



اُونِيْوَرْسِيْتِيْ تِيْكْنُوْلُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

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

SEPTEMBER 2014

It is recommended that the report of this practical training provided

By

MOHD RAZIF BIN MUSTAFA

2011933977

ENTITLED

PREPARATION OF DOCUMENT TENDER

Accepted in partial fulfillment of requirement has for obtaining Diploma In Building.

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

SEPTEMBER 2014

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 Pembinaan Jaya Zira Sdn Bhd for duration of 5 months starting from 12 Mei and ended at 29 September 2014. It is submitted as one of the prerequisite requirements of DBN307 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

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UiTM ID No : 2011933977

Date :29 SEPTEMBER 2014

ACKNOWLEDGEMENT

Alhamdulillah, all praises to Allah for the strengths and His blessing in completing this practical report. Special appreciation goes to my practical training coordinator cum my lecture supervisor, Pn Wan Nordiana Binti Wan Ali, for her supervision and constant support. Her invaluable help of constructive comments and suggestions throughout the experimental and thesis works have contributed to the success of this research. Not forgotten, my appreciation to my incharge, Mr. Abdul Aziz Bin Harun for his support and knowledge regarding this topic. I would like to express my appreciation to the Company Manager at Pembinaan Jaya Zira Sdn. Bhd., Mr Ahmad Zambri Bin Ahmad for his support and help towards my postgraduate affairs. My acknowledgement also goes to all the supervisors and office staffs of Pembinaan Jaya Zira Sdn. Bhd. for their co-operations. Thanks for her concern in ensure to being success at training time. Not forget, great appreciation go to the Faculty's Coordinator Dr. Mohd Rofdzi Bin Abdullah. Last but not least, my deepest gratitude goes to my beloved family, _____ and also to my siblings for their endless love, prayers and encouragement. To those who indirectly contributed in this report, your kindness means a lot to me. Thank you very much.

Thank you very much

ABSTRACT

Tender is the process by which bids are invited from interested contractors to carry out specific packages of construction work. It should adopt and observe the key values of fairness, clarity, simplicity and accountability, as well as reinforce the idea that the apportionment of risk to the party best placed to access and manage it is fundamental to the success of a project. The two most commonly used methods of tendering are single-stages select selective tendering or two-stage selective tendering. Both involve the invitation of tenders from firm on a pre-approved or ad hoc list, chosen because they meet certain minimum standard in general criteria such as financial standing, experience, capability and competence. The competition element of the tender is provided on the basis of price and quality. The main difference between the two is that in the two-stages process, the contractor becomes involved in the planning of the project at an earlier stages, so they are submitted on the basis of minimal information, and in the second stages the employer`s team will develop the precise specification in conjunction with the tenderer. This method is favored in more complex project, where the contractor may have the significant design input.

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LIST OF ABBREVIATIONS

UBBL	Uniform Building By-Law
UiTM	Universiti Teknologi MARA
CIDB	Construction Industry Development Board

CHAPTER 1

PREFACE

1.1 Introduction

Document tender is the important document to get the tender. The document tender is a one of the secret information from the company that makes the document for the tender project that the company buying from the client or other offer the project. In the document have pricing, company information, specific price for specific work and many more.

In document tender, according to Archal Gharat, (2007) “the document must completely have all information follow the guidelines from the tender”. Furthermore, the document must have the confirmations that the document is ready to submit at the end of the date. The price of the tender project must suitable with the specific work and cost of the project.

On the day submitted, sealed bid or offer document submitted in response to a request for tenders and containing details information's on requirements and term associated with a potential contract.

1.2 Objectives

The objective of this practical report is to find out in detail about the following;

- i. To study the procedure/process of preparing the document tender.
- ii. To study how to buy the document tender.
- iii. To study how to make quotation for supplier.

