



اُيْتُو تِكْنُوْلُوْجِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

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

**OCTOBER 2013**

It is recommended that this Practical Training Report prepared

**BY**

**ADLINA BINTI HAILANI  
2011493098**

**Entitled**

**METHODS INVOLVED BEFORE AND DURING  
TENDER EVALUATION PROCESS**

accepted as a part of condition to obtain Diploma in Building.

Report Supervisor

Practical Training Coordinator

Faculty Coordinator

En. Mohd Fareh Bin Majid

En. Anas Zafiroh Bin Abdullah  
Halim

Dr. Mohd Rofdzi Bin Abdullah

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

**OCTOBER 2013**

**STUDENT'S DECLARATION**

I hereby declare this Practical Training Report has been prepared utterly by me, except that have been stated in practical training that I went through for 5 months started from 13<sup>th</sup> May 2013 until 28<sup>th</sup> September 2013 at Development and Asset Management Office, Universiti Putra Malaysia. It is also one of the requirements to pass DBN307 course, and received as a part of condition to obtain Diploma in Building.

.....

Name : ADLINA BINTI HAILANI

UiTM ID No : 2011493098

Date : 30<sup>th</sup> September 2013

## **ACKNOWLEDGEMENT**

Alhamdulillah to the Almighty for giving me the opportunity to complete this Practical Training Report within the time allocated. Thenceforth, I would like to give my deepest appreciation to all the individuals who willing to spend time giving guides, co-operations, encouragement and good comments to complete this report especially to the Director of Development and Asset Management Office (PPPA), Prof. Madya Dr. Samsul Bahari Mohd Noor and to all staff of PPPA for allowing me to carry out practical training in here working in three different division. I also would like to thank En. Anas Zafiro Bin Abdullah Halim and Pn. Hasni Suryani Bt Mat Hasan as the Practical Training Coordinators, En. Mohd Fareh Bin Majid as the Supervised Lecturer, En. Anas Zafiro Bin Abdullah Halim as Visiting Lecturer, and not to be forgotten, to all Building Department's lecturers and special love and gratitude to my parents, my friends and other names that could not be written down here. May one day Allah repays their good deeds.

Thank you.

## **ABSTRACT**

This report briefly described the methods involved before and during the quotation or tender evaluation process is being conducted, as well as the result of recommended contractor also had been mentioned in this report. It is made based on five months experience at Development and Asset Management Office, Universiti Putra Malaysia. This report is divided into few chapters which included company's background and project's background. From the observation, it is clearly shows that the tender preparation and tender evaluation is not as easy as it seems. It involves many parties and complicated procedures. This report described in more detail about the methods involved and applied starting from the preparation of the project summary until tender details and evaluation results. During tender evaluation process, few problems had occurred and this report has mentioned the way to solve it. As a conclusion, this report has provided sufficient information about tender evaluation and process involved before it besides practical method for the readers.



## TABLE OF CONTENT

<b>TITLE</b>	<b>PAGE</b>
Acknowledgement	i
Abstract	ii
Table of Content	iii-v
List of Tables	vi
List of Figures	vii
List of Pictures	viii
List of Abbreviations	ix
<b>CHAPTER 1.0 INTRODUCTION</b>	
1.1 Introduction	1
1.2 Objective of Research	3
1.3 Scope of Research	4
1.4 Method of Research	5
1.4.1 Primary Method	5
1.4.2 Secondary Method	6
<b>CHAPTER 2.0 BACKGROUND OF THE COMPANY</b>	
2.1 Introduction	7
2.2 Company Profile	10
2.2.1 Objective	11
2.2.2 Function	12
2.3 Organization Chart	13
2.4 List of Projects	14

	2.4.1	Completed Projects	14
	2.4.2	On-Going Projects	16
<b>CHAPTER</b>	<b>3.0</b>	<b>METHODS INVOLVED BEFORE AND DURING TENDER EVALUATION PROCESS</b>	
	3.1	Introduction	18
	3.2	Project Background	21
	3.3	Case Study	28
	3.3.1	Preparation of the Project Summary	29
	3.3.2	Project Cost Estimation	30
	3.3.3	Planning and Cost Control	32
	3.3.4	Preparation of Tender Document	33
	3.3.5	Tender Advertising & Site Visit	37
	3.3.6	Tender Evaluator and Their Tasks	43
	3.3.7	Tender Evaluation	45
	3.3.7.1	First Stage Evaluation	46
	3.3.7.2	Second Stage Evaluation	49
	3.3.8	Result of Tender Evaluation in Details	50
<b>CHAPTER</b>	<b>4.0</b>	<b>CONCLUSION AND RECOMMENDATION</b>	
	4.1	Expected Problems	52
	4.2	Recommendation to Solve the Problem	55
		<b>LIST OF REFERENCES</b>	<b>56</b>

## **LIST OF APPENDICES**

APPENDIX A	: Tender Advertisement	57
APPENDIX B	: Site Visit Registration's Form	58
APPENDIX C	: Tender Prices Schedule	59
APPENDIX D (i)	: Support Documents' Checklist	60
APPENDIX D (ii)	: Support Documents' Checklist	61
APPENDIX E (i)	: Tender Evaluation Report	62
APPENDIX E (ii)	: Tender Evaluation Report	63
APPENDIX E (iii)	: Tender Evaluation Report	64
APPENDIX E (iv)	: Tender Evaluation Report	65
APPENDIX E (v)	: Tender Evaluation Report	66
APPENDIX E (vi)	: Tender Evaluation Report	67
APPENDIX E (vii)	: Tender Evaluation Report	68

## LIST OF TABLES

Table 2.1	The completed projects under Project Management Division	14
Table 2.2	The completed projects under Facility Management Division	15
Table 2.3	The on-going projects under Project Management Division	16
Table 2.4	The on-going projects under Facility Management Division	17
Table 3.1	Grade and Tender Capacity	37
Table 3.2	Category	37
Table 3.3	List of work specializations	38
Table 3.4	First Stage Evaluation Result	51
Table 3.5	Second Stage Evaluation Result	51

## LIST OF FIGURES

Figure 1.1	Stages of methods performed before and during tender evaluation process	4
Figure 2.1	The organization chart	13
Figure 3.1	Main processes involved in the implementation of construction projects	20

