once the D/P endorsed and approved the annual programs or activities schedule, I will send an e-mail to the State Financial Secretary's Office (SFSO) web master officer to put it in the SFSO website.
- However, the schedule is just a proposal so any amendments, I will be updated from time to time and inform the SFSO web master officer to amend it accordingly in the web site.

### 3.1.2 Advertisement of the monthly program or activities

- I am responsible for all the advertisement related to UPKP program or activities.
- Before proceed with any advertisement, I need to write a letter to and request for Contractors Continuous Development Point (CCD) for all the programs or activities as schedule for the month from the Construction Industry Development Board (CIDB), Malaysia. The point total is important because I need to disclose it together in the advertisement.
- The program or activities will be advertises in two (2) different local newspapers the latest one (1) month before the programs or activities proposal date.
- I will draft and prepare the advertisement content such as the name of the programs/activities, organizer, date, venue, fee charges, objective, content, facilitator, who to attend and how to apply for those interested to joins the program or activity.
- Then I have to fill the requisition form and applying for the service order to pay for the advertisement services.
- Upon receiving the service order from the account department, I will prepare a letter and address it to See Hua Marketing Sdn Bhd. The purpose of the letter is to request for the advertisement in Borneo Post on Saturday and *Utusan Borneo* normally on the first week of the month and every month. Attached together with the letter are the service order and the relevant advertisement.

### **3.1.3 Bookings for programs or activities function venue:**

- After advertising the programs or activities for the calendar month, then I need to block the room or venue with the service provider based on the area of programs or activities scheduled.

### **3.1.4 Upon confirmation of the programs or activities:**

When the numbers of registered participants achieved the minimum number as targeted, I need to:

- Request the hotel as blocked before to submit its quotation for services will be provided such as foods, venue and the accommodation for the secretariat based on the related programs/activities.
- If agreed with the hotel prices, I will prepare the letter of booking confirmation or acknowledge the confirmation as submitted by the hotel.
- Request another service order for participants and facilitator food or beverage, and the accommodation (outstation only) for the secretariat.
- Write a letter of invitation to the relevant service provider agencies to give a lecture and become a facilitator on the programs or activities as confirmed. The invitation letter to be prepared at least one (1) week before the schedule date of the programs or activities.
- Another service order is also needed to request to pay for the professional fees.

- For the travel purpose, I need to request for air warrant to pay for flight fare or Inter-Department Commitment (IDC) to pay for land transportation. But before the application, I need to applying for travelling approval to be approve by D/P.

**3.1.5** Duties as a programs or activities secretariat on the actual day of the function:

- I need to be around at the function venue at least 15 minutes before 8.00 a.m. for every types of the function because the registration will be start at 8.00 a.m.
- The time allocation for the registration is one (1) hour, from 8.00 a.m. till 9.00 a.m.
- During the registration process, the participants need to present their Mykad for the purpose of identification and check their name and identification card number registered is correct as per document. The participant also need to pay for the participation fee by bank draft/bankers cheque, postal or money order and crossed and pay to *Kerajaan Negeri Sarawak*. No cash transaction is received.
- The learning session will begin at 9.00 a.m. till 5.00 p.m. on the first(1) day follows by 8.00 a.m. till 5.00 p.m. till the last day and end of the program or activities.
- The list of registered participant then need to be fax to the Head Quarters (HQ) the latest by 12.00 p.m. on the first(1) day of the function for preparing and issuing of attendance certificate. For all functions jointly organized with Construction Industry Development Board (CIDB), the lists will be passed to CIDB in-



charge person and the certificates will prepare by the CIDB's.

- The issuing of the receipt of the payment need to be done before the function is over.
- For the all the payment received in Kuching Division or in Office, the receipt will be issue and sign by two (2) different and only by an authorized person as authorized by Controlling Officer. However, for the payment received in out station, the secretariat will issue and sign for the receipt.
- All the payment received need to bank-in using the bank lodgement slip the latest within 7 days from the date of received the payment at any branch of RHB Bank Berhad only.
- Preparing a report on the program and activities is a must.
- End of tasks.

*Picture 3.1*

*Pictures during the "Seminar ke Arah Berurusniaga dengan Agensi-Agensi Kerajaan Negeri / Persekutuan: Polisi, Prosedur, Syarat dan Keperluan", on 30<sup>th</sup> till 31<sup>st</sup> October 2012 at Hilton Hotel, Kuching.*









## Chapter 4: Recommendation

### 4.1 Problem of Tasks

The main problem arising when handling the tasks is when the registered participants do not turn up during the actual day of the function. Their absent is a loss to the government. An example, the numbers of registered participants are 40 persons, so I will make a hotel confirmation based on that figures. When on the actual day only 30 out of 40 registered participants turned up, the government still need to pay the hotel based on the number during the booking confirmation. So, in this case if the hotel charge RM58.00 per person and the function period is 3 days, the amount of loss to the government is  $RM58.00 \times 3 \text{ days} \times 3 \text{ person} = RM1,760.00$ . This kind of problem is very hard to avoid because our courses participants normally are businessman and their schedules are uncertain.

Secondly, we are not provided with the electronic type of receipting system when we are on site. We received the payment and need to issue the receipt manually within the course periods. The problem arises when we have many participants for short day program such as seminar. The seminar is a two(2) days program and the numbers of participants are never less than 150. We only have 1 day to issue the receipts and we cannot have any mistake in the receipt.

## 4.2 Challenges of Tasks

Working in this UPKP unit is very challenging to me as a mother of three growing up children and student. I have to leave my children for not less than 3 days when I need to work outstation. Working and persuaing study on the same put my life in very pack schedules.

Find the function venue in the last minute or the booking is cancelled by the hotel is also big challenging especially when the participants has made their commitment such as purchased the air ticket or paid for the participation fees and the fees has been banked in to the government account. There is no such of refunded for air ticket due to program cancellation and the refunded process for the participation fees also involved many long processes. It means, I do not have much option but looking for the function venue within the allocation. The most problems occur during the hotel packed seasons.

Issue the receipt also one of the challenging. There must be no mistake in the receipt and I only have limited period to issuing all the receipts to the participants. An example, during our last organized "*Seminar Ke Arah Berurusniaga Dengan Agensi-Agensi Kerajaan Negeri/Persekutuan: Polisi, Prosedur, Syarat dan Keperluan*" in Mega Hotel, Miri on 29<sup>th</sup> till 30<sup>th</sup> October 2013, I was appointed as MC and duty as aSecretariat at the same time. The number of participants is 165 persons. Therefore, I must organise the tasks very well. I managed to do my duties successfully.

As a Public Fund Collector, the challenges were very tough. I have to take care of all kinds of payments received from the public. The amount of collection is not in small amount but thousands. The problem is the collection cannot be banked in until the receipt of payment has been issued. That is why it is become a challenge for me. I need to keep myself tight with the limited time frame. It means all the action must be faster and accurate. Integrity and honestly also must be the priority when handling with the public funds.

Work as a *single person in show is* also challenges for me. For every programs or activities organized by UPKP and as secretariat I responsible to work from the beginning till the end of the process solely. So far I felt very comfortable in doing my tasks even though I have to sacrifice a lots of my family life. My principle is taking all the opportunity in other to gain an experience and take is as a learning process.



### **4.3 My recommendation**

Therefore, based on the problems and challengers, I would like to make my recommendation as follows:

1. Under the current workload, The Head of Department need or have to allow at least two (2) persons to duty on site even when it is in outstation. Under the current practice, the two (2) or more person on duties only allowed during a seminar. It needs to be done, so the secretariat is not burdened to keep all the of government money with such big of amount for a longer period of time. At the same time, the secretariat's need to bank in the collections itself. At least when two (2) persons in charge, one can issuing the payment receipt and another person fill in the bank slip and do the bank in to nearest RHB Bank branch. It will make the job process more effective and efficient.
2. The department need to provide an electronic and convenient receipting system for the courses secretariat. It will make the job more effective and efficient.

## Chapter 5: Conclusion

From Chapter 1, I see the strength of the State Financial Secretary's Office (SFSO) where SFS is a Corporation (SFS Inc.), Incorporated under Chapter 36, State Financial Secretary (Incorporation) Ordinance, 1948 and giving power to him to own, purchasing, taking, holding and enjoys fixed and moving assets, and can surrender, value adding, pawning, renting, transferring the ownership or demolishing any fixed moving and assets owned under the corporation with reasonable conditions.

The **vision** is to be the most efficient and effective State Financial Secretary's Authority Agency. The **mission** is continuously strengthening the financial management system by increasing the capacity and resilient (*daya pegas*) of state financial level. The **Objective** are to strengthening the capacity and capability of state financial position are strong and stable in the long run through:

- a. Optimizing the use of state resources;
- b. Intelligent and smart planning and management of state financial;
- c. Good financial discipline; and
- d. Practice of good and continuous administration.

Besides, the SFSO also have a **Quality Objective** where the objectives are:

- a. Strengthening the capacity and position of state financial;
- b. Ensures the efficiency and effectiveness of financial management; and
- c. As advisor to the State Government in all matters related to the state financial.

Lastly, Chapter 1 briefly explained the organization core business and are running thru four (4) main division and job duties and responsibilities clearly defines.

Therefore, my conclusion for Chapter 1, it is clearly defines the power and controls of the SFSO. The objective of setup, vision, mission and quality objective clearly defined.