1.3 Scope of Study

The scope of study for preparing document tender for project Proposed Construction and Completion of a Multi-Purpose Hall Building and other associated works is preparing the general data, company information, request for quotation (RFQ), scope of work and final price. The project in this scope that is proposed construction and completion of a multi-purpose hall building under Westport Malaysia Sdn. Bhd. The durations of this project is 18 months start from the date in the tender. The location of this project at the Westport, Pulau Indah, Port Klang.

1.4 Method of Study

i. Observation

Making an observation about how to do the document tender for project Westport Proposed Construction and Completion of a Multi-Purpose Hall Building and how to know the process of the document.

ii. Interview

Interview is a method of gaining info from asking a question about how to prepare document tender with a person who has the experience in their field work, En Kheikal Eidzhamudin as a Special Project Manager and En Hariff Halimei as a Senior Contract Manager. Interviewing can be flexible because it'll explore highly complex or abstract topics easier. It can be easier when it is ask directly as they can also adding some tips.

iii. B.Q. and drawings

Using the drawing, to get the final price is doing a comparison with tender drawing and architecture drawing to make a comparison. Taking off is the step to do the comparison. Ahamad Abdullah, (2012) Pengukuran Kuantiti Bangunan, 2nd Edition

CHAPTER 2



COMPANY BACKGROUND

2.0 Introduction

Pembinaan Jaya Zira Sdn. Bhd. is a wholly owned by 100% Bumiputera contractor. It was incorporated on 11th April, 1994 with a paid-up capital of RM 180,000.00 to venture into construction industry. Initially, it was operating as a PKK class 'D' contractor.

However, based on the reputable performance in all construction works, PKK @ Pusat Khidmat Kontraktor has approved and upgraded Pembinaan Jaya Zira Sdn. Bhd. To class 'A' contractor in July 1999. Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) had also endorsed our capability.

It is the policy of the company to continue to strive for better future by offering quality product to our client. Professionals who have expertise in various field as Engineers, Architect, Finance, Project Mangement and Quantity Measurement.

Pembinaan Jaya Zira Sdn. Bhd. has established, document and implement a Quality Management System (QMS) in accordance with the requirement of ISO 9001 : 2000 with certified the ISO 9001 : 2000 on 18th July 2008.

2.1 Company Profile

COMPANY NAME : PEMBINAAN JAYA ZIRA SDN BHD

ADDRESS : No. 14, JALAN PUTRA SULAIMAN
TAMAN PUTRA SULAIMAN
68000 AMPANG
SELANGOR DARUL EHSAN

TELEFON :

FAX : 03-42604685

COMPANY SECRETARY : HMI CORPORATE CONSULTANT SDN. BHD
PUSAT PERNIAGAAN DANA 1
D6-3A-1, BLOCK D6, JALAN PJU 1A/46, PJU
47301 PETALING JAYA,
SELANGOR DARUL EHSAN

AUDITOR : AZHAR NORIZA ZAINUDDIN
CHARTERED ACCOUNTANTS (AF 001865)
No.2-3, JALAN AU 1A/4C
KERAMAT PERMAI BUSINESS CENTRE
TAMAN KERAMAT PERMAI
54200 KUALA LUMPUR

CAPITAL STRUCTURE

AUTHORISED CAPITAL : RM 5,000,000.00

PAID-UP CAPITAL : RM 5,000,000.00

BANK FACILITIES : RM 125,385,000.00

BANKERS : CIMB BANK BERHAD
(Taman Melawati Branch)

: AFFIN BANK BERHAD
(Ampang Jaya Branch)

: AmBANK (M) BERHAD
(Menara Dion, Jalan Sultan Ismail Branch)