## LIST OF PICTURES

Picture 2.1	Map of Selangor Darul Ehsan	8
Picture 2.2	Map of Pejabat Pembangunan dan Pengurusan Aset (PPPA)	9
Picture 2.3	Pejabat Pembangunan dan Pengurusan Aset (PPPA)'s building	9
Picture 3.1	Map of FRSB	22
Picture 3.2	Position of FRSB from the sky	22
Picture 3.3	FRSB main building	23
Picture 3.4	Drilling work to remove previous concrete layer	23
Picture 3.5	Cleaning work	24
Picture 3.6	Trash container to remove the entire drilled concrete layer	24
Picture 3.7	Leveling new concrete layer	25
Figure 3.8	Waterproofing Torchseal membrane (with Granular) is installed on top of the concrete layer	25
Picture 3.9	The leaking roof affected the ceiling and carpet	26
Picture 3.10	New suspended ceiling (gypsum mineral fibre)	26
Picture 3.11	Installation of new carpet	27
Picture 3.12	Tender advertisement ( <b>Refer to Appendix A</b> )	41
Picture 3.13	Contractors are lining up for site visit registration	42
Picture 3.14	Site visit registration's form ( <b>Refer Appendix B</b> )	42
Picture 3.15	Universiti Putra Malaysia's tender boxes	43
Picture 3.16	Tender box number 4	44
Picture 3.17	Tender prices schedule ( <b>Refer Appendix C</b> )	44



## **LIST OF ABBREVIATIONS**

PPPA	Pejabat Pembangunan dan Pengurusan Aset
UPM	Universiti Putra Malaysia
PKKSSAAS	Pusat Kebudayaan dan Kesenian Sultan Salahuddin Abdul Aziz Shah
FRSB	Fakulti Rekabentuk dan Seni Bina
CIDB	Construction Industry Development Board
PTJ	Pusat Tanggungjawab
JKSHU	Jawatankuasa Sebutarga Universiti
LOA	Letter of Acceptance
JKKK	Jawatankuasa Kelulusan Kerja
SMM	Standard Method of Measurement
LAD	Liquidated and Ascertained Damages
SPRM	Suruhanjaya Pencegah Rasuah Malaysia

# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Introduction**

Tender documents are important and basic documents that can represent a basic data of a project. It was referred to the client and the other interested parties. A comprehensive tender document should be explained clearly in detail about the project and contains all the information required by the tenderers.

Some of the information that should be available in the tender document was the nature and quantity of work, the contractor's responsibilities, the terms of payment and others. This information will help in producing the operating plans, job cost estimating and evaluating the risks that might occur.

There are three main methods of choosing a contractor which was open tendering, selective tendering and nomination. Open tendering used local newspapers/websites to advertise projects available and this step known as invitation to tender. Usually the contractors required to pay deposit in order to get the tender documents to avoid frivolous applications.

Next is selective tendering which the client will make a short list of contractors that are considered eligible for the project. It gives the client the opportunity to exclude any unsuitable firms and to limit the number of tenderers.

The last one is nomination. It is used when the client has a preference for a particular contractor, usually because he has done satisfactory work for them before. The rates and prices will be discussed and agreed until total final cost was obtained at which was acceptable to both sides.

The tender document is prepared by quantity surveyor, engineer or architect in order to invite the contractors for tender bidding. Period of tender preparation was quite long as to ensure that the tender documents are complete with information about the project to reduce the risk to the client.

## **1.2 Objective of Research**

There are several objectives need to be satisfied for achieve the aim of this report:

- i) To classify main methods involved before the process of tender evaluation.
- ii) To identify the number of interested tenderers for required projects.
- iii) To analyze the reasons of why other tenderers have not been selected.
- iv) To recommend a feasible contractor according to the evaluation made by the quantity surveyor.

### 1.3 Scope of Research

The scope of this research is to study methods performed during the tender evaluation begins and process of preparation of tender in general view. The processes are as follows:

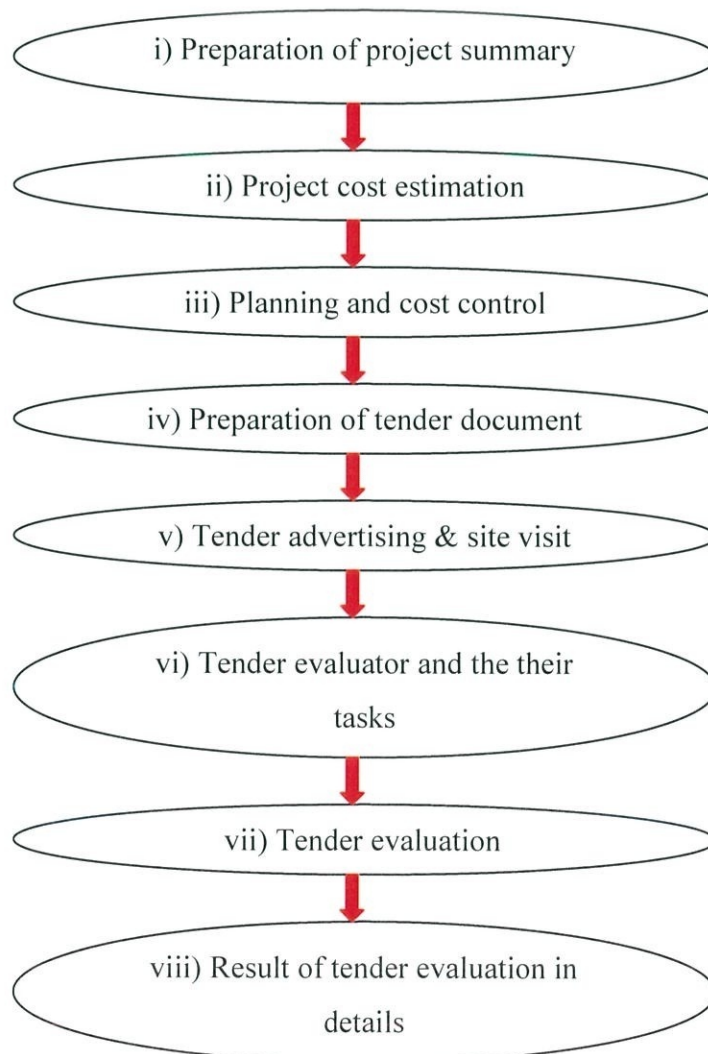


Figure 1.1 Stages of methods performed before and during tender evaluation process

## **1.4 Method of Research**

Generally, there are two methods used to obtain information about tender evaluation and the problems that might occur. The first one is known as primary method and the other one is secondary method.

### **1.4.1 Primary Method**

For the primary method, information will be obtained via interview sessions that will be held by the researcher. The researcher will conduct several interviews with the quantity surveyor, civil engineer and technicians to gain information regarding the methods performed for tender evaluation and project background. Moreover, they are professionals in their own fields and are considered reliable as they have years of working experiences. The flexibility of changing questions also may help in doing the research as different people have different perspectives and experiences. Several discussions with supervised lecturer also will be hold occasionally for report's alteration.

