



اَوْنِيُوْزْ سِيْطِيْ تِيْكَنُوْلُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

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

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It is recommended that the report of this practical training provided

By

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entitled

Process of Tender Document

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

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(PERAK)

MAY 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 Kederat Emas for duration of 5 months starting from 12 May and ended at 29 September 2014. It is submitted as one of the prerequisite requirements of DBN 307 and accepted as a partial fulfilment of the requirements for obtaining the Diploma in Building.

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Thank you very much

ABSTRACT

Tendering is a process to make an offer, proposal, bid or interest to an invitation for tender including to knowing the sort of machineries to use during the project, determine the total cost that will be use during the project and have to determine the works that have to be done to complete the project. The paper reviews about process of tender that covers the works preparation of filling and completing the tender documents and fill up completely the building quantities part in the tender documents. The results showed that to complete the tender documents, there will also need of information about the company's profile and a few things that need to be highly considered while filling up the tender documents. However, there always an error will occur while doing the tender documents and it will effects to complete the tender documents.

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LIST OF ABBREVIATIONS

UiTM	Universiti Teknologi MARA
CIDB	Construction Industry Development Board
MPSJ	Majlis Perbandaran Subang Jaya
MBPJ	Majlis Bandaraya Petaling Jaya
JKR	Jabatan Kerja Raya
MBSA	Majlis Bandaraya Shah Alam
PPUM	Pusat Perubatan Universiti Malaya
UPM	Universiti Putra Malaysia
SSM	Suruhanjaya Syarikat Malaysia
KKM	Kementerian Kewangan Malaysia

CHAPTER 1

PREFACE

1.1 INTRODUCTION

During industrial training at company named Kederat Emas, the author's main task is to complete the tender document. All the tender documents that have to be completed were bought at tender's sales counter or through online. Usually the tender documents were bought at the city council like Majlis Perbandaran Subang Jaya (MPSJ) and Majlis Bandaraya Petaling Jaya (MBPJ). Moreover, Kederat Emas Company also bought tender documents in Selangor area. The tender documents must be filled completely and the price given must be based on the market price so that the tender document will be chosen for the project.

1.2 OBJECTIVE

The objective is to know and learn more about the tender document from the time it was bought until its finish completely. The objectives are as follows:

1. To study the process involve in preparing the tender document.
2. To know the equipments that will be use during the project.
3. To determine the works that will be done to complete the project.

1.3 SCOPE OF STUDY

This scope of study covers the preparation works of fill and completing the tender documents that were bought. Furthermore, this report of study explains about building quantities (BQ) that must fill up completely in the tender documents. Besides that, this report also explains briefly about the importance of needed while completing the tender documents.

This scope of study also includes the information about the company's profile and a few things that need to be highly considered while filling up the tender documents. The studies that had been done just concentrate solely to the fulfillment and equipment that we need to have in the tender documents. The works in the project site does not include in this studies.

1.4 METHOD OF STUDY

1.4.1 Reference Books

As a whole, the method use in this report was using a reference book. This type of reference is more to the theoretical and the information is based on fact. With this method the author can get all the information easier and more accurate.

1.4.2 Electronic Media

This type of method helps the author a lot to complete the report. Besides that, reference using electronic media is a good method because this method is very easy and convenient. This method also easier to get materials to finished the report. The example of electronic media that the author use is internet.

1.4.3 Observation

From the observation, the author get more information and also get to understand all the process for complete the tender documents. With this kind of method I can get more accurate information.

CHAPTER 2

COMPANY BACKGROUND

2.1 INTRODUCTION

Kederat Emas were founded on the year of 2003 by Mohd Anuar Abdullah and bumiputera status by holding F license Pusat Khidmat Kontraktor and gred G1 CIDB.

On the 2010, the company step forward and was promoted to E license Pusat Khidmat Kontraktor and gred G2 CIDB.

The company main business is in the building sector, maintenance works and renovation works.

The main operation regions for Kederat Emas covers district Petaling, Putrajaya and also others district in Selangor. The main customers for Kederat Emas are the Local Government Council that are Majlis Perbandaran Subang Jaya (MPSJ), Majlis Bandaraya Petaling Jaya (MBPJ) and Majlis Bandaraya Shah Alam (MBSA). Other government sector are Jabatan Kerja Raya (JKR), Pejabat Daerah, Jabatan Pengairan dan Saliran and Jabatan Pendidikan. Besides that, other customers for Kederat Emas are also Universiti Teknologi Mara (UiTM), Pusat Perubatan Universiti Malaya (PPUM) and Universiti Putra Malaysia (UPM).