Conclusion for Chapter 2, it describes the task and responsibilities of Assistant Administrative Officer, Grade N.27 (AA (UPKP) in the State Financial Secretary's Office, Sarawak, Procurement Division, Contractor and Supplier Development Unit. There are eight (8) tasks consist of:

- i. Management of office administration;
- ii. Management of *Bumiputera* Contractor and Supplier Development and Training Program;
- iii. Management of Entrepreneur Incubator and Guidance Centre Program (*Program Pusat Inkubator dan Bimbingan Usahawan (PIBU)*);
- iv. Management of Independence Contractor Development Program (*Program Pembangunan Kontraktor Berdikari (PPKB)*);
- v. Management of *Bumiputera* Entrepreneur Improvement Program (*Program Peningkatan Usahawan Bumiputera (PUTERA)*);
- vi. Management of Fund;
- vii. Management of Public Fund Collection for the management of *Bumiputera* Contractor and Supplier Development and Training Program;
- viii. Any other tasks as instructed by SFS, Deputy SFS or and any other officers as authorise and assign by SFS from time to time.

Conclusion for Chapter 3, it explained briefly the AA (UPKP) main task, Management of *Bumiputera* Contractor and supplier Development and Training Program. The chapter specified the task involves in details.

Conclusion for Chapter 4, it explained on the problem and challenger of the task and what are the recommendation to recover its.

Overall I find that working in this unit make me learn and practice how to work intelligently, professionally, hardworking, avoid mistake, honestly, responsible, dignity and patiently. Be ready to work on ground in all location in the state including travel to the rural area. No matter what, you have to sacrifice your family life.

I learned much on how to do marketing especially when the course is receive slow response. I also learned how to prepare the advertisement, how, when, where and who to deal with. Besides, I also learn on negotiation skills especially when you have limited or shortage budgets or resources. I learned how to deal with and handle the public especially the entrepreneurs. I gain a knowledge sharing especially in construction business.

I also learned how to monitoring the work process. Here you must have a physiological process when you meeting the people that voice up their satisfaction on the aid given in term of goods especially for Program PUTERA participants.

As assigned secretary for PIBU and PUTERA Technical and Main Committee, I leaned the process to organize and taking the minutes of meeting. I believe not everyone know how to prepare the minutes of meeting in simple and correct format.

Act fast, honestly and doing the work correct on the first time is the main principle when collecting the money from the public. I must ensure the amount paid in correct and pay to *Kerajaan Negeri Sarawak* with valid Bank Draft or

Money or Postal Order. When issuing the receipt of payment, I must do my best to avoid any mistake same with the bank in slip and the amount of money bank in. Any mistake will take too many and long process.

Last but not least, I really want to thank the state government to have this kind of program as a part to help the *Bumiputera* Contractors and Suppliers by provide training and development at very lower rate only RM60 per day for lump sum course fees (include professional fees, course material, venue, 2 tea breaks and 1 lunch). I am also felt great while working in this unit because I have an opportunity to meet different people, see different culture and place.

## References

<http://www.sfs.sarawak.gov.my>

Fail Meja (FM), Pejabat Setiausaha Kewangan Negeri Sarawak, Bahagian Perolehan, Unit Pembangunan Kontraktor dan Pembekal (UPKP), Penolong Pegawai Tadbir, Gred N.27 (AA (UPKP)).

Manual Prosedur Kerja (MPK), Pejabat Setiausaha Kewangan Negeri Sarawak, Bahagian Perolehan, Unit Pembangunan Kontraktor dan Pembekal (UPKP), Penolong Pegawai Tadbir, Gred N.27 (AA (UPKP)).

Arahan Perbendaharaan (AP), 2006

## Appendixes

1. Project Paper Advising Record.
2. Senarai Tugas, Penolong Pegawai Tadbir, Gred N.27, Pejabat Setiausaha Kewangan Negeri Sarawak, Bahagian Perolehan, Unit Pembangunan Konraktor dan Pembekal (UPKP).
3. Contoh surat tawaran mengendalikan kursus kepada penceramah jemputan.
4. Contoh surat permohonan mata Contractor Continuous Development (CCD) kepada pihak CIDB.
5. Contoh Borang Permohonan Program Mata CCD (CCD Point Programme Application) – BPK/B-CCD.
6. Contoh Electronic Ticket yang dipohon menggunakan Air Warrant.
7. Contoh iklan bagi program atau aktiviti anjuran pihak UPKP.
8. Contoh Borang Permohonan Membuat Tugas Rasmi Di Luar Pejabat – UPKP/Borang D. -
9. Contoh surat kepada agensi pengiklanan.
10. Contoh surat "Booking For Function Room".
11. Contoh Borang Simpanan – RHB Bank Bhd
12. Contoh surat memohon penyediaan pengangkutan darat.

13. Contoh emel kepada SFSO Web Master berkaitan dengan iklan program atau aktiviti UPKP.

14. Jadual program atau aktiviti UPKP.





UNIVERSITI  
TEKNOLOGI  
MARA

Distance Education Centre

Institute of Education Development (IaD)

## Project Paper Advising Record

Program : Bachelor Degree of Administrative Science (AM228)  
Semester : 05

Name of Student : Pauline Anak Bret

Matrix No. : 2011280938

Name of Advisor : Sharon Pearl Henry

Date	Remarks	Signature	Signature
23.11.2012	124 Student to change Chap. 1 to 5		

Note:  
Please submit the card together with the grading sheets to the respective Heads of Programme.

**PEJABAT SETIAUSAHA KEWANGAN NEGERI SARAWAK  
BAHAGIAN PEROLEHAN  
UNIT PEMBANGUNAN KONTRAKTOR DAN PEMBEKAL (UPKP)**

---

- 1.1 **JAWATAN/GRED** : PENOLONG PEGAWAI TADBIR, GRED N27
- 1.2 **GELARAN JAWATAN** : AA(UPKP)
- 1.3 **NAMA PENJAWAT** : Puan Pauline Bret
- 1.4 **BERTANGGUNGJAWAB KEPADA** : Ketua Penolong Setiausaha (UPKP) dan Penolong Setiausaha (UPKP)
- 1.5 **SURBORDINAT** : Semua Kerani Kanan dan Semua Staf Sokongan II di bawah UPKP, Bahagian Perolehan
- 1.6 **SENARAI TUGAS** :

1. Pengurusan Pentadbiran Am Pejabat:

- Membantu AS(UPKP) dan PAS(UPKP) dalam urusan pentadbiran am pejabat bagi UPKP Bahagian Perolehan;
- Membantu AS(UPKP) dan PAS(UPKP) dalam urusan penyediaan keperluan dan penggunaan sumber secara optimum bagi memastikan kelicinan pelaksanaan semua program dan aktiviti yang dirancangan;
- Membantu AS(UPKP) dan PAS(UPKP) dalam urusan pengendalian pangkalan data (database) serta memantau pengemaskinian dan penyediaan laporan prestasi/kemajuan bulanan/tahunan bagi pelaksanaan semua program/aktiviti UPKP Bahagian Perolehan;
- Membantu AS(UPKP) dalam penyediaan Anggaran Belanjawan bagi Program Pembangunan dan Latihan Kontraktor dan Pembekal Bumiputera; dan
- Membantu AS(UPKP) dalam urusan perkara berkaitan kewangan bagi Program Pembangunan dan Latihan Kontraktor dan Pembekal Bumiputera.

2. Pengurusan Program Pembangunan dan Latihan Kontraktor dan Pembekal Bumiputera:

- Membantu AS(UPKP) dan PAS(UPKP) dalam urusan pelaksanaan Program Pembangunan dan Latihan Kontraktor dan Pembekal Bumiputera ke arah mewujudkan dan membangunkan kontraktor/pembekal Bumiputera yang berdaya saing, berilmu, kompeten serta tulus sejajar dengan matlamat Masyarakat Perdagangan dan Perindustrian Bumiputera (MPPB);
- Membantu AS(UPKP) dan PAS(UPKP) dalam urusan keperluan dan fasilitator/pembekal latihan serta mengurus pengendalian Program Latihan/Kursus (termasuk bengkel, seminar, dialog, taklimat, ceramah, perjumpaan dan sebagainya) untuk kontraktor dan pembekal Bumiputera; dan
- Selaku Urusetia bagi Program Pembangunan dan Latihan Kontraktor dan Pembekal Bumiputera

3. Pengurusan Program Pusat Inkubator dan Bimbingan Usahawan (PIBU):

- Membantu AS(UPKP) dan PAS(UPKP) dalam urusan perkara-perkara berkaitan prestasi pelaksanaan Program PIBU termasuk pengendalian dialog, perbincangan, taklimat, ceramah, bengkel, bimbingan, latihan/kursus dan sebagainya untuk peserta Program PIBU; dan
- Selaku Setiausaha bagi Jawatankuasa Induk PIBU.