Information also can be gained through observations. These methods are made during office hour and recorded directly from the first person view, which is the researcher itself. At the same time, we also will be able to find out the practical work methods for tender evaluation through direct observations other than theory.



#### **1.4.2 Secondary Method**

For the secondary method, it consists of various findings and research from different resources related to the topic which include collection data from books, magazine, reports and Internet. The books that had been used as references are listed at the end of this report and by browsing the internet, the information is gained just by typing the keywords. Thus, this is profound that the internet is a quick informative medium.

## **CHAPTER 2**

### **BACKGROUND OF THE COMPANY**

#### **2.1 Introduction**

Development and Asset Management Office (in Malay; Pejabat Pembangunan dan Pengurusan Aset (PPPA)) has been established for more than 30 years under Universiti Putra Malaysia (UPM). This section started with Development Division (Chancellery Department) in 1976 and in 1996, Development Division (Chancellery Department) and Property Division (Bursar Department) have joined to become one department under Deputy Vice Chancellor (Development)'s supervision and the head was the Deputy Registrar.

In early 2006, position of Deputy Vice Chancellor (Development) was abolished and had been changed to Deputy Vice Chancellor (Research and Innovation). The exchange of the position signify that the Development Division was placed under Deputy Vice Chancellor (Research and Innovation)'s supervision through a Head of Division. Upon the occurrence of restructuring, this organization had been led by a director who has been appointed and responsible for directly reckon with the Vice Chancellor starting from May 1<sup>st</sup>, 2006. After restructuring was conducted, the management of UPM upgraded the Development Division to Development and Asset Management Office to strengthen the organization's objectives.

Since the beginning of the establishment of this division, there are two main functions which are administrative and technical. After restructure is carried out, PPPA has been divided into four divisions which are Administrative & Finance Division, Project Management Division, Asset Management Division, and Facility Management Division (Maintenance) to facilitate the organization to run more efficiently and orderly. PPPA now moved into line with the current development progress compatible with the objectives and purposes of its establishment.

Today, PPPA's office is located at Universiti Putra Malaysia, Serdang, Selangor Darul Ehsan next to Administration building and Dewan Pusat Kebudayaan dan Kesenian Sultan Salahuddin Abdul Aziz Shah (PKKSSAAS) is located in front of PPPA's office.



Picture 2.1 Map of Selangor Darul Ehsan



Picture 2.2 Map of Pejabat Pembangunan dan Pengurusan Aset (PPPA)



Picture 2.3 Pejabat Pembangunan dan Pengurusan Aset (PPPA)'s building



## **2.2 Company Profile**

Development and Asset Management Office, Universiti Putra Malaysia (UPM) is responsible for the technical aspects, physical development management and maintenance of the main campus and other branch campuses. There are several branches of expertise provided by the PPPA such as civil works, electrical works, mechanical works, architectural works, quantity surveying, site surveying, asset & property management and building maintenance.

There are about 90 staffs in PPPA which is divided into four divisions and is chaired by Prof. Madya Dr. Samsul Bahari Mohd. In Project Management Division there are 25 numbers of staff led by Hj. Zakaria Hamid, Facility Management Division; 33 staffs led by Hj. Nizan Mohd Jaafar, Asset Management Division; 9 staffs led by Ir. Maznah Sahran and finally 21 staffs are led by Pn. Hasliza Zakaria for Administrative and Financial Division.

The management of the university in 109<sup>th</sup> meeting dated March 14<sup>th</sup>, 2003 has decided that all work, whether that involves basic infrastructure or not, shall be submitted for the approval of the Deputy Vice-Chancellor (Development) in advance before being implemented.

Job Approval Committee (in Malay; Jawatankuasa Kelulusan Kerja (JKKK)) chaired by the head of Facility Management Division is responsible to implement the instructions from the management of the university. Each Responsibility Center (in Malay; Pusat Tanggungjawab (PTJ)) must obtain approval from JKKK before performing any renovation and upgrade works.

### **2.2.1 Objective of PPPA**

1. Planning and providing physical facilities and infrastructure including transportation plan to meet the needs of UPM development as a "University of the MSc" by constantly emphasizing economical cost, time frame, designs and the quality.
2. Planning and preparing plans for UPM's property development to comply the needs of the university in the future.
3. Managing the maintenance of existing physical facilities and infrastructure to keep them in good conditions so that there is no interruption in operations of UPM.
4. Managing inventory property and evaluating the needs of the new buildings and managing the design, construction and effective cost control procurement.
5. Enforcing the functions of campus' local power so that the physical development can be conducted in orderly, safe and follow the rules and requirements of environmental protection.
6. Managing the project financing and UPM's development budget.



### **2.2.2 Function of PPPA**

- Project Management - Providing physical facilities and infrastructure.
- Facilities Management - Maintaining the building facilities/infrastructure in campus.
- Consulting Management - Providing technical expertise, including the needs to meet the environmental standards.
- Project Financing - Finding and gaining financial resources for development projects.
- Role of Property Control - become the holder and controller of the UPM's properties.