SHAREHOLDERS : DATO` HJ. ADI MUNAWAR BIN HJ. MD. DIN
DATIN NORAFIDA BINTI ABU SAMAH
DATUK BADERISHAM BIN HAJI DOLLY

LIST OF COMPLETED PROJECTS

NO.	TYPES OF WORK	OWNER	TYPES	DATE COMPLETED
1.	YEAR 2000 Engineering, Procurement, Construction, Commission of Natural Gas Distribution System to MOEM, Meru Klang, Selangor Darul Ehsan	Gas Malaysia Sdn Bhd	Sub-Contractor	May, 2000
2.	YEAR 2003 Cadangan Membina Masjid Air Keroh Di Ayer Keroh, Melaka.	Jabatan Kerja Raya Melaka	Main Contractor	November, 2003
3.	YEAR 2005 Cadangan Menyiapkan Jambatan Baru Di Atas Lintasan Keretapi Di Laluan Padang Tengku Daerah Kuala Lipis, Pahang Darul Makmur	Jabatan Kerja Raya	Main Contractor	March, 2005
4.	Cadangan Membina Dan Menyiapkan Institiut Kemahiran Belia Negara (IKBN), Mukim Semantan, Daerah Temerloh, Pahang	Kementerian Belia Dan Sukan	Main Contractor	December, 2005
5.	YEAR 2006 Proposed Design And Build For A New Surau At the Plaza Area Between The Business Center And The Tower Block At Westport, Pulau Indah, Port Klang, Selangor Darul Ehsan	Kelang Multi Terminal Sdn Bhd	Main Contractor	June, 2006

Table 2.1

List of Completed Projects

LIST OF CURRENT PROJECTS

NO.	TYPES OF WORKS	OWNER	CONSULTANT	COMPLETION TAGRET DATE	CONTRACT VALUE (RM)
1.	Cadangan Pembinaan Kompleks Pentadbiran Utama (4 Tingkat) untuk Universiti Malaysia, Kampus Pekan, Pahang.	Jabatan Kerja Raya Malaysia	Jabatan Kerja Raya Malaysia	5/12/2014	53,000,000.00
2.	Cadangan Pembinaan Pusat ICT dan Pusat Bahasa Moden, Universiti Malaysia Pahang, Kampus Pekan, Pahang.	Jabatan Kerja Raya Malaysia	Jabatan Kerja Raya Malaysia	5/12/2014	70,000,000.00
3.	Proposed Development of an Intergrated Office Complex For The Islamic Affairs Department & Agencies Under The Minister's Department, Presint 3, Putrajaya.	THP BINA Sdn Bhd	THP BINA Sdn Bhd	2/07/2014	76,898,960.00

Table 2.2

List of Current Progress

CHAPTER 3

CASE STUDY

3.1. Introduction

Tender is the process by which bids are invited from interested contractors to carry out specific packages of construction work. It should adopt and observe the key values of fairness, clarity, simplicity and accountability, as well as reinforce the idea that the apportionment of risk to the party best placed to access and manage it is fundamental to the success of a project.

According to Archal Gharat, (2007) “the two most commonly used methods of tendering are single-stages select selective tendering or two-stage selective tendering”. Both involve the invitation of tenders from firm on a pre-approved or ad hoc list, chosen because they meet certain minimum standard in general criteria such as financial standing, experience, capability and competence. The competition element of the tender is provided on the basis of price and quality. The main difference between the two is that in the two-stages process, the contractor becomes involved in the planning of the project at an earlier stages, so they are submitted on the basis of minimal information, and in the second stages the employer’s team will develop the precise specification in conjunction with the tenderer.

This method is favored in more complex project, where the contractor may have the significant design input.

3.2 Project Background

This tender is an open tender for bumiputera contractors with the followings qualification Registered with the Construction Industry Development Board (CIDB) registered with the Central Contractor Services (PKK): Class experience and has been work at least 8 years in construction industry. On this project, client gives a budget in RM 20,000,000.00 for only this project. The department estimation and total with the contract sum around RM 40,000,000.00. On this project, the duration time on this project is 18 month at Westport, Pulau Indah, Port Klang Selangor. This is the second project at Westport, Pulau Indah after 8 years for project Proposed Design And Build For A New Surau At The Plaza Area Between The Business Center And The Tower Block At Westport, Pulau Indah, Port Klang, Selangor.