4. Pengurusan Program Pembangunan Kontraktor Berdikari (PPKB):
  - Membantu AS(UPKP) dan PAS(UPKP) dalam urusan perkara-perkara berkaitan pelaksanaan PPKB dengan kerjasama agensi pelaksana termasuk pengendalian latihan/kursus, bengkel, bimbingan, dialog, ceramah, taklimat dan sebagainya untuk peserta Program PPKB
5. Pengurusan Program Peningkatan Usahawan Bumiputera (PUTERA):
  - Membantu AS(UPKP) dan PAS(UPKP) dalam urusan perkara-perkara berkaitan prestasi pelaksanaan PUTERA;
  - Selaku Setiausaha Jawatankuasa Teknikal Program PUTERA; dan
  - Selaku Setiausaha Jawatankuasa Induk Program PUTERA.
6. Pengurusan Dana
  - Membantu AS(UPKP) dan PAS(UPKP) dalam urusan perkara-perkara berkaitan prestasi pelaksanaan Dana Modal Putra (DMP);
  - Membantu AS(UPKP) dan PAS(UPKP) dalam urusan perkara-perkara berkaitan prestasi pelaksanaan Dana Perusahaan Kecil (DPK); dan
  - Membantu AS(UPKP) dan PAS(UPKP) dalam urusan perkara-perkara berkaitan prestasi pelaksanaan mana-mana Dana yang dipertanggungjawabkan kepada UPKP Bahagian Perolehan.
7. Pengurusan Terimaan Wang Awam Bagi Pengurusan Program Pembangunan dan Latihan Kontraktor dan Pembekal Bumiputera:
  - Mengurus perkara-perkara berkaitan urusan terimaan wang awam bagi Pengurusan Program Pembangunan dan Latihan Kontraktor dan Pembekal Bumiputera.
8. Kuasa yang telah diwakilkan oleh Pegawai Pengawal adalah seperti di Lampiran 1.
9. Tugas-tugas lain yang diarahkan oleh Setiausaha Kewangan Negeri (SKN), Timbalan Setiausaha Kewangan Negeri atau mana-mana pegawai yang dipertanggungjawabkan oleh SKN dari semasa ke semasa.

Disediakan Oleh:

Disahkan Oleh:

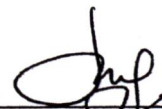
Diterima Oleh:



Encik Andrew Mikol Diot  
Pegawai Tadbir, Gred N48



Encik Nicholas Sia  
Pegawai Bahagian  
Perolehan, Gred N54



Puan Pauline Bret  
Penolong Pegawai Tadbir,  
Gred N27

Tarikh: 4/12/2012

Tarikh: 4/12/2012

Tarikh: 14/12/2012



**SEGERA**

**PEJABAT SETIAUSAHA KEWANGAN NEGERI  
TINGKAT 14, 17 & 18  
WISMA BAPA MALAYSIA  
PETRA JAYA,  
93502 KUCHING,  
SARAWAK.**

**Telefon Am : 082-441957  
Fax : 082-443023**

Ruj. Tuan :  
Ruj. Kami : SFS/EDU/100/3(32)  
Tarikh : 4 November 2013

Pengarah  
Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB),  
Wilayah Sarawak, Tingkat 1, Blok A,  
Kompleks CIDB, Jalan Sultan Tengah,  
93050 Kuching, Sarawak.  
(U.P.: Encik Syed Abdul Aziz Bin Wan Mohamad Ali)  
[Tel.: 082 - 445833 / Fax: 082 - 442833]

Tuan,

**SURAT TAWARAN MENGENDALIKAN KURSUS KECACATAN BANGUNAN DAN PERANCANGAN PENYELENGGARAAN  
SERTA KERJA-KERJA PEROBOHAN DAN PROSEDUR**

Dengan hormatnya saya merujuk kepada perkara di atas .

2. Adalah dimaklumkan bahawa Unit Pembangunan Kontraktor dan Pembekal [UPKP], Bahagian Perolehan Pejabat ini akan menganjurkan kursus berkenaan dan maklumatnya adalah seperti berikut:

Nama Kursus : **Kecacatan Bangunan dan Perancangan Penyelenggaraan Serta Kerja-Kerja Perobohan dan Prosedur**  
Tarikh Kursus : **12 – 15 November 2013**  
Masa : **8.00 pagi hingga 5.00 petang (setiap hari)**  
Tempat : **Mega Hotel, Miri**  
Anggaran Bilangan Peserta : **30 orang**

3. Sehubungan itu, Pejabat ini memohon kerjasama pihak tuan untuk mempelawa Lt. Kol. (B) Che Abdullah bin Abdul Wahab dari Kalam Sarjana Sdn. Bhd. iaitu salah satu daripada Pusat Latihan Bertauliah Kontraktor (PBLK), CIDB untuk menyampaikan ceramah bagi kursus berkenaan dan sebagai Fasilitator kursus tersebut.

4. Di samping itu, Pejabat ini bersetuju dengan kadar yang dikenakan untuk pengendalian kursus berkenaan iaitu RM100.00/seorang/sehari. Dengan ini, anggaran untuk pengendalian kursus berkenaan bagi 30 orang peserta adalah RM12,000.00 (30 orang x RM100.00/seorang/sehari x 4 hari). Pejabat-ini juga memohon supaya invoice bagi tuntutan bayaran perkhidmatan yang ditawarkan dikemukakan kepada pegawai yang bertanggungjawab pada hari terakhir kursus.

Sekian, terima kasih.

**"BERSATU BERUSAHA BERBAKTI"**

**"AN HONOUR TO SERVE"**

**( ANDREW MIKOL DIOT )**

p.p. Setiausaha Kewangan Negeri  
Sarawak

Pengarah  
Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB)  
Cawangan Miri  
Lot 1140, Block 9, Miri Concession Land District  
Miri Waterfront  
98000 Miri, Sarawak.



PEJABAT SETIAUSAHA KEWANGAN NEGERI  
TINGKAT 14, 17 & 18  
WISMA BAPA MALAYSIA  
PETRA JAYA  
93502 KUCHING  
SARAWAK.

Telefon Am: 082 - 441957  
Fax: 082 - 443023

Ruj. Tuan:  
Ruj. Kami: SFS/EDU/191(71)  
Tarikh: 6 November 2013

Pengarah  
CIDB Wilayah Sarawak  
Lembaga Pembangunan Industri Pembinaan (CIDB) Malaysia  
Tingkat 1, Blok A Kompleks CIDB, Jalan Sultan Tengah  
93050 Kuching, sarawak, Malaysia  
[Tel.: 083 - 445833 / Fax: 082 - 442833 / 447833]  
(u.p.: : Encik Syed Abdul Aziz)

Tuan,

- I. KURSUS PEMBINAAN JETI DAN JAMBATAN DAN PENYEDIAAN SEBUT HARGA
- II. KURSUS ASAS KONTRAKTOR BINAAN BANGUNAN
- III. KURSUS PERANCANGAN DAN PENYELIAAN PROJEK PEMBINAAN

Dengan hormatnya saya merujuk kepada perkara tersebut di atas.

2. Adalah dimaklumkan bahawa Unit Pembangunan Kontraktor dan Pembekal (UPKP), Bahagian Perolehan Pejabat ini akan menganjurkan kursus berkenaan seperti berikut:

Bil.	Nama Kursus / Latihan	Tempat	Tarikh	Catatan
1.	Pembinaan Jeti dan Jambatan dan Penyediaan Sebut Harga	Sibu	10 - 12 Disember 2013	Tiada di dalam kalender Program tahunan UPKP (Kursus Tambahan)
2.	Asas Kontraktor Binaan Bangunan	Kuching	16 - 20 Disember 2013	
3.	Perancangan dan penyeliaan Projek Pembinaan	Sibu	17 - 19 Disember 2013	

3. Sehubungan ini, Pejabat ini memohon agar pihak tuan memajukan surat kelulusan mata CCD bagi kursus di Perenggan 2. Bersama-sama ini juga dikembalikan Borang BPK/B-CCD bagi kursus berkenaan yang telah dilengkapkan, untuk tindakan pihak tuan.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"  
" AN HONOUR TO SERVE"

(ANDREW MIKOL DIOT)  
b.p. Setiausaha Kewangan Negeri  
Sarawak



PERMOHONAN PROGRAM MATA CCD  
CCD POINT PROGRAMME APPLICATION

1. Nama Organisasi / Organization Name

PEJABAT SETIAUSAHA KEWANGAN NEGERI SARAWAK, BAHAGIAN PEROLEHAN, UPKP

2. Alamat / Address

TINGKAT 17, WISMA BAPA MALAYSIA, PEIRA JAYA, KUCHING.

Poskod/Postcode	95802	
No. telefon / Telephone	O	082 - 313484
	HP	

Emel / Emails	No. Faks / Faxes	082-443023
---------------	------------------	------------

3. Program / Programme

Tajuk / Subject : KURSUS PERANCANGAN DAN PENYELIAAN SEBUT HARGA

Jenis Anjuran / Type of Event: UNIT PEMBANGUNAN KONTRAKTOR & PEMBEKAL

Lokasi / Venue : SIBU

Tarikh Anjuran / Proposal Date : 17 - 19 DISEMBER 2013

(Hari / Day) \*(✓)

Tempoh Program / Programme Period

½	1	≥ 2	/
---	---	-----	---

4. Maklumat Pemohon / Applicant Information

Nama / Name	ANDREW MIKOL DIOT
Jawatan / Designation	KETUA PENOLONG PENGARAH, N.48

Tandatangan / Signature:

b.p. Setiausaha Kewangan Negeri Sarawak

Cop Organisasi / Organization Stamp:



Tarikh / Date (hh/bb/tt)	0	6	1	1	2	0	1	3
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Ruangan CIDB / For CIDB Use Only

Tarikh Terima / Date Receive

Diterima Oleh / Receipt By

Mata diluluskan / Point Approve's



PERMOHONAN PROGRAM MATA CCD  
CCD POINT PROGRAMME APPLICATION

1. Nama Organisasi / Organization Name

PEJABAT SETIAUSAHA KEWANGAN NEGERI SARAWAK, BAHAGIAN PEROLEHAN, UPKP

2. Alamat / Address

TINGKAT 17, WISMA BAPA MALAYSIA, PETRA JAYA, KUCHING.