With the growth of economic in Malaysia, Kederat Emas moves actively in its field and plans to expand works activity and operation region in others government ministry. To

achieve the target, management team has tried to complete themselves by strengthen root of the company in terms of knowledge, equipment, financial fund and the provision of more sufficient and motivated labor.

2.2 COMPANY PROFILE



Figure 2.1 Logo of Company Kederat Emas

Company's Name : KEDERAT EMAS
Address : No. 26, Jalan TK 4/7,
Taman Kinrara Seksyen 4,
47100 Puchong,
Selangor Darul Ehsan.
Tel/ Fax :
H/P :
E-mail : kederat.emas@gmail.com

Registration Date : 09hb. Jun 2003
Company Registration Num. : 001414924-D

PKK Registration Num. : 1006 B 2003 1548

CIDB Registration Num. : 0120030903-SL088513

Bank : Bank Islam Malaysia Berhad
254 & 255, Jln Bandar 12,
Taman Melawati,
53100 Kuala Lumpur.

Account Num. : 12113010016910

Type of Business : i. Civil Contractor
ii. Mechanical
iii. Landscape
iv. Services

2.2.1 Business Licences

SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

**PERAKUAN PENDAFTARAN
AKTA PENDAFTARAN PERNIAGAAN 1956**

BORANG D (KAEDAH LJ)
No. Pendaftaran
001414924-D

KEDERAT EMAS
NO. 26, JALAN TK 4/7
TAMAN KINRARA SEKSYEN 4
47100 PUCHONG
SELANGOR

Dengan ini diperakui bahawa Perniagaan yang dijalankan dengan nama
KEDERAT EMAS

telah didaftarkan dari hari ini sehingga **8 JUN 2017** menurut peruntukan-peruntukan Akta Pendaftaran Perniagaan 1956, dengan nombor yang ditunjukkan di sini dan tempat utama perniagaannya di **40-C-3, JALAN TK 4/5, TAMAN KINRARA SEKSYEN 4, 47100 PUCHONG, SELANGOR** dan cawangan-cawangan di :

GERAI NO. 2, DATARAN CENTEXIA, UTM SHAH ALAM 40300 SHAH ALAM, SELANGOR

Jenis Perniagaan

PEMBORONG BINAAN BANGUNAN, JALAN DAN LANDSKAP, MEMBERKAL ALAT TULIS, KELENKAPAN PEJABAT, SUKAN, BAHAN BINAAN, PERALATAN CEHAJAH KEBAKARAN, KESELAMATAN JALAN RAYA, MAKMAL, PERTANIAN, TERNAKAN, MAKANAN DAN MINUMAN, PERKHIDMATAN PEMBERSIHAN, PENYELENGGARAAN BANGUNAN, MESIN DAN KENDERAAN, PENYELENGGARAAN DAN PEMBAIKAN HAWA DINGIN, PERALATAN SUKAN PADANG, GELANGGANG REKREASI, TAMAN PERMAINAN, AKSESORI SUKAN, KETEROASAN, SUKAN AIR, MESIN KELENKAPAN BENGKEL, MESIN PENGELUARAN DAN KELENKAPAN KHRUSUS, PENYELENGGARAAN PEMBAKARAN ALAT KESELAMATAN, ALAT KENDERAAN, ALAT MINYAK, ALAT PEMADAM API, PERLINDUNGAN KEBAKARAN, SISTEM PENCEGAH KEBAKARAN, KEJURUTERAAN DAN KOMUNITAS, MESIN DAN PERALATAN BENGKEL, EDITORIAL, REKABENTUK GRAFIK, SENI HAIKUN DAN HARTA INTELEK, BILL BOARD, PERALATAN PERINDUSTRIAN, MINYAK DAN BULU, BAHAN TERPAJUNG DAN KANVAS, KUDMAT, KEBERSIHAN DAN RAWATAN DAN MEMBERSHIKAWAN, BARANG LUSUH, MEMBELI BARANG LUSUH TANPA PERMIT

Bertarikh di **SHAH ALAM** pada **11 SEPTEMBER 2013**.