Location of the project



Figure 3.1 Photo of location Westport Malaysia

Project (drawings)

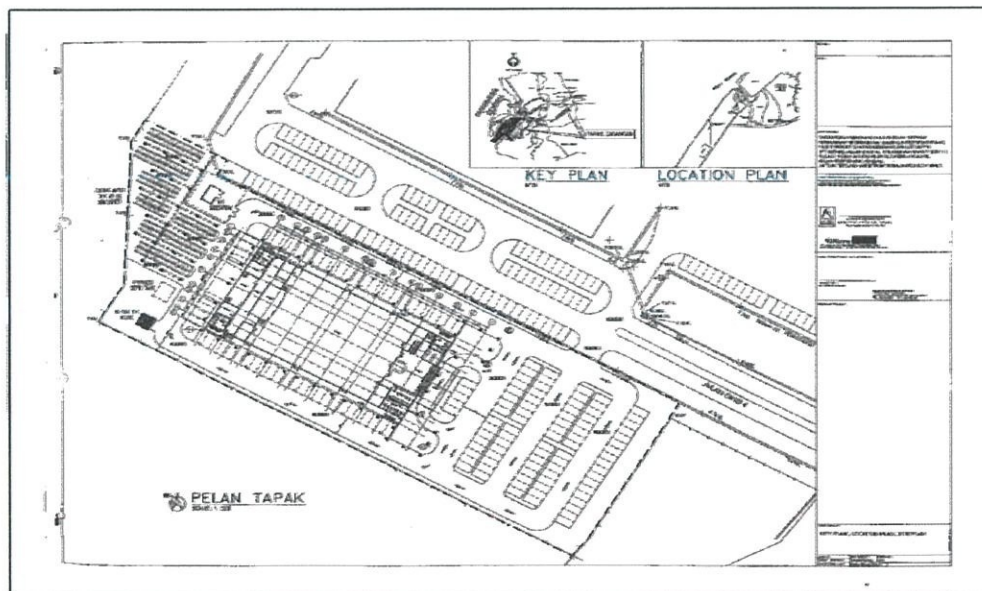


Figure 3.1 Site plan for project Westport

3.3 The process of preparing tender document

The processes are such as followings:

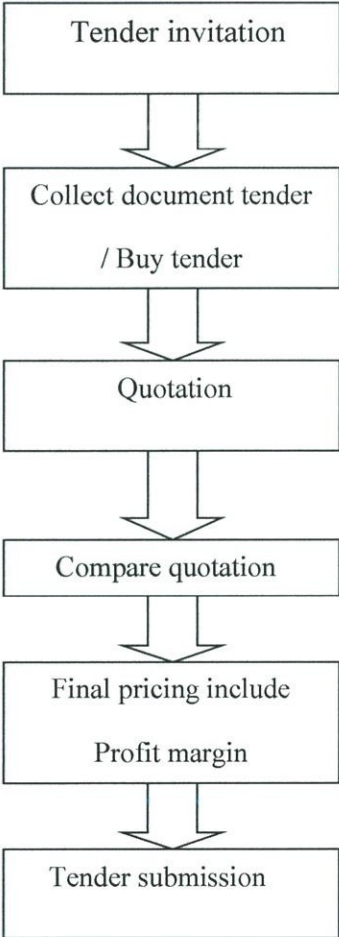


Figure 3.2 Stage of Tendering Process

3.4 Tender Invitation

In the tender, it was advertised on the internet. The management of Syarikat Pembinaan Jaya Zira has been talked about of this tender offer and agree to purchase the latest project . Through this tender must have the following documents, upon payment of documentation fees of RM 1000.00 and appendices must have at the time of purchase of the tender. The cheque must made payable to HSS Intergrated Sdn Bhd. Other than that, this is a tender offer under the Institute of Engineers Malaysia (IEM). On this tender include the Tender Document, Specification and Drawings. The Tender Document can be collected on the day that stated on the Invitation of Tender during working hours.