Poskod/Postcode	95802	
No. telefon / Telephone	O	082 - 313484
	HP	

Emel / Emails	No. Faks / Faxes	082-443023
---------------	------------------	------------

3. Program / Programme

Tajuk / Subject : KURSUS ASAS KONTRAKTOR BINAAN BANGUNAN

Jenis Anjuran / Type of Event: UNIT PEMBANGUNAN KONTRAKTOR & PEMBEKAL (UPKP)

Lokasi / Venue : KUCHING

Tarikh Anjuran / Proposal Date : 16 - 20 DISEMBER 2013

(Hari / Day) \*(✓)

Tempoh Program / Programme Period

½

1

≥ 2

/

4. Maklumat Pemohon / Applicant Information

Nama / Name

ANDREW MIKOL DIOT

Jawatan / Designation

KETUA PENOLONG PENGARAH, N.48

Tandatangan / Signature:

b.p. Setiausaha Kewangan Negeri Sarawak

Cop Organisasi / Organization Stamp:



Tarikh / Date (hh/bb/tt)

0

6

1

1

2

0

1

3

Ruangan CIDB / For CIDB Use Only

Tarikh Terima / Date Receive

Diterima Oleh / Receipt By

Mata diluluskan / Point Approve's



PERMOHONAN PROGRAM MATA CCD  
CCD POINT PROGRAMME APPLICATION

1. Nama Organisasi / Organization Name

PEJABAT SETIAUSAHA KEWANGAN NEGERI SARAWAK, BAHAGIAN PEROLEHAN, UPKP

2. Alamat / Address

TINGKAT 17, WISMA BAPA MALAYSIA, PETRA JAYA, KUCHING.

Poskod/Postcode	95802	
No. telefon / Telephone	O	082 - 313484
	HP	
No. Faks / Faxes	082-443023	

Emel / Emails

3. Program / Programme

Tajuk / Subject : KURSUS PEMBINAAN JETI DAN JAMBATAN DAN PENYEDIAAN SEBUTHARGA

Jenis Anjuran/ Type of Event: UNIT PEMBANGUNAN KONTRAKTOR & PEMBEKAL (UPKP)

Lokasi / Venue : SIBU

Tarikh Anjuran/ Proposal Date : 10 - 12, DISEMBER 2013

(Hari / Day) \*(✓)

Tempoh Program / Programme Period

½

1

≥ 2

/

4. Maklumat Pemohon/ Applicant Information

Nama / Name

ANDREW MIKOL DIOT

Jawatan / Designation

KETUA PENOLONG PENGARAH, N.48

Tandatangan/ Signature:

b.p. Setiausaha Kewangan Negeri Sarawak

Cop Organisasi / Organization Stamp:



Tarikh / Date (hh/bb/tt)

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3

Ruangan CIDB / For CIDB Use Only

Tarikh Terima / Date Receive

Diterima Oleh / Receipt By

Mata diluluskan/ Point Approve's



# wahtung.travel

**WAHTUNG TRAVEL SERVICE SDN BHD** (11285-A)  
No. 7K, Ban Hock Road, 93100 Kuching, Sarawak, Malaysia.  
Tel : 082-248888 (Ticketing), 082-419999 (Hotel & Tour) Fax : 082-411477  
Email : ticketing@wahtung.travel Web : www.wahtung.travel (KKKP 1208)



Accredited Agent



## Electronic Ticket

THIS ETKT ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED

NAME: PAULINE/ANAKBRET  
ISSUING AGENT: WAHTUNG TRAVEL KCH  
E-TICKET NO. 232 4343734871  
ISSUED BY: MALAYSIAN AIRLINE SY  
ISSUE DATE: 06NOV13  
PLACE OF ISSUE: KUCHING  
IATA: 20302402  
1G-25Z7FE  
/MY FCIG  
AGENT 5F2MRZ  
TAX 952 18MY  
TOTAL MYR 970  
FORM OF PAYMENT: CC  
END MHFLEX/ SUBJ TO PENALTY/GOM SFS MH310478980

MH MYY 476 MH KCH 476 MYR952END

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS OF CARRIAGE- WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION- OR ITS PREDECESSOR- THE WARSAW CONVENTION- INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM)- MAY APPLY TO THE ENTIRE JOURNEY- INCLUDING THAT PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS- THE APPLICABLE TREATY- INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN THE APPLICABLE TARIFFS- GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

0802 11NOV KUCHING/ KCH MIRI/ MYY 0700 OK Y 30K  
0643 16NOV MIRI/ MYY KUCHING/ KCH 0840 OK Y 30K

CLASS: MH -WEK5Z



## KURSUS PERANCANGAN DAN PENYELIAAN PROJEK PEMBINAAN

Anjuran

Pejabat Setiausaha Kewangan Negeri Sarawak

Bahagian Perolehan

Unit Pembangunan Kontraktor dan Pembekal [UPKP]

Dengan Kerjasama

Universiti Teknologi Malaysia [UTM], Skudai, Johor

Tempat	Tempoh	Tarikh Tutup Permohonan	Yuran
Sibu	17 – 19 Disember 2013	6 Disember 2013	RM180.00

### OBJEKTIF KURSUS

- Di akhir kursus ini, para peserta akan berupaya mengenalpasti urutan aktiviti dalam proses perancangan projek dan keperluan kewangan mengikut peringkat-peringkat projek;
- Peserta mampu memahami dan menyediakan tender secara sistematik dan mengetahui keperluan pengiraan inventori secara terperinci dalam proses menyediakan tender;
- Peserta berupaya memahami terminologi yang digunapakai dalam memahami pelan dengan menyediakan model berdasarkan pelan diberi.

### KANDUNGAN KURSUS

- Teknik Perancangan dan Pengawasan Pengiraan Aliran Tunai;
- Pengiraan Inventori dan Penyediaan Tender;
- Simulasi Pembinaan Model Bangunan.

### PENCERAMAH

- Penceramah kursus ini terdiri daripada penceramah berpengalaman dari Universiti Teknologi Malaysia (UTM) Skudai Johor.

### SIAPA YANG PATUT HADIR

- Kontraktor-kontraktor Bumiputera yang sedia ada/baru atau bakal-bakal kontraktor Bumiputera yang berminat.

### YURAN

- Yuran kursus **RM180.00** termasuk bahan kursus dan makan-minum peserta sepanjang tempoh kursus.
- Yuran tidak akan dikembalikan sekiranya pemohon yang telah terpilih tidak menghadiri kursus yang dijalankan.
- Yuran hendaklah dibayar dengan **Wang Pos/ Kiriman Wang/ Bank Deraf** dan dibayar kepada "**Kerajaan Negeri Sarawak**".
- Sila lampirkan bukti pembayaran bila menghantar permohonan anda.

### PERMOHONAN

- Tempat adalah terhad dan sesiapa yang berminat, sila **hubungi** atau **faxkan** kembali borang permohonan bersama salinan fotostat bayaran kepada alamat seperti yang tertera di bawah:

#### Borang Peryataan:

Kursus Perancangan dan Penyeliaan Projek  
Pembinaan di Sibu pada 17 – 19 Disember 2013

nama .....

o. Kad Pengenalan : .....

ama Syarikat : .....

amat : .....

lefon : ..... Fax : .....

o. Wang Pos/ Kiriman wang/ Bank Deraf : .....

#### Sebarang pertanyaan, sila berhubung dengan:

**Pejabat Setiausaha Kewangan Negeri Sarawak**  
Bahagian Perolehan  
Unit Pembangunan Kontraktor dan Pembekal [UPKP]  
Tingkat 17, Wisma Bapa Malaysia  
93502 Petra Jaya, Kuching.

**Pn. Marina Mustapha / Cik Norliza Daud**  
Tel.: 082 – 313 484 / 313 325  
Fax: 082 – 443 023



## KURSUS PEMBINAAN JETI DAN JAMBATAN DAN PENYEDIAAN SEBUT HARGA

Anjuran

Pejabat Setiausaha Kewangan Negeri Sarawak

Bahagian Perolehan

Unit Pembangunan Kontraktor Dan Pembekal [UPKP]

Dengan Kerjasama

Universiti Teknologi Malaysia, Skudai, Johor

Tempat	Tempoh	Tarikh Tutup Permohonan	Yuran (RM)
Sibu	10 – 12 Disember 2013	29 November 2013	180.00

### OBJEKTIF KURSUS

- Di akhir kursus ini, para peserta akan memahami pelan dan berupaya menyediakan peranggaran kos bagi kerja cerucuk, pembinaan jeti dan jambatan yang tepat dan sistematik.

### KANDUNGAN KURSUS

- Pengenalan serta peluang-peluang perniagaan dalam industri binaan.
- Asas teknologi kerja cerucuk dan pembinaan jambatan.
- Memahami pelan kerja cerucuk dan jambatan.
- Spesifikasi, kepentingannya dalam kerja peranggaran.
- Mengira kuantiti kerja cerucuk dan kerja jambatan.
- Peranggaran kos projek dan mengira harga projek.

### PENCERAMAH

- Penceramah kursus ini terdiri daripada penceramah berpengalaman dari Universiti Teknologi Malaysia (UTM) Skudai Johor.

### SIAPA YANG PATUT HADIR

- Kontraktor-kontraktor Bumiputera yang sedia ada/baru atau bakal-bakal kontraktor Bumiputera yang berminat.