### 2.3 Organization Chart

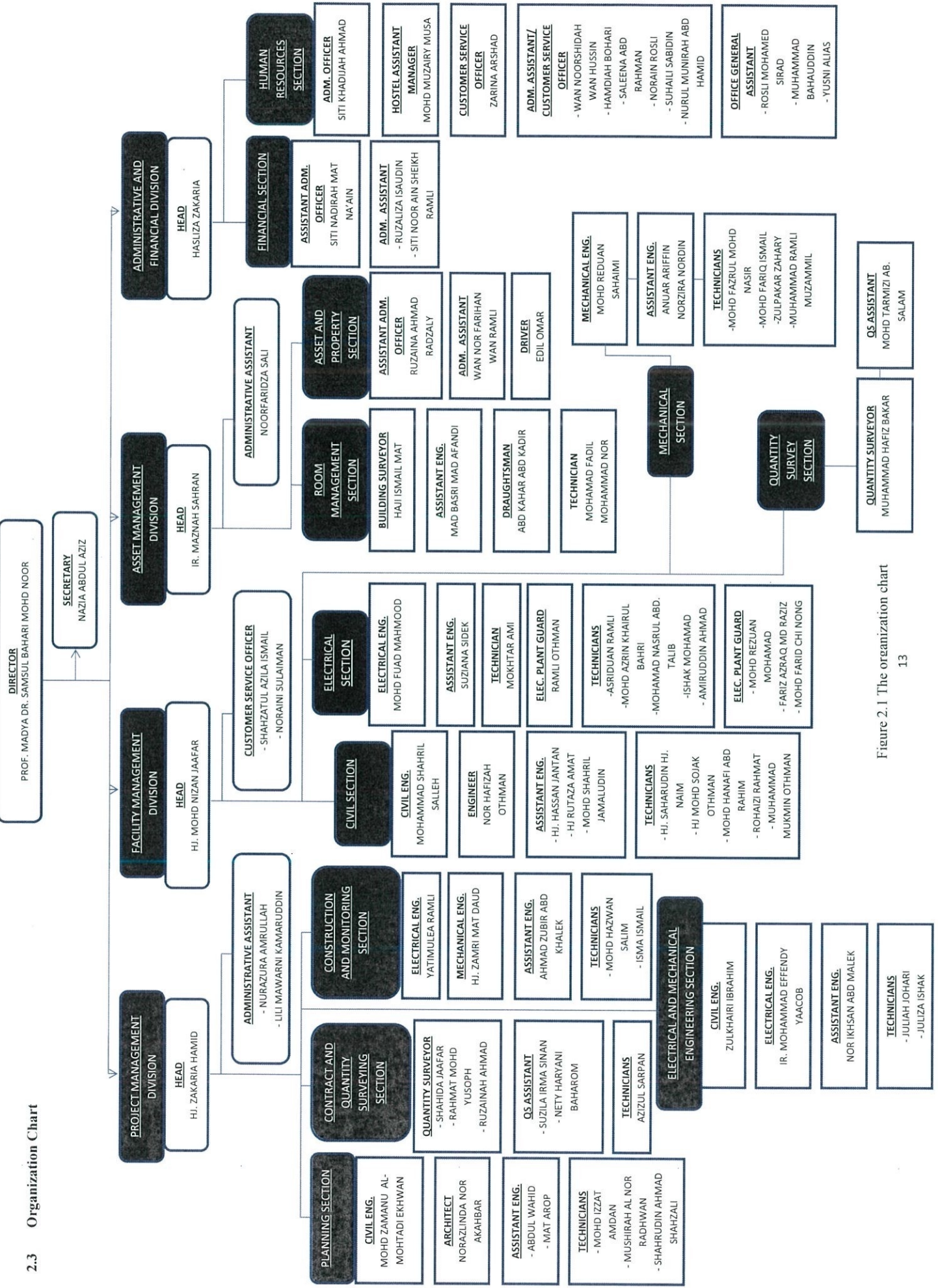


Figure 2.1 The organization chart

## 2.4 List of Projects

### 2.4.1 Completed Projects

Table 2.1 The completed projects under Project Management Division

NO.	PROJECTS	DATES	PTJ
1.	Cadangan Membina dan Menyiapkan Rumah Teduhan Hujan Fertigasi untuk Program Inkubasi Usahawantani, Fakulti Pertanian, UPM	Date of Commencement : 02-10-2012 Date of Completion : 12-12-2012	Fakulti Pertanian
2.	Cadangan Pembinaan Loji Penyelidikan Biochar Fakulti Bioteknologi & Sains Biomolekul, UPM	Date of Commencement : 24-09-2012 Date of Completion : 21-01-2012	Fakulti Bioteknologi & Sains Biomolekul
3.	Cadangan Kerja Ubahsuai Tempat Wuduk Surau Perempuan kepada Bilik Perbincangan Pasca Siswazah, Penempatan Post Doctoral Laboratori Tanaman Makanan dan Pintu Masuk ITA di Kompleks Agrobio A1, UPM	Date of Commencement : 25-08-2012 Date of Completion : 23-10-2012	Fakulti Pertanian
4.	Cadangan Kerja Ubahsuai Dewan Kuliah Pusat kepada Makmal Pemprosesan Makanan, FSTM, UPM	Date of Commencement : 08-08-2012 Date of Completion : 13-12-2012	Fakulti Sains Teknologi Makanan
5.	Cadangan Membina & Menyiapkan Sebuah Bangunan Pengajian Siswazah Pengurusan (GSM), UPM, Serdang	Date of Commencement : 21-12-2012 Date of Completion : 18-04-2013	PPPA



Table 2.2 The completed projects under Facility Management Division

<b>NO.</b>	<b>PROJECTS</b>	<b>DATES</b>	<b>PTJ</b>
1.	Cadangan Kerja-Kerja Menaiktaraf Jalan di Lorong Kekabu Ladang 1 dan Lebu Silikon	Date of Commencement : 04-03-2013 Date of Completion : 09-06-2013	PPPA
2.	Cadangan Kerja-Kerja Membekal, Memasang dan Mengujilari Sistem Penyaman Udara Jenis Precision di IDEC, UPM	Date of Commencement : 04-03-2013 Date of Completion : 09-06-2013	IDEC
3.	Cadangan Menaiktaraf Makmal di Blok B, Fakulti Kejuruteraan untuk Institut Teknologi Maju, UPM	Date of Commencement : 06-12-2012 Date of Completion : 13-02-2013	Institut Teknologi Maju
4.	Cadangan Kerja-Kerja Menaiktaraf dan Membaikpulih Tandas dan Bilik Mandi serta Kerja-Kerja Lain yang Berkaitan di Kolej 6, UPM	Date of Commencement : 08-01-2013 Date of Completion : 18-03-2013	Kolej 6
5.	Cadangan Kerja-Kerja Naiktaraf Makmal di Fakulti Perubatan Sains Kesihatan	Date of Commencement : 25-04-2013 Date of Completion : 30-05-2013	Fakulti Sains Kesihatan

## 2.4.2 On-Going Projects

Table 2.3 The on-going projects under Project Management Division

NO.	PROJECTS	DATES	PTJ
1.	Cadangan Pembinaan Rumah Haiwan Eksperimental Laboratori Produksi Haiwan, Institut Pertanian Tropikal (ITA) UPM	Date of Commencement : 02-05-2013 Date of Completion : 25-06-2013 (Based on tender contract)	Institut Pertanian Tropikal
2.	Cadangan Membina Bangunan Tambahan Pusat Kesihatan Universiti (PKU), UPM	Date of Commencement : 08-05-2013 Date of Completion : 10-07-2013	Pusat Kesihatan Universiti
3.	Cadangan Membina dan Menyiapkan Bangunan Penjabat & Makmal untuk Projek Biorefeneri, Fakulti Bioteknologi & Sains Biomolekul, UPM	Date of Commencement : 14-03-2013 Date of Completion : 09-06-2013 (Based on tender contract)	Fakulti Bioteknologi & Sains Biomolekul
4.	Cadangan Menaiktaraf Sanggar Warisan kepada Muzium Warisan Melayu di Fakulti Bahasa Moden dan Komunikasi, UPM, Serdang	Date of Commencement : 15-05-2013 Date of Completion : 20-09-2013 (Based on tender contract)	Fakulti Bahasa Moden dan Komunikasi
5.	Cadangan Membina Bangunan untuk Kegunaan Penyelidikan Pusat Sains Marin, Port Dickson, UPM, Serdang	Date of Commencement : 16-08-2013 Date of Completion : 10-11-2013 (Based on tender contract)	Pusat Sains Marin