Figure 3.3 Sample of Invitation for Tender



HSSI/9529/30.4.0-022/RS/TAN/zza
7th July 2014

-2-

Your tender shall be lodged not later than 12.00 noon on Tuesday 5th August, 2014 at:

3rd Floor, Office Tower Block
Westports Malaysia Sdn Bhd
P.O.Box 266, Pulau Indah
42009 Port Klang
Selangor Darul Ehsan

Thank you.

Yours faithfully,
HSS INTEGRATED SDN BHD

~~IR. P. VINODHANATHAN~~
Project Director

IR. T. ARULANANTHAN
Project Manager

c c Westports (Malaysia) Sdn Bhd
Attention: Mr. Ahmad Damanhuri Ibrahim

Fax: 3169 4100

Please acknowledge receipt of the above and return by fax to 03-9173 3469.

Name: MOHD JOMARI BIN ARIFF

Signature: _____

Date: 14 JULAI 2014

Company Stamp:



Figure 3.4 Sample of Invitation of Tender

3.5 Collect Document Tender / Buy Tender


In the process of purchasing tender, all the information and documents required to be recorded in the letter of invitation to tender for the purchase of the tender process has been informed in the letter of invitation . Location and date of purchase in the normal working hours of 9.00-5.00 . Documents to be purchased in the tender for purchase of tender documents , drawings and specifications . Furthermore , evidence of payments made before the tender decision shall be brought to the proof of payment made by the company that wants to buy the tender .

3.6 Price / quotation

The quotation and tender processes are both used to obtain written offers from suppliers for the supply of goods materials and services in installation. The quotation process is normally used for relatively low value and low risk purchases. For higher value purchases, which require greater accountability, the more formal tendering process should be adopted.

In preparing the tender document, quotation is the important document that they want to know about the new price of the work in market price.

20/08 2014 15:38 0042501203
JAYA ZIRA
#0283 P 031,005



**JAYA
ZIRA
SDN. BHD.**

PEMBINAAN JAYA ZIRA SDN. BHD.
 No. 14, Tingkat 1, Jalan Sultanah Setu,
 Taman Putra Sultaman, 68000 Ampang, Selangor.
 No. Tel: 03-42531202, 03-42531203
 No. Faks: 03-42531201

08200039

REQUEST FOR QUOTATION

To: Hlap Teck Hardware Sdn. Bhd.	Fax: 03 - 3377 8888
Attn:	Tel: 03 - 3377 8888
From: NurMuhammed/Razif	Date: 18/8/2014
Re: Metal Steel Formwork	Pages:
CC:	Ref. No:

Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

PROJECT TITLE: PROPOSED CONSTRUCTION OF 30 STOREY LAND TOWER AT KOMTAR JERIC, JALAN MONG ABELOK, JOHOR BHARU, JOHOR

Reference is made to the above matter. We would like you to submit your best quotation for Building Facade including the following terms on 05 September 2014 (deadline):

- a. Supply Delivery Install
- b. Payment terms : CASH
- c. Validity period 3 working days from the date hereof
- d. Others (Please specify): Ex-stock and delivery subject to final confirmation.
- e. Specifications:
 - As shown in the B.O. and Standard Specification for Building Works;
 - As shown in the drawing and to the satisfaction of our Consultant and Client

For further information and clarification, please contact the undersigned.

Thank You.

Yours faithfully,

(.....)
MOHD RAZIF MUSTAFA

The enquiry reply by:-
 Hlap Teck Hardware Sdn Bhd
 Ms Ting San Nee
 Date : 20/8/14

Figure 3.5 The Form of Request for Quotation

In this show the quotation price concrete for reinforced concrete frame. In this quotation include the the price in size (m³), part of work and price on quantity.