MOHD NAIM DARUWISH
Pendaftar Perniagaan Semenanjung Malaysia

Unit ID: smahawen Doc: Wd45q.0: 001173 MVT 2013

Figure 2.2 Example of license Suruhanjaya Syarikat Malaysia (SSM)

PERAKUAN PENDAFTARAN

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

No Pendaftaran: 0120030903-SL088153

Nama Kontraktor: KEDERAT EMAS

Alamat Berdaftar: NO. 26, JALAN KINRARA 4/7
TAMAN KINRARA, SEKSYEN 4
47100 PUCHONG
SELANGOR

Gred, kategori dan pengkhususan berdaftar

G2	B	B04	B15	B13	B28	B07	B24	B09	B08	B14
G2	CE	CE21	CE34	CE36	CE11	CE08	CE30	CE43	CE06	CE14
G2	ME	M15	M01	M02	M19	CE42	CE13	CE01	CE24	

Tarikh Mula Berkuatkuasa: 02 JUL 2014

Tarikh Habis Tempoh Perakuan: 01 JUL 2017*

*Perakuan ini hendaklah diperbaharui sebelum lewatnya 60 hari sebelum tarikh habis tempoh

STATUS: AKTIF - Kontraktor yang diawardkan projek semasa perakuan pendaftaran ini dikeluarkan.

(Sr MOHD ZAID ZAKARIA)

b.p. Ketua Eksekutif

Bertarikh: 17 JUN 2014



Figure 2.4 Example of license CIDB Malaysia

Sistem Maklumat Kontraktor http://pkb.selangor.gov.my/data/syarikat_list.php



Sistem Maklumat KONTRAKTOR

Version 1.0.0.0



[Sistem](#)
[Kontraktor](#)
[Carian](#)
[Pendaftaran](#)
[Laporan](#)
[Statistik](#)

General Syarikat

Masukkan data carian:

Export Ke Excel

No	Nama Syarikat	Daerah	No Pendaftaran SSM	No Telefon	Action
1	KEDIRAT BAKS	PETALING	001414324 D	0193304494	View

First | 1 | Last
 Total records: 1
 Maklumat Data: [Back](#)

Sistem Maklumat KONTAKTOR (Privat) 1.0.0.0

1 of 1
7/29/2010 4:14 PM

Figure 2.5 Example of Open license



KEMENTERIAN KEWANGAN MALAYSIA

SIJIL AKUAN PENDAFTARAN SYARIKAT

NO SIJIL	: K21997506871179675
NO RUJUKAN PENDAFTARAN	: 357-02017297
TEMPOH SAH LAKU	: 03/07/2013 - 02/07/2016

Bahawa dengan ini diperakui syarikat :

KEDERAT EMAS (001414924-D)
NO.26 JALAN KINRARA 4/7
TAMAN KINRARA SEKSYEN 4
PETALING
47100 PUCHONG
SELANGOR, MALAYSIA

Telah berdaftar dengan Kementerian Kewangan Malaysia dalam bidang bekalan/perkhidmatan di bawah sektor, bidang dan sub-bidang seperti di Lampiran A. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Lampiran B. Individu yang diberi kuasa oleh syarikat bagi urusan perolehan Kerajaan adalah seperti berikut :

MURHANUAR BIN ABDEL LAH

721024025529

PENGGUBUS

Lt

DATO' HASHMUDDIN BIN MOHAMMAD

Bahagian Perolehan Kerajaan
h.p. Ketua Setiausaha Perbendaharaan
Kementerian Kewangan Malaysia

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 03/07/2013

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)

Figure 2.6 Example of license Kementerian Kewangan Malaysia (KKM)



KEMENTERIAN KEWANGAN MALAYSIA
SIJIL AKUAN PENDAFTARAN SYARIKAT BUMIPUTERA

NO SIJIL	: BP21997506871179675
NO RUJUKAN PENDAFTARAN	: 357-02017297
TEMPOH SAH LAKU	: 03/07/2013 - 02/07/2016

Bahawa dengan ini diperakui syarikat :

KEDERAT EMAS (001414924-D)
NO.26 JALAN KINRARA 4/7
TAMAN KINRARA SEKSYEN 4
PETALING
47100 PUCHONG
SELANGOR, MALAYSIA

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

Li
DATO' HASHMUDDIN BIN MOHAMMAD
Bahagian Perolehan Kerajaan
h.p. Ketua Setiausaha Perbendaharaan
Kementerian Kewangan Malaysia

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 03/07/2013

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)