Table 2.4 The on-going projects under Facility Management Division

<b>NO.</b>	<b>PROJECTS</b>	<b>DATES</b>	<b>PTJ</b>
1.	Cadangan Kerja-Kerja Menaiktaraf Bangunan Majlis Perwakilan Pelajar untuk dijadikan Seksyen Kaunseling Pelajar, Bahagian Hal Ehwal Pelajar, UPM	Date of Commencement : 25-06-2013 Date of Completion : 15-10-2013 (Based on tender contract)	Bahagian Hal Ehwal Pelajar
2.	Cadangan Merekabentuk, Membina, dan Mengujilari Bilik Bersih (Clean Room) Kelas 100K yang diiktiraf oleh National Environmental Balancing Bureau di Fakulti Kejuruteraan untuk ITMA, UPM	Date of Commencement : 25-06-2013 Date of Completion : 16-09-2013 (Based on tender contract)	Institut Teknologi Maju (ITMA)
3.	Cadangan Kerja-Kerja Membaiki Longkang dan Cerun di Kolej Pendeta Za'aba, UPM	Date of Commencement : 25-03-2013 Date of Completion : 03-07-2013 (Based on tender contract)	Kolej Pendeta Za'aba
5.	Kerja-Kerja Menaiktaraf Tempat Letak Kenderaan di Dewan Besar (PKKSSAAS)	Date of Commencement : 28-06-2013 Date of Completion : 02-09-2013 (Based on tender contract)	PKKSSAAS
6.	Cadangan Kerja-Kerja Mambaikpulih Kalis Air dan Bumbung Fakulti Pengajian Rekabentuk dan Senibina, UPM,	Date of Commencement : 25-06-2013 Date of Completion : 02-09-2013 (Based on tender contract)	Fakulti Rekabentuk dan Senibina



## **CHAPTER 3**

### **QUOTATION OR TENDER EVALUATION**

#### **3.1 Introduction**

Invitation to tender and tender evaluation will be held to select a qualified supplier or contractor to offer competitive prices which can be considered as reasonable. The tender evaluation should be treated as a confidential exercise. (Duncan Cartlidge, 2013) Modern practice is that tenders are evaluated against a range of criteria, including financial issues, technical and commercial considerations. (Roy Morledge & Adrian Smith, 2013)

All clients whether international or local public sector and private sector including UPM, the implementation of work usually will be handed to the contractor through contract agreement. This is where document tender will be prepared and invitation to tender will be handled. Usually project cost which is more than RM500,000 is known as tender while project cost less than RM500,000 the invitation will be named as invitation to quotation. But both stages often known and can also be called as “tender”.

In Malaysia, the contractors must registered with Pusat Khidmat Kontraktor (PKK) and Construction Industry Development Board (CIDB) in the grade and category of registration and has a particular specialisation registration will be eligible to participate for a tender bidding. UPM is under government so the tender can only be participated by Bumiputera contractors.

Usually a contract is based on the drawings and specifications or bills of quantities. Standard specifications often used in the preparation of tender documents. When used standard specifications, addenda specifications must also be prepared to take into specific project requirements' consideration. The bill of quantity generally provided by the quantity surveyor in accordance with fixed Standard Method of Measurement (SMM).

One set of table tender document will be placed in a glass or plastic box that was chained for tenderers' references if the documents that they bought has missing pages and so on from the date when the tender had been advertised until the date of tender submission. If the missing pages are identified, they can refer them to the technicians who prepare the tender documents.

There are several main processes involved in the implementation of construction projects, from the approval of the development plan and allocation procurement until the completion and final account. The processes are summarized as follows:

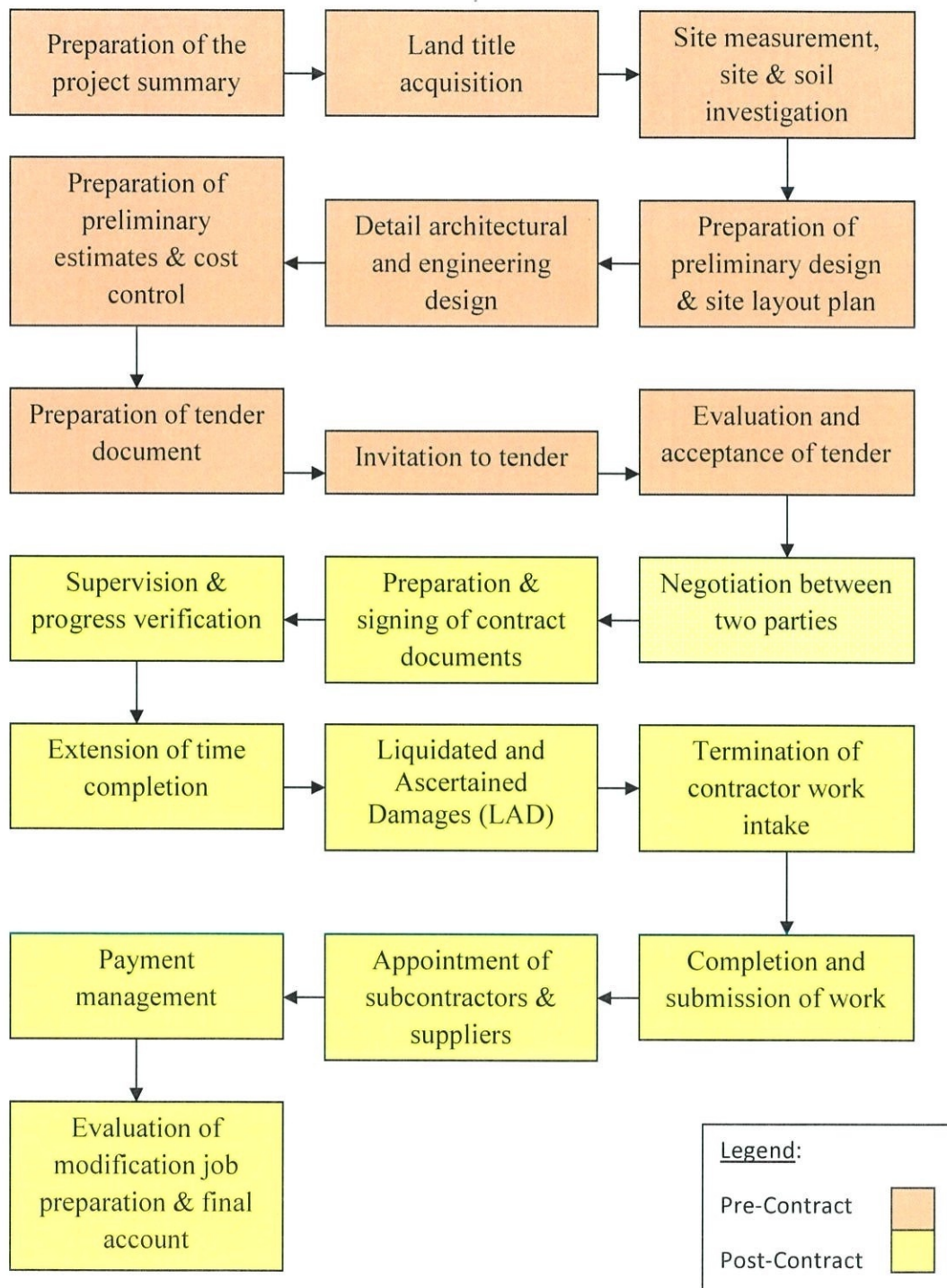


Figure 3.1 Main processes involved in the implementation of construction project

Source: Buku Panduan Pentadbiran Kontrak Kerja Raya (Edisi Ketiga)

### **3.2 Project Background**

The location of the construction project for this case study is located at Fakulti Rekabentuk dan Seni Bina (FRSB), Universiti Putra Malaysia, Serdang, Selangor. This project is proposed to repair and upgrade the layer of flat roof's water proofing for FRSB main building. Type of materials for waterproofing torch on membrane is made of Torchseal (with Granular) on top of whole area with bituminous layer act as adhesive layer in between the membrane and the new concrete layer. Other works consist of changing new suspended ceiling (gypsum mineral fibre), carpet and timber floor.

Type of tender use for this project is open tender for G1 (Class), Category B, Specialisation B08 and had been advertised on April 16<sup>th</sup>, 2013 (Tuesday). The site visit is handled on April 19<sup>th</sup>, 2013 (Friday) at 9.30 am. The tender must be submit on April 25<sup>th</sup>, 2013.

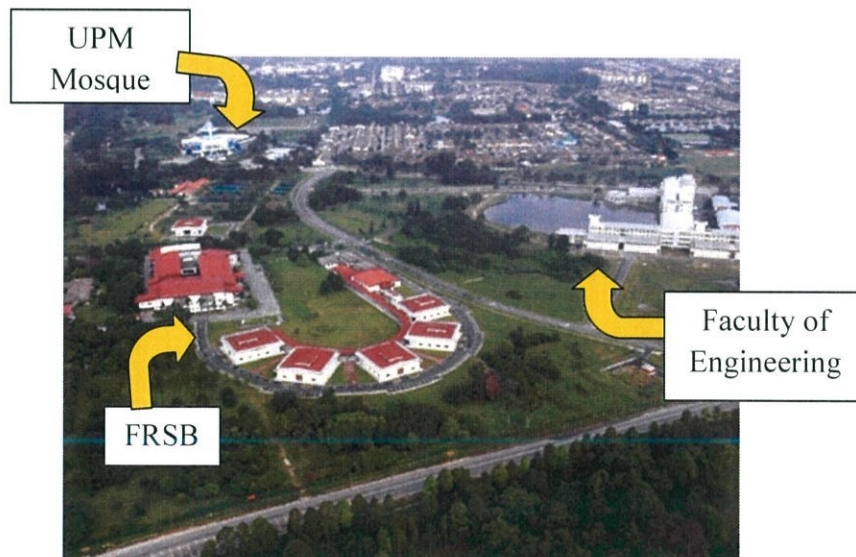
Estimated cost by PPPA is RM 130,000.00 and must be completed within 10 weeks. The client or Pusat Tanggungjawab (PTJ) for this project is FRSB. The professionals involved in the project are civil engineer as project manager, quantity surveyor, civil technician and representative of FRSB.





Fakulti  
Rekabentuk dan  
Senibina, UPM

Picture 3.1 Map of FRSB



UPM  
Mosque

FRSB

Faculty of  
Engineering

Picture 3.2 Position of FRSB from the sky



Picture 3.3 FRSB main building



Picture 3.4 Drilling work to remove previous concrete layer





Picture 3.5 Cleaning work



Picture 3.6 Trash container to remove the entire drilled concrete layer



Picture 3.7 Leveling new concrete layer

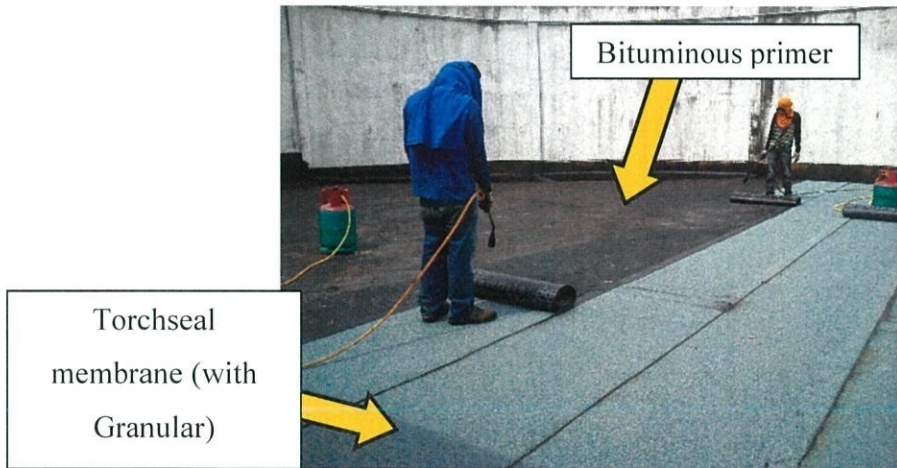
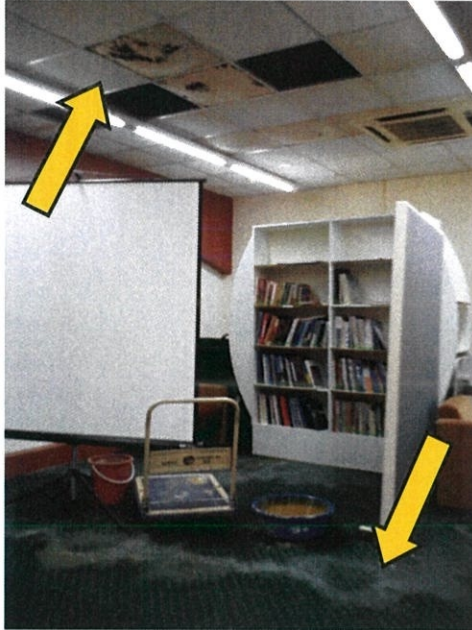


Figure 3.8 Waterproofing Torchseal membrane (with Granular) is installed on top of the concrete layer



Picture 3.9 The leaking roof affected the ceiling and carpet



Picture 3.10 New suspended ceiling (gypsum mineral fibre)



Picture 3.11 Installation of new carpet



### 3.3 Case Study

In the construction process, the contract consists of two stages, pre-contract and post-contract. Pre-contract is the stage where there was still no contractual relationship between the client and the contractor. While for the post-contract, the validity of contractual relationship is exists between client and the contractor.