20/08 2014 15:10 0342521201 JAYALIRA #0333 P 002/005

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	RM/SEN
BILL NO. 1 - REINFORCED CONCRETE FRAME					
<u>(SPECIAL NOTE - ALL QUANTITIES IN THIS BILL ARE "PROVISIONAL" AND THEREFORE SUBJECT TO REMEASUREMENT BASED ON WORKS COMPLETED ON THE SITE, ALL IN ACCORDANCE WITH THE CONSTRUCTION DRAWINGS AND THE PROVISIONS IN THE CONTRACT)</u>					
	<u>VIBRATED REINFORCED CONCRETE (GRADE 50-20MM AGGREGATE) as described</u>	Not Available			
a.	In column	m3	508		
	<u>VIBRATED REINFORCED CONCRETE (GRADE 45 - 20MM AGGREGATE) as described</u>	Not Available			
b.	In column	m3	1,610		
c.	In lift core wall	m3	2,150		
d.	250mm Thick dia	m2	5,562		
	<u>VIBRATED REINFORCED CONCRETE (GRADE 35 - 20MM AGGREGATE) as described</u>	Not available			
e.	In suspended beam	m3	4,657		
f.	In roof beam	m3	242		
g.	In p/nth beam	m3	35		
h.	In upstand beam	m3	703		
i.	230mm Thick lift core wall	m2	4,758		
k.	100mm Thick in r/kerb	m2	55		
	<u>SUPPLY AND INSTALL METAL SYSTEM FORMWORK ALL TO SPECIALIST DESIGN</u>	Not Available			
m.	To sides of column	m2	7,614		
n.	To sides and soffit of suspended beam including strutting to a height exceeding 4.00m but not exceeding 4.50m high	m2	25,086		
p.	Di to a height exceeding 6.00m but not exceeding 6.50m high	m2	2,571		
q.	To sides and soffit of roof beam	m2	1,755		
r.	To sides of p/nth beam	m2	240		
s.	To sides of upstand beam	m2	5,765		
t.	To sides of r/kerb	m2	110		
TO COLLECTION :					
U2425		B711	Hiap Teck Hardware Sdn Bhd name 144		

Figure 3.6 Sample of Request for Quotation Price

In this show the quotation price apply and install metal system formwork to specialist work. In this quotation include the price in size (kg), part of work and price on quantity.

20/08 2014 15:40 0342501201 JAYAZIRA #0893 P 003/005

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	RM/SEN
SUPPLY AND INSTALL METAL SYSTEM FORMWORK ALL TO SPECIALIST DESIGN (Cont'd)					
a.	To sides of RC core wall	m ²	32,930		
b.	Extra door for form opening overall size 1800mm x 2300mm for door lift	No	253		
c.	Temporary Dosing to form opening for push button and light indicator overall size 690mm x 300mm high	No	253		
MILD STEEL ROD REINFORCEMENT as described					
In Column Offer : M S Round Bar					
d.	6mm Dia: steel rod as links 5.8 x 12M (CQ)	kg	289	400 pcs/B'die = 0.994 mt	RM2130/mt
HIGH TENSILE STEEL ROD REINFORCEMENT as described Grade 500 in standard length : 12M					
In Column					
e.	32mm Diameter rod 1.061 mt = 14 pcs/B'die	kg	290,183	RM1980/mt	
f.	25mm Diameter ditto 1.017 mt = 22 pcs/B'die	kg	25,349	RM1980/mt	
g.	20mm Diameter ditto 1.006 mt = 34 pcs/B'die	kg	23,008	RM1980/mt	
h.	16mm Diameter ditto 1.023 mt = 54 pcs/B'die	kg	18,787	RM1980/mt	
i.	10mm Diameter ditto as links 1.020 mt = 138 pcs/B'die	kg	37,614	RM2080/mt	
In Suspended Beam					
k.	32mm Diameter rod	kg	526,104		
l.	25mm Diameter ditto	kg	580,833		
m.	20mm Diameter ditto	kg	115,034		
n.	16mm Diameter ditto	kg	99,554		
o.	12mm Diameter ditto 1.023 mt = 96 pcs/B'die	kg	27,334	RM2080/mt	
p.	16mm Diameter ditto as stirrups	kg	19,595		
q.	12mm Diameter ditto	kg	12,444		
r.	10mm Diameter ditto	kg	207,683		
TO COLLECTION :			Hiap Teck Hardware Sdn Bhd Page 2/4		