Figure 2.7 Example of license Syarikat Bumiputera

		No. Siri TB 143043
PUSAT KHIDMAT KONTRAKTOR KEMENTERIAN KERJA RAYA MALAYSIA		
SIJIL KONTRAKTOR KERJA TARAF BUMIPUTERA		
Adalah dengan ini syarikat tuan seperti tercatat di dalam Sijil ini diiktiraf sebagai kontraktor kerja bertaraf Bumiputera. Pemberian pengiktirafan ini adalah tertakluk kepada syarat - syarat termaktub di belakang sijil.		
NO. SIJIL PENDAFTARAN 0120030903-SL080133	SEED PENDAFTARAN G2 (Bumiputera)	TEMPOH SAHLAKU DARI : 15/10/2012 HINGGA : 01/07/2014
NAMA DAN ALAMAT BERDAFTAR KEDERAT EMAS NO. 26, JALAN KINRARA 4/7 TAMAN KINRARA, SEKSYEN 4 47100 FUCHONG SELANGOR		
PEGAWAI SYARKEAT YANG DITAUHIAHKAN MOHD ANUAR BIN ABDULLAH *****	NO. KP *****	JAWATAN PENGURUS *****
(NIK ZAINURIN BIN NIK IBRAHIM) PENGARAH NEGERI SELANGOR Pusat Khidmat Kontraktor Kementerian Kerja Raya Malaysia Tarikh Cetak: 15/10/2012		

Figure 2.8 Example of license Pusat Khidmat Kontraktor (PKK)

2.3 ORGANIZATION CHART

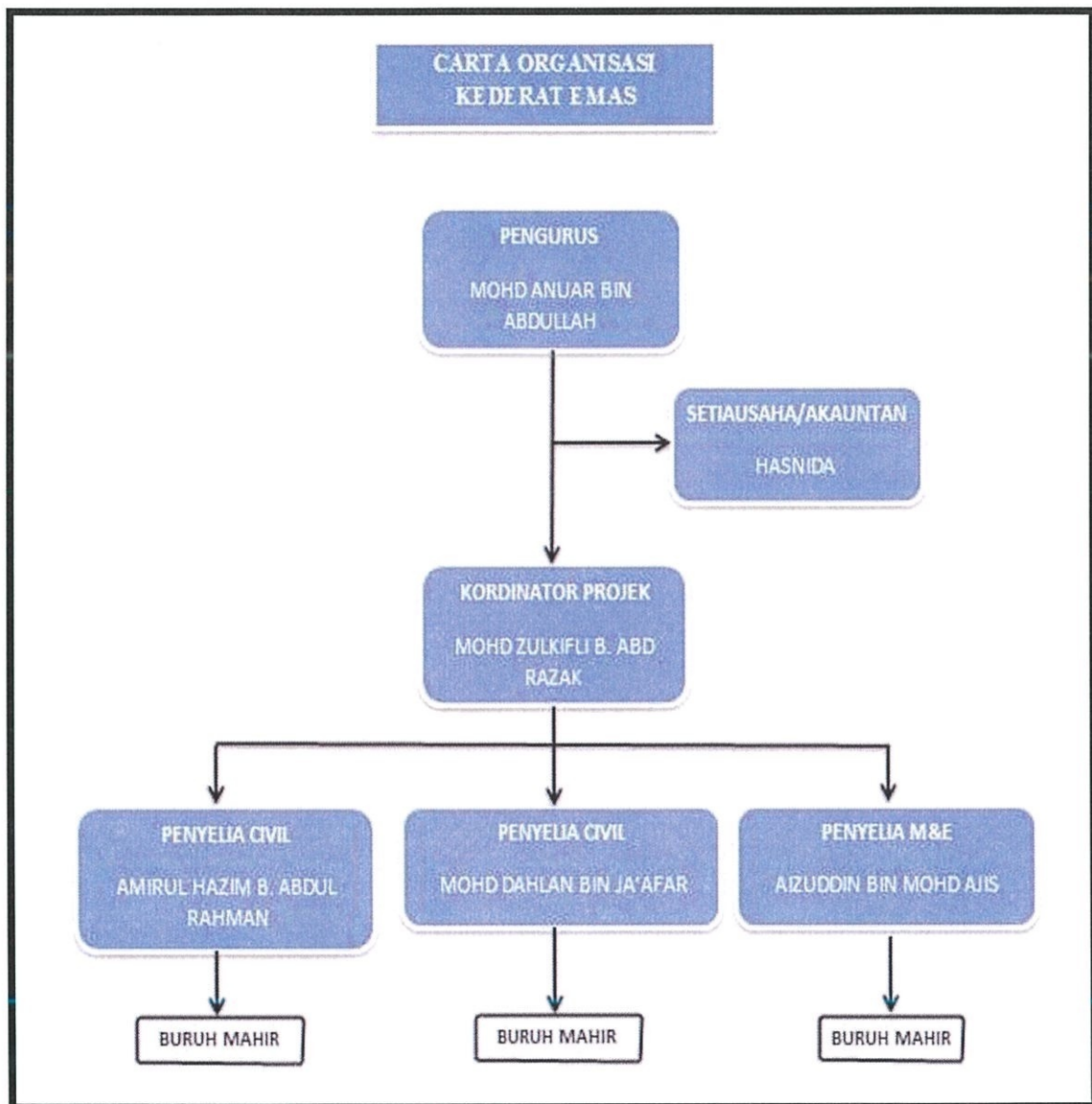


Figure 2.9 Management Organization Chart of Company Kederat Emas

2.4 LIST OF PROJECT

2.4.1 Completed Project

Table 2.1 Project list that had been completed by Kederat Emas on year 2011 and 2012