### YURAN

- Yuran kursus **RM180.00** termasuk bahan kursus dan makan-minum peserta sepanjang tempoh kursus. Yuran tidak akan dikembalikan sekiranya pemohon yang telah terpilih tidak menghadiri kursus yang dijalankan.
- Yuran hendaklah dibayar dengan **Wang Pos / Kiriman Wang / Bank Deraf** dan dibayar kepada "**Kerajaan Negeri Sarawak**".
- Sila lampirkan bukti pembayaran bila menghantar permohonan anda.

### PERMOHONAN

- Tempat adalah **TERHAD** dan sesiapa yang berminat, sila **hubungi** atau **faxkan** kembali **borang penyertaan bersama salinan fotostat bayaran** kepada alamat seperti yang tertera di bawah:

#### Borang Penyertaan:

Kursus Pembinaan Jeti dan Jambatan dan Penyediaan Sebut Harga di Sibu pada 10 - 12 Disember 2013.

Nama .....

No. Kad Pengenalan : .....

Nama Syarikat : .....

Alamat : .....

Telefon : .....Faks : .....

No. Wang Pos/ Kiriman Wang /Bank Deraf : .....

**Sebarang pertanyaan, sila berhubung dengan:**

**Pejabat Setiausaha Kewangan Negeri Sarawak**  
Bahagian Perolehan  
Unit Pembangunan Kontraktor dan Pembekal [UPKP]  
Tingkat 17, Wisma Bapa Malaysia  
93502 Petra Jaya, Kuching

**Pn. Marina Bt Mustapha / Cik Norliza Daud**  
Tel.: 082 – 313 484 / 313 325  
Fax: 082 – 443 023



## KURSUS ASAS KONTRAKTOR BINAAN BANGUNAN

Anjuran

Pejabat Setiausaha Kewangan Negeri Sarawak

Bahagian Perolehan

Unit Pembangunan Kontraktor Dan Pembekal [UPKP]

Dengan Kerjasama

Universiti Teknologi Malaysia (UTM), Skudai, Johor

Tempat	Tempoh	Tarikh Tutup Permohonan	Yuran
Kuching	16 - 20 Disember 2013	6 Disember 2013	RM300.00

### OBJEKTIF KURSUS

Meningkatkan pengetahuan dan kemahiran teknikal dalam bidang pembinaan bangunan kepada kontraktor Bumiputera.  
 Meningkatkan pengetahuan asas kontraktor Bumiputera di dalam aspek teknikal, mengukur kuantiti bahan, membaca pelan, membuat anggaran kos projek, penyediaan tender dan asas pengurusan projek.  
 Menambahkan bilangan kontraktor Bumiputera pakar, berdaya saing, berdaya maju serta tulen di dalam bidang ini selaras dengan matlamat pengwujudan Masyarakat Perdagangan dan Perindustrian Bumiputera (MPPB)

### KANDUNGAN KURSUS

Teknologi Binaan Bangunan bagi kerja-kerja substruktur, superstruktur, kemas bangunan, kemudahan bangunan & kerja luar.

Memahami pelan-pelan lokasi, tapak lantai, tegak, keratan rentas, memahami simbol-simbol & skala.

- Pengukuran Kuantiti Bahan Bangunan bagi kerja-kerja substruktur, superstruktur & kemudahan bangunan.
- Pelbagai kaedah Peranggaran Kos Projek untuk luas bangunan dan lain-lain.
- Asas Pengurusan dan Kewangan Projek.

### PENCERAMAH

Penceramah kursus ini terdiri daripada penceramah berpengalaman dari Fakulti Alam Bina, Universiti Teknologi Malaysia, Skudai, Johor.

### SIAPA YANG PATUT HADIR

Kontraktor Bumiputera sedia ada atau bakal kontraktor Bumiputera yang berminat.

### YURAN

Yuran kursus **RM300.00** termasuk bahan kursus dan makan-minum peserta sepanjang tempoh kursus. Yuran kursus tidak akan dikembalikan sekiranya pemohon yang telah terpilih tidak menghadiri kursus yang dijalankan.

Yuran hendaklah dibayar dengan Kiriman Wang / Wang Pos / Bank Deraf dan dibayar kepada "Kerajaan Negeri Sarawak".

Sila lampirkan bukti pembayaran bila menghantar permohonan anda.

### PERMOHONAN

Tempat adalah **TERHAD** dan sesiapa yang berminat, sila **hubung** atau **faxkan borang penyertaan bersama salinan fotostat bayaran kepada alamat seperti yang tertera di bawah:-**

#### Borang Penyertaan

Kursus Asas Kontraktor Binaan Bangunan  
di Kuching pada 16 – 20 Disember 2013.

Nama : .....

Kad Pengenal: .....

Nama Syarikat : .....

Alamat : .....

Telefon : ..... Fax: .....

Kiriman Wang / Wang Pos / Bank Deraf: .....

**Sebarang pertanyaan, sila berhubung dengan:**

Pejabat Setiausaha Kewangan Negeri Sarawak  
Bahagian Perolehan  
Unit Pembangunan Kontraktor dan Pembekal [UPKP]  
Tingkat 17, Wisma Bapa Malaysia  
93502 Petra Jaya, Kuching

**Pn. Marina Bt Mustapa / Cik Norliza Daud**  
Tel: 082 - 313 484  
Fax: 082 - 443 023



PEJABAT SETIAUSAHA KEWANGAN NEGERI  
TINGKAT 14, 17 & 18  
WISMA BAPA MALAYSIA  
PETRA JAYA  
93502 KUCHING  
SARAWAK.

Telefon Am: 082 - 441957  
Fax: 082 - 443023

Ruj. Tuan:

Ruj. Kami: SFS/EDU/131/6(113)

Tarikh: 6<sup>th</sup> November 2013

Tanahmas Hotel, Sibul  
Lot 277, Blk 5, Jalan Kampung Nyabor,  
P.O.Box 240, 96007 Sibul,  
Sarawak.  
Tel.: 084 - 333 188 / Fax: 084 - 320 732]  
(Attn.: Mdm Corina Loh)

Dear Sir / Madam,

### BOOKING FOR FUNCTION ROOM

Telephone conversation between your officer Madam Corina Loh and our officer Madam Pauline Bret on Monday dated 4<sup>th</sup> November 2013 refers.

We are pleased to booking your function room as follows:

**Function 1**

Function Title	: Kursus Pembinaan Jeti dan Jambatan dan Penyediaan Sebutarga
Date of Function	: 10 <sup>th</sup> - 12 <sup>th</sup> December 2013 (Tuesday to Thursday)
Time of Function	: 8.00 a.m. to 5.00 p.m.
Sitting Arrangement	: Classroom Style
Estimated No. of Paxs	: 30 - 40 Persons

**Function 2**

Function Title	: Kursus Perancangan dan Penyeliaan Projek Pembinaan
Date of Function	: 17 <sup>th</sup> - 19 <sup>th</sup> December 2013 (Tuesday to Thursday)
Time of Function	: 8.00 a.m. to 5.00 p.m.
Sitting Arrangement	: Classroom Style
Estimated No. of Paxs	: 30 - 40 Persons

The confirmation on the booking will be forward to you the latest one(1) week before the actual date of the function. Should you require further information on the above Program, please do not hesitate to contact the undersigned below at 082 313324 (O) / 014 - 594 8886 (H/P).

Thank you.

**"BERSATU BERUSAHA BERBAKTI"  
" AN HONOUR TO SERVE**

Salinan asal ditandatangani oleh:

**Pauline Bret**

Penolong Pegawai Tadbir

(PAULINE BRET)

p. Setiausaha Kewangan Negeri  
Sarawak

## BAHAGIAN PEROLEHAN

## UNIT PEMBANGUNAN KONTRAKTOR DAN PEMBEKAL (UPKP)

## BORANG MEMOHON MEMBUAT TUGAS RASMI DI LUAR PEJABAT

**PERHATIAN**

Borang ini hendaklah diisi oleh pegawai yang hendak membuat perjalanan bagi melaksanakan tugas rasmi luar pejabat/bandar Kuching.

Perjalanan yang melibatkan tugas rasmi di luar pejabat/bandar Kuching dikehendaki mendapat kelulusan dari ketua pejabat.

**Isi Oleh Pegawai Memohon**

nama	1. Siti noor Haizan Binti Manari 2. Pauline Anak Bret
awatan	1. Pegawai Tadbir 2. Penolong Pegawai Tadbir
uan Perjalanan	Lawatan Pemantauan Peserta Program Peningkatan Usahawan Bumiputera (PUTERA) di Bario dan Long Bedian dan Long San, Baram dan Miri

**Butir-butir Perjalanan**

Tarikh		Destinasi	Jenis Pengangkutan (Sila tanda pada yang berkenaan)		Penginapan Disediakan (Sila tanda pada yang berkenaan)	
Dari	Hingga					
25.11.13	29.11.13	Miri/Bario/Long Bedia & Long San, Baram	Kenderaan SG	√	Ya	√ (Miri)
			Kenderaan Sendiri		Tidak	Bario /Long San / Bedian
			Udara	√		
			Bot Ekspres			

catatan:

datangannya Pemohon: Salinan asal ditandatangani oleh:  
Pauline Bret  
Penolong Pegawai Tadbir  
Tarikh Permohonan: 4 November 2013

**ULASAN DAN PENGESAHAN OLEH KPP(UPKP)**

san/Komen	
-----------	--

Perjalanan ini saya mengesahkan bahawa tujuan perjalanan ini adalah bagi menjalankan tugas rasmi seperti tersebut di atas.

datangannya PAS(UPKP):	Tarikh

**KEPUTUSAN PENGARAH PEROLEHAN**

Keputusan: Permohonan Perjalanan tuan/puan bagi melaksanakan tugas rasmi adalah **DILULUSKAN / TIDAK DILULUSKAN**

datangannya	Tarikh

SEGERA



PEJABAT SETIAUSAHA KEWANGAN NEGERI  
TINGKAT 14, 17 & 18  
WISMA BAPA MALAYSIA  
PETRA JAYA  
93502 KUCHING  
SARAWAK

Telefon Am : 082-441957

Fax : 082-443023

**FAX TRANSMISSION**

To :	See Hua Marketing S/B <i>Attn. : Mr. Nehru Edward Nanang</i>
Fax No.:	082-333550
From :	Pejabat Setiausaha Kewangan Negeri Sarawak
Reference :	SFS/EDU/128/4(59)
Date of Transmission :	8 <sup>th</sup> November 2013
No. of pages (including this pages)	6 pages

Dear Sir,

1. KURSUS PEMBINAAN JETI DAN JAMBATAN DAN PENYEDIAAN SEBUT HARGA
2. KURSUS ASAS KONTRAKTOR BINAAN BANGUNAN
3. KURSUS PERANCANGAN DAN PENYELIAAN PROJEK PEMBINAAN

The above subject matter is hereby referred.