H/2425 B/1/2

Figure 3.7 Sample of Request for Quotation Price

3.7 Comparison of Quotations

The quotation feedback from supplier will be compare between the price from main supplier with supplier. This is because to gets the lower price or good price by the specification and scope of works the quotation is to calculate the total price for specific work, preliminaries and so on. Quotation from the supplier generally is a new price in industry. Update the pricing and materials to know the price is to make the good quotation for supply the materials. In other hand, supplier always gives a good price and good services for main-contractor. In process tender document, compare the price of quotation between two prices from main supplier or supplier normally to finalize to pricing before key in the data or pricing in document building quantities (eBQ).

3.8 Final Pricing Include Profit Margin

In the last price before the price included in the tender ,all the documentation quotation from supplier will be discuss for confirm the price to be submitted. Basically, taking-off the drawings to make the real size and total for pricing. The price will be deducted for things like performance bond (5 %) and insurance . The calculation results will be incorporated into the final summary of the overall price of the tender before the shuttle into the tender box . Besides that, finalize the price and put percent of the company's profit in 10 % in the tender.

3.9 Submission of tender

The tender document are to be submitted together with all supporting document and letters in separate sealed envelopes and should be deposited in the Tender Box of WESTPORT MALAYSIA SDN BHD office (bearing no identification of the Tenderer) and endorsed as follow.

The Tenderer shall submitted the Tender by submitting two (2) copies (1 original + 1 copy) of the document mentioned in paragraph A, in a sealed envelope , which does not have any bearing identification of the Tenderer, inscribed with the words mentioned in paragraph B, in the Tender Box of Westport Malaysia Sdn Bhd which is located in the designated area mentioned paragraph C. The Tenderer shall deposit his Tender before the tender closing time and date stated in paragraph D.

- A. Document required for depositing tender :

PROPOSED CONSTRUCTION AND COMPLETION OF A MULTI-PURPOSE HALL BUILDING AND OTHER ASSOCIATED WORKS AT WESTPORT, PULAU INDAH, PORT KLANG, SELANGOR DARUL EHSAN

Vol. 1 : Tender Document

- B. Words to be inscribed on the sealed envelope :

PROPOSED CONSTRUCTION AND COMPLETION OF A MULT-PURPOSED HALL BUILDING AND OTHER ASSOCIATED WORKS AT WESTPORT, PULAU INDAH, PORT KLANG, SELANGOR DARUL EHSAN

- C. Location of Tender Box

3rd Floor, Office Tower Block
WESTPORT MALAYSIA SDN BHD
PO Box 266, Pulau Indah
42009 Port Klang
Selangor Darul Ehsan

D. Closing Date & Time of Tender

Closing date of Tender :..... July, 2014

Closing time of Tender : 12.00 Noon

E. Public Opening of Tender

The Tender is invited to witness the opening of the Tender to be held at the following venue and time :

Mini Auditorium
16th Floor, Office Tower Block
WESTPORT MALAYSIA SDN BHD
PO Box 266, Pulau Indah
42009 Port Klang, Selangor

Date :,2014

Time : TBA

In the event that the Tenderer does not comply with these requirement, the Tender submitted shall be rendered null and void



Photo 3.2 Wrapped the Tender Document



Photo 3.3 Photo of Tender Box Submission

CHAPTER 4

CONCLUSION AND RECOMMENDATION

In the construction industry, there are many part to be known but not also on site but also in the office. Start from project until the below stages, tendering is a part on the construction industry because from tender has a project on site and has many part of construction. Quality, money, time and discipline are an example that effect construction even office activity. Working in the construction industry is very challenging.

In the conclusion, the steps and calculations of taking off with the formula in all element of drawings is a good method if want the size, price or other information because more focus and better than automatic. In other hand, learning and understanding about what are we studying because it is to understand on how is tendering or comparison made.

As a recommendation, tendering is a part on construction that we never know how the process and how they make the tender to be a building.

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