In the pre-contract stage, there are processes that should be identified and one of them is the evaluation and acceptance of tender. Professional group will be appointed to carry out the role and responsibility of each proposed project until the construction work is completed.

Each of the selected professional has a specific role in each stage of the construction process. Each party must fulfill its responsibilities with the utmost caution, full ethical, safe and convenient to use in the future and to ensure the project can be completed to meet the client's concerns which are cost, time and quality.

### **3.3.1 Preparation of the Project Summary**

Project summary often prepared in advance by the client or the consultant appointed by the client. Normally this summary roughly contains project requirements for example result of the proposed project, required floor space, the expected completion date, the characteristics of the design and so on. Clients will inform about proposed project ideas and the amount allocated for the project is also mentioned in this summary.

Appointed design team consists of architects and civil engineers will provide some preliminary design alternatives and construction site layout plan based on the project summary and data received from the measurement and site survey.

When the detailed designs are prepared, it is important to ensure the tasks of the designer in all aspects need to be coordinated. Also important to ensure all instructions and decisions made by the local authorities are complied and complete before invitation to tender is handled.

For any technical project under UPM, technicians from PTJ need to fill in a form which is Borang Permohonan Khidmat Pembangunan to inform PPPA if there are problems regarding building structure, electrical or mechanical at their surveillance area. After that, technicians from PPPA will investigate the source of problem as reference for further action.



### 3.3.2 Project Cost Estimation

When the initial design and construction site layout plan has been completed, preliminary estimates will be prepared by quantity surveyor and submitted together with the initial design and construction site layout plan to Jawatankuasa Sebutharga Universiti for approval. This initial estimate is a revision of a provision that has been prepared or also be an indicator of the amount of money needed for the project and also in purpose of evaluation of tenders. Cost estimates shall be classified as confidential. Design approval from the client will take some time for discussion about the design and adjustments will be made before approval is obtained.

Checks should be made during the preparation of cost detail design to ensure that the expenses or provisions that have been approved are not exceeded. Next, the estimated cost will be calculated and the estimates should be:

- prepared and ready to be submitted before the tender closing deadline;
- confirmed by a quantity surveyor and head of department or branch or related unit;
- prepared in two copies, one copy included in the tender box before the tender closing date and time specified and the other copy shall be kept on confidential file by the officer;
- not amended to adapt the prices with tenders received and;

- if the preliminary estimates is found not to be reasonable and contain serious errors after the date and time of tender opening, the explanation thereof shall be stated in the Tender Evaluation Report.

Preliminary estimates made by the quantity surveyor for this project are gross floor area method. This method is easier than the other methods such as gross estimates method and unit method. It can reduce the risk of error for cost estimating. This method requires drawings and specifications from the designer to make accurate estimates. More detailed design means the more accurate the estimate will be.

### **3.3.3 Planning and Cost Control**

Cost planning and cost control is done by providing cost plan in advance. For the cost of the plan, the building is divided into several groups of elements. The cost of each element is estimated using collected cost data.

Before costs are provided, the engineer and quantity surveyors will consider the factors of basis cost that affect the whole design such as design plans, number membrane sheets, quality of materials and many more.

During design progress, the cost of each element are reviewed and compared with the estimates. If the estimate for construction works exceeding the budget, the design elements will be modified in order to save costs.

### 3.3.4 Preparation of Tender Document

Tender document contains:

- Tender form
- Tender requirement & condition
- Instruction for tenderers
- Invitation to tender form
- Work specifications
- Bill of quantities
- Preliminaries, civil works description & tender summary
- Drawings
- Appendices
- Document Checklist

Here is a brief description of tender document contents:

#### **i) Tender form**

This tender reference number is SH82/2013 (7814402). 'SH' stands for SebutHarga, '82' is for Bursar's references number and '2013' is the year. This form is included in the Tender Enactment and it must be completed by the contractor because offer of a contract lies in here.

**ii) Tender requirement & condition**

Conditions that must be adhered by tenderers are:

- An element that is not priced must be marked with '-' symbol. If they did not do so then Quantity Surveyor will assume the contractor forgot to put price or considered it as free.
- Submission of tenders
- Earnest money
- 'Performance Bond/ Security Deposit' must be provided before construction of work progress
- And etc.

**iii) Instruction for tenderer**

The purpose of the instructions for tenderers is to help contractors to complete the tender in accordance with client requirements. Tenders that do not follow instructions will be rejected immediately. Instructions given to the tenderers are:

- Use pen to fill the prices
- Not ripped or remove any part of the document
- The validity period of the tender
- Action will be applied to tenderers who withdrew during the validity period of the tender.
- Contractors will be instructed to visit the construction site and any doubt should be referred to the PPPA's technicians.



**iv) Invitation to tender form**

Letter of invitation to tender issued by the client to the contractor in order to invite the contractors to tender. The invitation letter has information as listed:

- Tender reference number
- Tender box number
- Closing date & time
- Blank spaces for tenderer to fill in offered price and their signature

**v) Work Specifications**

Describes the work requirements in the drawings in more detail where it may not be expressed in drawings and bills of quantities. It also describes the quality of the building materials, the type and brand of materials, methods and workmanship required.

Specifications' information must not have contradictory against the information specified in the drawings and bills of quantities. It is prepared in accordance with trade and explains everything needed in the project.

**vi) Bill of Quantities**

Lists of materials or work involved in the project must be written in detailed in accordance with the elements. Tenderers will fill their rates in the space provided and the rates will be calculated in total to be included in the Tender Summary and as well as in the Tender Form.

Tenderers' rates shall take into account all the costs including transportation costs, taxes, duties, fees and other related necessary charges for work completion

**vii) Drawings**

Drawings are an important document for each contract based on bill of quantities. A complete set of architectural and structural drawings should be given to Quantity Surveyor for quantity screening.