2. Forwarded herewith, please find an advertisement document for advertisement as per details below:

2.1 The Borneo Post on 9<sup>th</sup> November 2013 (Saturday)  
(13cm x 17 cm columns = RM550.00 x 3=RM1,650.00, inclusive of Government Tax)

2.2 The Utusan Borneo on 10<sup>th</sup> November 2013 (Sunday)  
(13cm x 17 cm columns = RM550.00 x 3=RM1,650.00, inclusive of Government Tax)

3. The Service Order for the above advertisement as attached. *Please bill us for the above service before or on 7<sup>th</sup> December 2013.*

4. Your cooperation and kind assistant in this matter is very much appreciated.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**

Salinan asal ditandatangani oleh:

Pauline Bret

Penolong Pegawai Tadbir

( PAULINE BRET )

Unit Pembangunan Kontraktor dan Pembekal

Bahagian Perolehan

b.p. Setiausaha Kewangan Negeri

Sarawak

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDAKAN (-) DI KOTAK YANG BERKENAAN. PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF DEPOSIT AND TICK (-) IN RELEVANT BOX.

- WANG TUNAI SAHAJA  
CASH ONLY
- CEK-CEK CAWANGAN INI  
HOUSE CHEQUES
- CEK-CEK TEMPATAN  
LOCAL CHEQUES
- CEK-CEK TEMPAT LAIN  
OUTSTATION CHEQUES
- LAIN-LAIN  
OTHERS

WANG TUNAI / CASH /				RM	SEN
RINGGIT: DOLLARS:					
BANK	NO CEK CHEQUE NO.	TEMPAT PLACE	KOMISEN COMMISSION		
TELLER		OC/OCF NO.	CHECKED/AUTHORISED	JUMLAH TOTAL	
				TOLAK KOMISEN LESS COMMISSION	
				JUMLAH BERSIH NET TOTAL	

Machine  
Print

NOMBOR AKAUN / ACCOUNT NUMBER /      NAMA / NAME /      SERIAL NO.: **240766**  

 2 - 6 1 2 1 7 - 5 0 0 0 0 0 1 5
       AKAUN KERAJAAN NEGERI SARAWAK

SILA TULISKAN NOMBOR AKAUN ANDA DI BELAKANG SETIAP CEK.  
PLEASE WRITE YOUR ACCOUNT NUMBER ON THE BACK OF EACH CHEQUE.

**KERAJAAN NEGERI SARAWAK**

**PENYATA PEMUNGUT**


TAHUN KEWANGAN	STESEN	KOD STESEN
JABATAN	KOD PUSAT TANGGUNGJAWAB	TEMPOH PUNGUTAN
		HINGGA

PUNGUTAN ADALAH UNTUK DIKREDIT KE DALAM AKAUN-AKAUN DI BAWAH

NO.	PERIHAL PUNGUTAN	KOD AKAUN	AMAUN	
			RM	SEN
<b>JUMLAH</b>				

NAMA PEGAWAI PEMUNGUT: <b>Pauline Bret</b> Jawatan: <b>Penolong Pegawai Tadbir</b>	UNTUK KEGUNAAN PERBENDAHARAAN TARIKH DOKUMEN DITERIMA:  DIPERIKSA OLEH:  TANDATANGAN:  TARIKH:
---	---

MANDATANGAN:  
 TARIKH:  
 TEMPAT JABATAN:





**MEMORANDUM RASMI**  
(Official Memorandum)

<b>DIRIPADA</b>	Setiausaha Kewangan Negeri Sarawak	<b>KEPADA</b>	Jurutera Bahagian Jabatan Kerja Raya Bahagian Bintulu (u.p. : En. Teng Meng Kheng)
<b>PERKARA</b>	Sila lihat di bawah	<b>SALINAN</b>	<b>KPD.</b>
<b>RUJ. KAMI</b>	SFS/EDU/011(38)	<b>TARIKH</b>	04.11.2013
<b>RUJ. TUAN</b>		<b>TARIKH:</b>	

**LAWATAN PEMANTAUAN PESERTA PROGRAM PENINGKATAN USAHAWAN BUMIPUTERA (PUTERA) DI SUNGAI ASAP, BELAGA**

Dengan hormatnya saya merujuk kepada perbincangan melalui telefon di antara Encik Sulaiman dari pejabat tuan dan Puan Pauline Bret dari pejabat ini pada 16 Oktober 2013 mengenai perkara di atas.

2. Sehubungan ini, pejabat ini memohon kerjasama dan pertimbangan daripada pihak tuan untuk menggunakan sebuah kenderaan rasmi serta pemandu di pejabat tuan untuk kegunaan semasa lawatan pemantauan tersebut bermula dari **18 November 2013 (Isnin) sehingga 19 November 2013 (Selasa)**. Bersama-sama ini dikepulkan Jadual Perjalanan (Tentatif) seperti di **Lampiran 1** untuk rujukan / tindakan pihak tuan.

3. Pertimbangan dan kerjasama daripada pihak tuan amat dihargai.

Sekian, terima kasih.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**

Surat Asal ditandatangani  
Oleh

**(ANDREW MIKOL DIOT)**

Unit Pembangunan Kontraktor dan Pembekal, Bahagian Perolehan  
b.p. Setiausaha Kewangan Negeri  
Sarawak

Pegawai Dihubungi: Pn. Pauline Bret [Tel.: 082-313324 (DL) / 014-5948886 (H/P) / 082-443023 (Fax)]

## JADUAL PERJALANAN (TENTATIF)

<u>tarikh</u>	<u>Masa</u>	
8 Nov. 2013 (Pn. Pauline Bret dan Encik Andrew Mikol Diot di Lapangan terbang Bintulu dan meneruskan perjalanan ke Sungai Asap, Belaga (Flight Kch-Btu: MH2290: 0710/0805))	08.10 pagi	<ul style="list-style-type: none"><li>• Menjemput pegawai terlibat Puan Pauline Bret dan Encik Andrew Mikol Diot di Lapangan terbang Bintulu dan meneruskan perjalanan ke Sungai Asap, Belaga (Flight Kch-Btu: MH2290: 0710/0805)</li><li>• Membuat lawatan pemantauan di sekitar Sungai Asap, Belaga</li></ul>
9 Nov. 2013 (Encik Andrew Mikol Diot dan Puan Pauline Bret)	08.00 pagi	<ul style="list-style-type: none"><li>• Membuat lawatan pemantauan di sekitar Sungai Asap, Belaga</li><li>• Selesai lawatan terus balik ke Bintulu dan menghantar pegawai terlibat ke Hotel Penginapan.</li></ul>

### Pegawai yang terlibat

En. Andrew Mikol Diot (Tel.: 012-884 6757)

Pn. Pauline Bret (Tel.: 014-594 8886)

**MEMORANDUM RASMI**  
(Official Memorandum)

<b>DARIPADA</b>	Setiausaha Kewangan Negeri Sarawak	<b>KEPADA</b>	Ketua Jabatan Jabatan Pertanian Bahagian Miri (u.p. : En. Marvin Ang)
<b>PERKARA</b>	Sila lihat di bawah	<b>SALINAN</b>	<b>KPD.</b>
<b>RUJ. KAMI</b>	SFS/EDU/011(39)	<b>TARIKH</b>	04.11.2013
<b>RUJ. TUAN</b>		<b>TARIKH:</b>	

**PERUBAHAN JADUAL LAWATAN PEMANTAUAN PESERTA PROGRAM PENINGKATAN USAHAWAN BUMIPUTERA (PUTERA) DI LONG BEDIAN DAN LONG SAN, BARAM**

Dengan hormatnya saya merujuk kepada surat pejabat ini SFS/EDU/011((37) bertarikh 4 November 2013 dan perbincangan melalui telefon di antara Encik Marvin Ang dari pejabat tuan dan Puan Pauline Bret dari pejabat ini pada hari ini mengenai perkara di atas.

2. Sehubungan ini, dimaklumkan berlaku perubahan pada jadual lawatan seperti berikut:

**Jadual Asal**  
27 – 28 November 2013

**Jadual Baru**  
26 – 28 November 2013

3. Jadual Perjalanan adalah seperti di Lampiran 1. Pertimbangan dan kerjasama daripada pihak tuan amat dihargai.

Sekian, terima kasih.