PROJECTS	CLIENTS	COST OF CONSTRUCTION (RM)	DATE	
			START	END
Cadangan Tambahan Kepada Bangunan 2 Tingkat Sediaada Di Kompleks Sukan Arena, Jalan Selangor Untuk Tetuan Majlis Bandaraya Petaling Jaya	Majlis Bandaraya Petaling Jaya	456,000.00	25/06/2012	03/09/2012
Kerja-kkerja Membekal, Memasang, Menguji Serta Mengujiterima Sistem Alat Kawalan Keselamatan Pada Lif Di Blok E4/5, E8, E9, E12, E13, E14, & E15, Kompleks E, WilayahPersekutuan Putrajaya	Jabatan Kerja Raya Wilayah Persekutuan Putrajaya	308,000.00	03/09/2012	12/11/2012

PROJECTS	CLIENTS	COST OF CONSTRUCTION (RM)	DATE	
			START	END
Cadangan Penyelenggaraan Landskap Di ZON 4 Subang Jaya Untuk Majlis Perbandaran Subang Jaya	Majlis Perbandaran Subang Jaya	225,000.00	15/02/2012	31/12/2012
Cadangan Menggantikan Dua Unit 'Cooling Tower' Sedia Ada Kepada Unit Yang Baru Serta Lain-lain Kerja Yang Berkaitan Di Menara PERKESO, Jalan Ampang, Kuala Lumpur KP.PERKESO 83/2010	PERKESO KUALA LUMPUR	233,123.50	24//01/2011	30/03/2011

PROJECTS	CLIENTS	COST OF CONSTRUCTION (RM)	DATE	
Cadangan Kerja-kerja Menaiktaraf Penyaman Udara Berpusat Dan Kerja-kerja Yang Berkaitan Di Menara PERKESO, Jalan Ampang, Kuala Lumpur KP.PERKESO 86/2010	PERKESO KUALA LUMPUR	269,123.50	24//01/2011	23/03/2011

2.4.2 Ongoing Project

Table 2.2 Ongoing Project

PROJECTS	CLIENTS	COST OF PROJECTS (RM)	DATE	
			START	END
Kerja-kerja membaikpulih longkang dan pembentung dan kerja-kerja lain yang berkaitan di kg. tengah Puchong, dalam Daerah Petaling, Selangor Darul Ehsan	Jabatan Kerja Raya Selangor	299,450.00	26/06/2014	20/08/2014
Tawaran pelantikan sebagai kontraktor bagi kerja-kerja ubah suai dan hiasan dalaman kaunter Lembaga Zakat Selangor (MAIS) di cawangan Bangunan Sultan Idris Shah	Lembaga Zakat Selangor (MAIS)	244,388.00	11/08/2014	29/09/2014

PROJECTS	CLIENTS	COST OF PROJECTS (RM)	DATE	
Sebut harga perkhidmatan pembersihan bangunan dan pejabat dan membersih kawasan serta kerja-kerja berkaitan di Sekolah Rendah Agama Meru II, Klang	Jabatan Agama Islam Negeri Selangor (JAIS)	96,000.00	01/06/2014	31/05/2016

CHAPTER 3

PROCESS OF TENDER

3.1 INTRODUCTION

As we know, there are two types of the tender process and tender tender process conventional electronics. Basically conventional tender process will involve the pre-tender stage, the tender advertisement, tender closed, the opening of tenders, evaluation of tenders and finally award the tender. Meanwhile, the electronic bidding system or also known as the ETS is an electronic tender settlement facilities tender a complete process from start up to the contract. All of these processes include the exchange of all relevant documents in electronic format.

Tender prices are in the pre-tender stage where people experience this stage is the most important thing for the pre-tender stage will begin the next step in a project. So basically, this project will not be successful if complete pre-tender is unsuccessful. Usually, at the pre-tender consultants and clients together to think about the scope, time and budget to complete a customer who is willing to agree.

Estimator or Quantity Surveyors usually (QS) will contribute, particularly in this process by providing advice on the overall cost of building the proposed strategies to the method statements have been produced, QS cannot accurately estimate the cost of the proposed works. Estimate is only part of the tender process and cannot be assumed that the estimates obtained by the beneficiary will be the last tender figures presented to the customer. When bids from interested contractors has been completed and make sure that the last offer, then it can be considered as the last tender to be given to the customer. Before it was done, there was a lot of work to be really studies and examined to ensure that the tender is fully prepared to provide to customers

3.2 PROJECT BACKGROUND

The project is to proposed work of road resurfacing using methods of mill and pave. The cost of this project is estimated nearly about RM 257,385.00 since the condition of the road is so bad.

The project site is located in Seri Kembangan, Selangor Darul Ehsan where the locations of projects close with rows of shop, mosque and houses. The project covers the preliminaries, providing labor work, bring in and take out the machine, machinery, transport from the site and the provision of entry / exit for work while placing a minimum of 50mm thick pavement AC14 after compacted. The work of road resurfacing using methods of mill and pave will have works range of milling which is average of 50 mm thick layer and also have work of supplying and placing white pavement line of hot-applied thermoplastic.

3.3 CASE STUDY

For case study of this report, it will reveals the detail procedures in tendering pricing for project of proposed work of road resurfacing using methods of mill and pave at Seri Kembangan, Selangor Darul Ehsan.

3.3.1 Types of tenders

Procedure begins for the tender price depending on the type of tender for specific projects. The tendering process involves a complicated process and procedure that requires more attention on it. So before the tendering process can be done, Quantity Surveyors and the team must ensure that all the important and necessary for the tender documents prepared, reviewed and approved. Any error that occurs, it will ruin the chance to win a particular tender. Basically, there are several types of tenders involved in the tender price. Tenders submitted are generally based on the bill of quantities, bill estimates of quantities or other specifications.

i) Bills of Quantities

This type of tender that are commonly used in the construction industry at present compared to the others. As we know, the amount of the bill is a list of all the materials that the project has enough detail to obtain realistic and appropriate cost, or at a rate specified in the work or materials. Tenders must not only show units for each material or work, but also other costs such as labor, materials, plant and machinery costs.

When the tender is ready or completed with detailed information needed to begin construction until the end of the project, the first step to be taken by the quantity surveyor

fill rates for each item listed. The price for each item added together to get the price of the tender for the project.

Usually if bills of quantities have certain elements of more than one page, the number of each page will be move to the next page. This is to ensure that all prices are added together to get the total price of the tender.

ii) Bill of Approximate Quantity

According to the website Designing Buildings Ltd, the bill could be used to estimate the quantity of projects in which the bill quantity is not available during the tender. Due to insufficient time or information necessary to determine the exact quantity that leads to unprepared conventional bills of quantities. Tenders are made based on this tender may allow early selection of contractors and also can have a head start on the site.

However, there is a high probability on the outcome of this type of tender will tend to cause changes during construction and so the price of certainty after the investment decision. If you are unable to match the estimated quantity of realistic quantities actually needed, this will result in the loss and increase spending. In addition, it will delay the project. So to avoid problems to occur, it is recommended to at least to make sure quantities are accurate as possible.

3.3.2 Analysis of Rate

In order to provide proper and reasonable rate for each unit of a particular item, a detailed review called "rate analysis" must be conducted on the cost of materials, labor and equipment required for the following unit specs. Rate per unit consists of the following items:

(a) Quantity of materials and their cost

Quantities of various materials required for each unit rate for the item specified by the specification. The cost of materials should cost at this site. In order to calculate this, an analysis of the rate shall be calculated separately. This includes market cost of materials, including loading and unloading costs, 10 per cent of profit and also the cost of transportation.

(b) Cost of equipment, tools or plant

Where possible, equipment costs must be allocated to a particular item rates. Tools and specific plant it is difficult to allocate the use to rate individual items, and therefore it is suggested that these expenses are included in the overhead costs, for example the establishment of payment.

(c) Overhead or establishment charges

These includes items such as office rent and depreciation of equipment, office staff salaries, postage, lights, travel, telephone charges, plans and specifications, etc. They are usually 2 percent of the net cost unit rate, and may increase to 5 percent.

(e) Profit

In general, a profit of 10 percent calculated for ordinary contract provides for all costs of equipment, establishment, etc. For small job 15 percent of the employment profit and 8 percent profit can be regarded as the same figure. For items of work for which it is difficult to provide analysis of rates, thus (LS) rates should be in the budget.