**“BERSATU BERUSAHA BERBAKTI”**  
**“AN HONOUR TO SERVE”**

Surat Asal ditandatangani  
Oleh

**(ANDREW MIKOL DIOT)**

Unit Pembangunan Kontraktor dan Pembekal, Bahagian Perolehan  
b.p. Setiausaha Kewangan Negeri  
Sarawak

Pegawai Dihubungi: Pn. Pauline Bret [Tel.: 082-313324 (DL) / 014-5948886 (H/P) / 082-443023 (Fax)]

## JADUAL PERJALANAN (TENTATIF)

<u>Tarikh</u>	<u>Masa</u>	
26 Nov. 2013 (Selasa)	11.30 pagi	<ul style="list-style-type: none"><li>• Menjemput pegawai terlibat Puan Pauline Bret dan Puan Siti Noor Haizan di Lapangan Terbang Miri dan meneruskan perjalanan ke Long Bedian.</li><li>• Membuat lawatan pemantauan di sekitar Long Bedian.</li></ul>
27 Nov. 2013 (Rabu)	08.00 pagi	<ul style="list-style-type: none"><li>• Membuat lawatan pemantauan di sekitar Long Bedian</li></ul>
	12.00 tengahari	<ul style="list-style-type: none"><li>• Merarau</li></ul>
	1.00 petang	<ul style="list-style-type: none"><li>• Meneruskan perjalanan ke Long San</li></ul>
28 Nov. 2013 (Khamis)	08.00 pagi	<ul style="list-style-type: none"><li>• Membuat lawatan pemantauan di sekitar Long San</li></ul>
	12.00 tengahari	<ul style="list-style-type: none"><li>• Merarau</li></ul>
	1.00 petang	<ul style="list-style-type: none"><li>• Balik ke Miri</li></ul>

### Pegawai yang terlibat

Pn. Siti Noor Haizan Bt. Manari (Tel.: 012-8227675)

Pn. Pauline Bret (Tel.: 014-5948886)

Zimbra

paulineb@sarawak.gov.my

---

**Iklan bagi kursus-kursus yang Dijadualkan pada bulan Disember 2013**

---

**From :** Pauline Anak Bret <paulineb@sarawak.gov.my> Wed, Nov 06, 2013 01:40 PM

**Subject :** Iklan bagi kursus-kursus yang Dijadualkan pada bulan Disember 2013  3 attachments

**To :** alextgs@sarawak.gov.my

Dear Mr. ALEX,

Attach herewith are an advertisement for courses organizing by UPKP schedule on December 2013. Pls kindly assist us to advertise on our office official website.

Thank You.

Best Regards,  
Pauline Bret  
AA(UPKP)  
6/11/2013

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 **Kursus Asas Binaan Bangunan.doc**  
131 KB

 **Kursus Pembinaan Jeti dan Jambatan dan Penyediaan Sebutarga.doc**  
133 KB

 **Kursus Perancangan, Pelaksanaan dan Penyeliaan Projek Pembinaan.doc**  
134 KB

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6 November 2013

Mdm. Pauline Bret  
PEJABAT SETIAUSAHA KEWANGAN NEGERI  
Bahagian Perolehan (Unit Kontraktor & Pembekal)  
Tingkat 17, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching

Tel : 082 - 427 324 / Fax : 082 - 443 023

Our fax no: 085 - 427 372 / (Sundays & Public Holidays: 085 - 433 433)

**RE: CONFIRMATION FOR CONFERENCE FACILITIES ON 12 - 15 NOVEMBER 2013**

We trust the above are in order. Please acknowledge your acceptance on the arrangements, terms and conditions by signing and returning to us the duplicate copy of this confirmation letter via fax the latest by today, 6 November 2013 before 5:00 p.m.

Should you require further assistance, please do not hesitate to contact us if you need further assistance.

Thank you.

Yours sincerely,  
For MEGA HOTEL, MIRI



NUR FAIZA BTE ADIE  
Asst. Sales Manager

C.C. FBC M / ACC

Accepted & acknowledged by:  
PEJABAT SETIAUSAHA KEWANGAN NEGERI  
BAHAGIAN PEROLEHAN  
(UNIT KONTRAKTOR & PEMBEKAL)

Name: Pauline Bret  
Date: 6/11/2013  
Company's stamp:



**FAX SENT**

Date 6/11/13

Time 11:47 am



Cont/page... 1/3

6 November 2013

Mdm. Pauline Bret  
 PEJABAT SETIAUSAHA KEWANGAN NEGERI  
 Bahagian Perolehan (Unit Kontraktor & Pembekal)  
 Tingkat 17, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching

Tel : 082 - 413 324 / Fax : 082 - 443 023

Our fax no: 085 - 427 372 / (Sundays &amp; Public Holidays: 085 - 433 433)

**RE: CONFIRMATION FOR CONFERENCE FACILITIES ON 12 - 15 NOVEMBER 2013**

Meals arrangement : AM tea break @ 9:30 a.m. will be served at Mega 5 Foyer (5<sup>th</sup> Floor)  
 Lunch @ 1:00 p.m. will be served at Chatterbox Coffee House (Grd Floor)  
 PM tea break @ 3:30 a.m. will be served at Mega 5 Foyer (5<sup>th</sup> Floor)

Accommodation : **Superior room inclusive of breakfast only**  
 Guest's name : Mdm. Pauline Bret  
 Check-in-out date : 11 November 2013 / 16 November 2013  
 No. of room required : One (1) superior single

Charges :  
 Seminar Package @ RM 66.00 nett/person/day x 30 persons x 4 days = RM 7,920.00 nett  
**TOTAL AMOUNT DUE = RM 7,920.00 nett**  
 (Ringgit Malaysia: Seven Thousand Nine Hundred Twenty only)

Superior Single @ RM 139.20 nett/room/night x 1 room x 5 nights = RM 696.00 nett  
**TOTAL AMOUNT DUE = RM 696.00 nett**  
 (Ringgit Malaysia: Six Hundred Ninety Six only)

*\*Please take note that rates quoted are nett, inclusive of 10% service charge and 6% government tax*

Terms of payment : All charges as stated in this letter are to be billed to:  
**PEJABAT SETIAUSAHA KEWANGAN NEGERI SARAWAK**  
**Bahagian Perolehan (Unit Kontraktor & Pembekal)**  
 Tingkat 17, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching

**Copy of Local Purchased Order/E-Perolehan (online for both function & accommodation is required latest by Friday, 8 November 2013 to effect this arrangement. Failing which, the hotel will reserve the right to regard the booking as cancelled. We are pleased to accept payment by cash, major credit cards or company's cheque. All cheques must be crossed and made payable to MEGA HOTEL SDN BHD.**

Any direct bank-in can be made to our account at **STANDARD CHARTERED BANK, MIRI (A/C NO: 348 - 146846484)**. Please take note that personal cheque is not accepted by the hotel.

Bill signatory : ..... (Please advise)

Cancellation : Once confirmed, any cancellation made within **five (5) days** prior to function date or in case of no-show, a penalty equivalent to full amount of quoted rates will be imposed.



Lot 907, Jalan Merbau, 98000 MIRI, P.O.Box 1165, 98008 MIRI, Sarawak, Malaysia

Tel:(6) 085-432432 Fax:(6) 085-433433/427372 (Admin) Email:info@megahotel.com.my Website:www.megahotel.com.my

Owned by Mega Hotel Sdn. Bhd. (191880-K)

6 November 2013

Mdm. Pauline Bret

**PEJABAT SETIAUSAHA KEWANGAN NEGERI**

**Bahagian Perolehan (Unit Kontraktor & Pembekal)**

Tingkat 1', Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching

Tel : 082 - 313 324

Fax : 082 - 443 023

Our fax no: 085 - 427 372

(Sundays & Public Holidays: 085 - 433 433)

Dear Mdm. Pauline,

**RE: CONFIRMATION FOR CONFERENCE FACILITIES ON 12 - 15 NOVEMBER 2013**

*Warmest Greetings from Mega Hotel, Miri.*

Thank you for your interest towards our hotel facilities. With reference to the tele-conversation between you yourself and the undersigned, we are pleased to confirm your function arrangement as follow:-

- Nature of function : **KECACATAN BANGUNAN DAN PERANCANGAN PENYELENGGARAAN SERTA KERJA-KERJA PEROBOHAN DAN PROSEDUR**
- Date / Time : Tuesday - Friday, 12 - 15 November 2013 / 8:00 a.m. - 5:00 p.m.  
*(Please be informed that a surcharge of RM 350.00 net per hour will be imposed for usage of function room after the above specified period)*
- Venue : Easter Lily (5<sup>th</sup> Floor)
- No. of pax : 30 persons  
*Please take note that minimum charges will be based on your guaranteed number of attendees as stated above and the charges will prevail even though the actual number of attendees is lower than guaranteed. However, in the event that the actual number of attendees exceeds the above stated, the extra attendees will be charged accordingly as sufficient arrangement will be made to accommodate them.*
- Set up : Classroom style with one (1) head table for two (2) persons
- Facilities provided : - Use of conference room  
- P.A. system with one (1) unit of microphone  
- One (1) unit of white screen  
- One (1) unit each of flipchart & whiteboard with marker  
- Pencils and writing pads, bottled drinking water & sweets
- Backdrop wordings : **Kecacatan Bangunan Dan Perancangan Penyelenggaraan Serta Kerja-Kerja Perobohan Dan Prosedur**
- Directional signage : **Kecacatan Bangunan Dan Perancangan Penyelenggaraan Serta Kerja-Kerja Perobohan Dan Prosedur**  
**Easter Lily (5<sup>th</sup> Floor)**  
**Tuesday - Friday, 12 - 15 November 2013 (8:00 a.m. - 5:00 p.m.)**