3.3.3 Tender form

Tender forms an integral part of the tender documents and the contractor should pay attention to it. If the contractor fails to complete the required information in this document, the tender will definitely fail. Tender form related to the tender price specified in the form of words and numbers. This price is considered to be valid even if there is an error in the calculation.

Any duration of the tender and the price of the tender offered back by the contractor are used if agree upon by the client. The duration of a contract may have been set by the client or based on the offer sent by the contractor.

Contractor shall sign his own, fill in the name and position within the company and the address of the company. The same information must be completed by a witness on behalf of the contractor. Usually if the tender relating to the 'Council' as a client, the witness must be Malay.

3.3.4 Errors in tendering

i) Arithmetical error

Arithmetic errors usually occur at some number (quantity) the unit price, the amount of the total value of each page will transfer of the total value in every page for a summary, at the time, adding an additional percentage of the general summary or while moving the tender format.

ii) Pricing's error

Errors like this are very clear as it could occurs when changing volume calculation which integrated in the calculation of the area or from the integrated linear calculation.

At the same thing in a variety of different priced for no apparent reason, the difference was caused by the estimators forget that things that have been identified previously. Errors like this are the construction process that is very rare that separates BQ into pieces based on different elements.

iii) Error in the way of pricing

Sometimes the bidding does not give a price on an item, such as forget to give prices on certain items. These values are included in other sections up or put on the whole. This can cause problems when there is a demand to recognize the progress of work.

3.3.5 Variances

In general, the differences are the result of differences between the actual results anticipated by such cost estimates and actual costs of the project. Usually only the parties involved in the process of tender documentation will know that the differences do occur in the tender. Estimators or Quantity Surveyor always seems incorrect because they only estimate the future costs. Because it is estimated, it should always be expected that the actual costs will vary slightly from the estimated cost. It is the job of the estimator to reduce the difference between the estimated and actual costs. Any data collection system must be able to recognize that differences exist.

CHAPTER 4

CONCLUSION AND RECOMMENDATIONS

As a conclusion, after five months of practical training at Kederat Emas, the author has gained a bit of knowledge and experiences on the tender pricing for project of proposed work of road resurfacing using methods of mill and pave at Seri Kembangan, Daerah Petaling, Selangor Darul Ehsan.

The types of tender usually play an important role in order to get the job offer. There are many types of tender that have been used in the construction industry since a long time ago until now even though there is having a slightly different from the past (in order to improve the tendering system). Besides that, not only the type of tender is important, completion of the overall tender also important to be considered.

My recommendation is basically on the error that can occur during the tender pricing. The estimator should pay more attention at the tender pricing. As we know, people make mistakes so that there will always an error occur. In order to prevent this error happens, the tender document should be prepared, approved and estimator need to double check the tender pricing before the tender can be submit.

APPENDIX A

SULIT

TENDER ON-LINE



MAJLIS PERBANDARAN SUBANG JAYA

**DOKUMEN TENDER
BAGI**

KERJA-KERJA PEMBERSIHAN KAWASAN DAN KERJA
BERKAITAN DI PERSIARAN 4 DAN PERSIARAN 5, BP 1,
SELANGOR DARUL EHSAN UNTUK MAJLIS PERBANDARAN
SUBANG JAYA BAGI TEMPOR 2 TAHUN + 1 TAHUN.

NO. TENDER	MPSJ/KUB/400-10/1/36(2014)
TARIKH BUKA	04 SEPTEMBER 2014
TARIKH TUTUP	24 SEPTEMBER 2014
MASA TUTUP	12.00 TENGAH HARI

YANG DIPERTUA

MAJLIS PERBANDARAN SUBANG JAYA,
PERSIARAN PERPADUAN, USJ 5,
47610 SUBANG JAYA,
SELANGOR D.E.
www.mpsj.gov.my

SULIT

APPENDIX B

SENARAI SEMAK DAN PERAKUAN PENTENDER

PERKARA-PERKARA PENTING YANG PERLU DILENGKAPKAN / DILAMPIRKAN KE DALAM DOKUMEN TENDER DAN MAKLUMAT PENTENDER.

Pentender-pentender hendaklah mengambil maklum bahawa Penilaian Tender / Sebutharga ini akan mengambil kira keupayaan Pentender untuk melaksanakan projek yang ditender. Keupayaan Pentender akan dinilai berasaskan kedudukan kewangan, pengalaman, kakitangan, keempunyaan loji dan peralatan serta prestasi keseluruhan. Untuk membolehkan penilaian ini dibuat, Pentender-pentender dikehendaki melengkapkan dan mengemukakan salinan dokumen –dokumen sepertimana di dalam senarai semak bersama-sama tendernya/ sebutharganya sebagai bukti kesahihan kenyataan yang diberikan.

- 1) Kami telah membaca dengan teliti dan memahami semua arahan yang terkandung di dalam Arahan Kepada Pentender termasuk arahan yang menghendakkan kami mengemukakan maklumat-maklumat dan dokumen-dokumen mengenai perkara seperti di dalam senarai semak bersama-sama dokumen Tender / Sebutharga kami semasa mengemukakan Tender / Sebutharga ini untuk membolehkan MPSJ menilai keupayaan kami untuk melaksanakan kerja yang ditender semasa penilaian Tender / Sebutharga.
- 2) Kami faham dan mengambil maklum bahawa penilaian Tender / Sebutharga ini akan mengambil kira dan mementingkan keupayaan kami melaksanakan kerja yang ditender. Justeru itu Tender / Sebutharga kami akan hanya dipertimbangkan untuk diperakukan kepada Lembaga Tender / Sebutharga di setujuterima sekiranya kami didapati berkeupayaan untuk melaksanakan projek yang ditender, mengikut penilaian MPSJ berasaskan maklumat-maklumat dan dokumen-dokumen yang kami kemukakan.
- 3) Kami juga mengambil maklum bahawa kami dikehendaki mengemukakan semua maklumat dan dokumen yang berkaitan bagi menyokong maklumat tertentu, sebelum Tender / Sebutharga ditutup. Maklumat dan dokumen yang dikemukakan kemudian daripada itu tidak akan di pertimbangkan di dalam penilaian keupayaan kami.
- 4) Kami juga mengambil maklum bahawa penilaian ke atas Tender / Sebutharga kami akan terjejas atau mungkin tidak dipertimbangkan sekiranya maklumat-maklumat yang diberikan tidak diisi atau tidak mencukupi atau tiada dokumen sokongan yang lengkap.
- 5) Kami dengan ini mengaku bahawa segala maklumat dan data-data yang dinyatakan adalah betul dan benar belaka. Saya bersetuju MPSJ akan bertindak mengikut budibicaranya untuk mengetahui kedudukan sebenar. Sekiranya mana-mana maklumat didapati tidak benar, MPSJ berhak membatalkan tawaran ini ataupun menarik balik kontrak berkenaan kemudian.

APPENDIX C

MAJLIS PERBANDARAN SUBANG JAYA
PERSIARAN PERPADUAN, USJ 5
47610 SUBANG JAYA
SELANGOR DARUL EHSAN.

ARAHAN KEPADA PENTENDER DAN
SYARAT-SYARAT TENDER

1. Pentender adalah dinasihatkan supaya membaca dengan teliti arahan dan syarat-syarat am ini dan hendaklah dibaca sekali dengan spesifikasi dan ianya merupakan sebahagian dari spesifikasi Tender. Kegagalan Pentender melaksanakan arahan dan syarat-syarat am ini akan menyebabkan penolakan tawaran.
2. Tender adalah dibuka kepada Syarikat-syarikat Persendirian dan Sendirian Berhad yang telah berdaftar dengan **Kementerian Kewangan Malaysia** dalam kod bidang seperti dinyatakan di iklan tawaran dan **WAJIB** berdaftar dengan **UPEN (Unit Perancangan Ekonomi Negeri Selangor)**. Pentender adalah diwajibkan mengemukakan bukti pendaftaran dengan **UPEN** (seperti di Lampiran A)
3. Hanya permohonan yang mempunyai bukti pembelian Tender secara online sahaja akan dipertimbangkan.
4. Pentender yang tidak mematuhi syarat-syarat Tender seperti dalam Dokumen Sebutharga boleh menyebabkan Tender ditolak.
5. **TARIKH TUTUP.**
Tender ditutup pada jam 12.00 tengahari.
6. **PENYERAHAN TENDER.**
 - 6.1 Dokumen Tender yang telah diisi dengan lengkap hendaklah dimasukkan ke dalam sampul surat bertakrif dan bertanda dengan nombor fail dan bilangan Sebutharga di luar sebelah kiri sampul.
 - 6.2 Dokumen Tender hendaklah dimasukkan ke dalam Peti Tender di Jabatan Kontrak & Ukur Bahan, Aras Tiga, Majlis Perbandaran Subang Jaya (MPSJ).
 - 6.3 Dokumen Tender yang dihantar melalui pos hendaklah di alamatkan kepada
Peti Tender
Jabatan Kontrak & Ukur Bahan,
Aras Tiga, Bangunan Majlis Perbandaran Subang Jaya
Persiaran Perpaduan, USJ 5
47610 SUBANG JAYA.