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Lot 9(7, Jalan Merbau, 98000 MIRI, P.O.Box 1165, 98008 MIRI, Sarawak, Malaysia

Tel:(6) 085-432432 Fax:(6) 985-433433/427372 (Admin) Email:info@megahotel.com.my Website:www.megahotel.com.my  
Owned by Mega Hotel Sdn. Bhd. (191880-K)

6 November 2013

Mdm. Pauline Brett  
PEJABAT SETIAUSAHA KEWANGAN NEGERI  
Bahagian Ferolehan (Unit Kontraktor & Pembekal)  
Tingkat 17, Wisma Bapa Malaysia  
93250 Kuching

Tel : 082 - 313 324  
Fax : 082 - 443 023

Our fax no: 085 - 427 372  
(Sundays & Public Holidays, please fax to: 085 - 433 433)

Dear Mdm. Pauline,

**RE: QUOTATION FOR SEMINAR FACILITIES ON 11 - 15 NOVEMBER 2013**

*Warmest Greetings from Mega Hotel, Miri.*

Thank you for considering Mega Hotel as the venue for your forthcoming function. With reference to the tele-conversation between your goodself and the undersigned, we are pleased to append the following quotation for your kind consideration:

- Nature of function : **KECACATAN BANGUNAN DAN PERANCANGAN PENYELENGGARAAN SERTA KERJA-KERJA PEROBOHAN DAN PROSEDUR**
- Date / Time : Monday - Friday, 11 - 15 November 2013 / 8:00 a.m. - 5:00 p.m.
- Venue : Easter Lily (5<sup>th</sup> Floor)
- No. of pax : 30 persons
- Room set-up : Classroom style with one (1) head table for two (2) persons
- Charges : **Seminar package @ RM 66.00 nett per person per day (Minimum of 15 persons)**  
Above rate is inclusive of:  
- Use of conference room with P.A. system and one (1) unit of microphone  
- One (1) no. each of white screen, flipchart and whiteboard with markers  
- Writing pads & pencil, bottled drinking water and sweets  
- Two (2) tea breaks (with two (2) snack items, coffee and tea per tea break)  
- One (1) Lunch
- Other Charges (if any) : LCD Projector @ RM 348.00 nett per unit per usage
- Accommodation : **Superior room inclusive of breakfast**  
Single @ RM 139.20 nett per room per night  
Guest's name : Mdm. Pauline Brett  
Check-in/out date : 10 November 2013 - 16 November 2013  
No. of room required : One (1) Superior Single

*\*Please take note that rates quoted are inclusive of 10% service charge and 6% government tax*

# MegaHotel

**MIRI**

cont...2/2

6 November 2013

Mdm. Paulin : Brett  
 PEJABAT SETIAUSAHA KEWANGAN NEGERI  
 Bahagian Pelebaran (Unit Kontraktor & Pembekal)  
 Tingkat 17, Wisma Bapa Malaysia, 93250 Kuching

Tel : 082 - 3 3 324 / Fax : 082 - 443 023

Our fax no: 085 - 427 372 / (Sundays &amp; Public Holidays, please fax to: 085 - 433 43)

## RE: QUOTATION FOR SEMINAR FACILITIES ON 11 - 15 NOVEMBER 2013

Complimentary : As a gesture of goodwill, we are pleased to accord complimentary backdrop wordings up to a maximum of 40 letters (alphabets only). Additional letters will be charged at RM1.00 nett per letter. Logo will be charged separately according to size and design.

### TERMS AND CONDITIONS

#### CONFIRMATION

We would appreciate if we could receive your confirmation in writing at least by **today, 6 November 2013** in order to secure the function venue. Failing which, the hotel will reserve the right to regard the booking as cancelled. In the event that the hotel received more than one booking for the same dates, the hotel will give all parties a written notice and priority will be given to the party that can provide a deposit of at least **25%** of the quotation amount on first come first serve basis, subject to function rooms and / or accommodation availability. This deposit is not refundable if the booking is cancelled within **five (5) days** of function and / or accommodation arrival date.

#### CANCELLATION

In case of cancellation, a written notice must be given to the hotel at least **five (5) days** prior to the function date. Otherwise, the hotel will reserve the right to forfeit any deposit received or charge a cancellation fee of not more than 50% of the total quoted rates.

#### MODE OF PAYMENT


Only companies with established credit facilities may undertake to bear the charges stated in this quotation. In this case, a letter of undertaking is required to effect this arrangement. Otherwise, a deposit of 50% is required upon confirmation with the remaining sum to be settled in full, upon completion of function. We are pleased to accept payment by cash, company's cheque, major credit cards and Government's Local Purchase Order.

We trust you will find the rates favorable and meet with your requirements. Meanwhile, please do not hesitate to contact us if you need further assistance. It would be our utmost pleasure to be of service.

We look forward to your earliest confirmation and we assure you of our best service at all times.

Thank you.

Yours sincerely,  
 for MEGA HOTEL MIRI

  
 NUR FAIZA ADIE  
 Asst. Sales Manager





PEJABAT SETIAUSAHA KEWANGAN NEGERI  
TINGKAT 14, 17 & 18  
WISMA BAPA MALAYSIA  
PETRA JAYA  
93502 KUCHING  
SARAWAK.

Telefon Am: 082 - 441957  
Fax: 082 - 443023

Ruj. Tuan:

Ruj. Kami: SFS/EDU/131/6(111)

Tarikh: 6<sup>th</sup> November 2013

Mega Hotel  
Lot 907, Jalan Merbau, 98000 Miri.  
[Tel.: 085 - 432 432 / Fax: 085 - 427372]  
(Attn.: Miss Nur Faiza Adie)

Dear Sir,

CONFIRMATION OF BOOKING FOR "KURSUS KECACATAN BANGUNAN DAN PERANCANGAN PENYELENGGARAAN SERTA KERJA-KERJA PEROBOHAN DAN PROSEDUR" ON 12TH - 15TH NOVEMBER 2013

Your quotation dated 6<sup>th</sup> November 2013 refers.

2. We are pleased to confirm our booking at Mega Hotel as follows:

Function Title : Kursus Kecacatan Bangunan dan Perancangan Penyelenggaraan Serta Kerja-Kerja Perobohan dan Prosedur  
Date of Function : 12<sup>th</sup> - 15<sup>th</sup> November 2013 ( Tuesday - Friday)  
Time of Function : 8.00 a.m. to 5.00 p.m.  
Venue : Easter Lily (5<sup>th</sup> Floor)  
Sitting Arrangement : Classroom Style  
Estimated No. of Paxs : 30 Persons  
Meal Price Per Pax (RM) : RM66.00 nett per person per day (Inclusive of 2 tea breaks and 1 lunch)  
Accommodation : Superior room inclusive of breakfast  
Single @ RM139.20 nett per room night  
Guest's name : Mdm. Pauline Bret  
Check-in/out date : 11<sup>th</sup> November 2013/16<sup>th</sup> November 2013  
No. of room required : One (1) Superior Single

RM139.20 nett per room night x 1 room x 5 nights=  
RM696.00

Kindly provide us the invoice immediately after the function been held.

3. Should you require further information on the above Program, please do not hesitate to contact the undersigned at 082 - 313324 (O) / 014-5948886 (H/P).

Thank you.

"BERSATU BERUSAHA BERBAKTI"  
" AN HONOUR TO SERVE

(PAULINE BRET)

b.p. Setiausaha Kewangan Negeri  
Sarawak.

**FAX SENT**

Date ...6/11/13...

Time ...10:51 a.m.

**PEJABAT SETIAUSAHA KEWANGAN NEGERI SARAWAK**  
**BAHAGIAN PEROLEHAN**  
**UNIT PEMBANGUNAN KONRAKTOR DAN PEMBEKAL (UPKP)**

JADUAL PERJALANAN KURSUS

KURSUS PEMBINAAN JETI DAN JAMBATAN DAN PENYEDIAAN SEBUT  
HARGA

PADA 10 – 12 DISEMBER 2013, DI TANAHMAS HOTEL, SIBU

TARIKH	MASA	ATURCARA
10 Dis. 2013 Selasa	8.00 – 9.00 pagi 9.00 - 10.00 pagi 10.00 – 10.30 pagi 10.30 pagi – 1.00 ptg 1.00 – 2.00ptg 2.00 – 3.30 ptg 3.30 – 4.00 ptg 4.00 – 5.00 ptg 5.00 ptg	PendaftaranPeserta Sesisuaikenal Minumpagi Kuliah Merarau Kuliah Minumpetang Kuliah Bersurai
11 Dis. 2013 Rabu	08.00 - 10.00 pagi 10.00 – 10.30 pagi 10.30 pagi – 1.00 ptg 1.00 – 2.00 ptg 2.00 – 3.30 ptg 3.30 – 4.00 ptg 4.00 – 5.00 ptg 5.00 ptg	Kuliah Minumpagi Kuliah Merarau Kuliah Minumpetang Kuliah Bersurai
12 Dis. 2013 Khamis	08.00 - 10.00 pagi 10.00 – 10.30 pagi 10.30 pagi – 1.00 ptg 1.00 – 2.00 petang 2.00 – 3.30 ptg 3.30 – 4.00 ptg 4.00 – 5.00 ptg 5.00 ptg	Kuliah Minumpagi Kuliah Merarau Kuliah Minumpetang SesiSoalJawab&Penutupan Bersurai