**viii) Appendices**

The appendices contain of:

- List of architectural and structural drawings
- List of prime cost money and temporary allocation money
- Daily work schedule
- Rates of building materials
- Tenderers' details
- Bank guarantee form - Advance payment
- Performance Bond

### 3.3.5 Tender Advertising & Site Visit

For the purpose of inviting tenders, tender notices normally will be published in at least one major daily newspaper eg NST, Berita Harian or Utusan Malaysia. Tender notice also stated that the contractors need to show list of grade, category and specialization that has been stated on registration certificates as follows:

- Sijil Asal Perakuan Pendaftaran Kontraktor dari CIDB,
- Sijil Perolehan Kerja Kerajaan dari CIDB
- Sijil Taraf Bumiputera dari Pusat Khidmat Kontraktor (PKK)

Table 3.1 Grade and Tender Capacity

<b>Grade &amp; Tender Capacity</b>	
G1	Not more than RM 200,000.00
G2	Not more than RM 500,000.00
G3	Not more than RM 1,000,000.00
G4	Not more than RM 3,000,000.00
G5	Not more than RM 5,000,000.00
G6	Not more than RM 10,000,000.00
G7	No Limit

Table 3.2 Category

<b>Category</b>	
CE	Civil Engineering Construction
B	Building Construction
ME	Mechanical and Electrical

Table 3.3 List of work specializations

Source: CIDB

<b>B BUILDING CONSTRUCTION CATEGORY</b>		<b>CE CIVIL ENGINEERING CONSTRUCTION CATEGORY</b>		<b>ME MECHANICAL AND ELECTRICAL CATEGORY</b>			
SPECIALI SATION	DESCRIPTION	SPECIALI SATION	DESCRIPTION	SPECIALI SATION	DESCRIPTION	SPECIALI SATION	DESCRIPTION
B01	IBS: Prefabricated concrete system	CE01	Road and pavement construction	M01	Air-conditioning system	E01	Sound system
B02	IBS: Steel Frame System	CE02	Bridge construction	M02	Fire prevention and protection system	E02	Monitoring and security system
B03	Restoration and conservation	CE03	Marine structures	M03	Lifts and escalators	E03	Building automation system
B04	Building general works	CE04	Dams	M04	Building automation system	E04	Low voltage installation
B05	Piling works	CE05	Tunnels and underpinnings	M05	System for workshop, plant, quarry etc	E05	High voltage installation
B06	Concrete repair work	CE06	Flood control system	M06	Medical equipment	E06	Special lighting system
B07	Interior decoration	CE07	Railway tracks	M07	Kitchen appliances	E07	Internal telecommunications system
B08	Water proofing installation	CE08	Slope protection system	M08	Heat restoration system	E08	External telecommunications system
B09	Landscaping	CE09	Oil or gas pipelines	M09	Mechanical based compression and generation	E09	Various special equipment
B10	Internal plumbing installation	CE10	Piling works	M10	Coolant for power generation	E10	Special control panel
B11	Signage installation	CE11	Concrete repair works	M11	Construction and special treatment	E11	General electrical works



B12	Aluminium/ steel and glass works	CE12	Soil investigation	M12	Special plant	E12	Electric signboards
B13	Tile installation and plastering works	CE13	Signage installation	M13	Drill maintenance	E13	Train telecommuni cations system
B14	Paint works	CE14	Landscaping	M14	Pollution control system	E14	Computer network cable
B15	Roof installation and metal cladding	CE15	Offshore works	M15	Miscellaneo us mechanical equipment		
B16	Construction and installation of swimming pool equipment	CE16	Underwater construction works and maintenance	M16	Tower crane		
B17	Pre-stressing and post- tensioning works	CE17	Airports	M17	Laundry equipment		
B18	Metal works	CE18	Reclamation works	M18	Hot water system		
B19	IBS: Formwork system	CE19	Sewerage system	M19	Plant equipment installation		
B20	Indoor gas pipeline installation	CE20	Water supply system	M20	General mechanical maintenance		
B21	Scaffolding installation	CE21	General civil engineering works				
B22	IBS: Block system	CE22	Synthetic game field tracks				
B23	IBS: Wood frame system	CE23	Pre-stressing and post- tensioning works				



B24	Building maintenance works	CE24	Civil engineering structures				
B25	Private pipe connection to sewerage	CE25	Rock blasting works				
B26	Demolition works	CE26	Sculptured structures				
B27	Water supply and sewerage system maintenance services	CE27	Heat insulation/refractory works				
B28	Miscellaneous works	CE28	Special cast system				
		CE29	Scaffolding installation				
		CE30	Soil stabilisation, subterranean drainage				
		CE31	Telecommunication civil engineering works				
		CE32	Civil engineering maintenance works				
		CE33	Drilling for underground water				
		CE34	Pre-cast concrete installation works				
		CE35	Concrete test				
		CE36	Earthworks				
		CE37	Power station funnel work				
		CE38	Sewerage system maintenance				
		CE39	Water supply system maintenance				
		CE40	Excavation				
		CE41	Breeding pond construction				

Tenders under UPM usually will be advertised via UPM official website which can be accessed by the public. Contractors always need to be alert in order to get a project.

OPR/BEND/F003/BUY

**PEJABAT BENDAHARI**  
**KENYATAAN TAWARAN SEBUTHARGA**

SEBUT HARGA CADANGAN KERJA-KERJA NAKTARAF DAN RAKPULIH LAPISAN KALIS AIR BUMBUNG BANGUNAN FAKULTI REKABENTUK DAN SENI BINA, UNIVERSITI PUTRA MALAYSIA, SERDANG, SELANGOR - SH82/2013(7814462)

Dokumen Tawaran Harga boleh diperolehi waktu pejabat di Bangunan Pentadbiran, Pejabat Bendahari II, Seksyen Perolehan, UPM. Sampul Sebut Harga berharga RM 10.00.

Petender wajib menghadiri taklimat iaitu pada:  
Tarikh : 18/04/2013 (Jumaat)  
Masa : 9.30 pagi  
Tempat : Kaunter Khidmat Pembangunan, Pejabat Pembangunan Dan Pengurusan Aset, UPM Serdang, Solangor

\* Petender Dikehendaki Membawa Sijil Asal Katika Menghadiri Lawatan Tapak

Petender hendaklah menunjukkan Sijil Asal Perakuan Pendaftaran Kontraktor, Sijil Pemilikan Kerja Kerajaan Serta Sijil Taraf Bumiputera Gred G1 Kategori B Pengkhususan B08 serta membenarkan satu salinan fotostat sijil tersebut kepada pihak Bendahari sebelum dibenarkan membeli Dokumen Tawaran Sebutharga tersebut.

Tawaran hendaklah sampai dan dimasukkan dalam peti tender no.4 pada atau sebelum 25/04/2013 (KHAMIS) jam 12.00 tengahari.

**DOKUMEN TAWARAN BOLEH DIBELI SELEPAS LAWATAN TAPAK DIADAKAN DAN SEBUT HARGA INI TERBUKA KEPADA PETENDER BUMIPUTERA YANG BERDAFTAR DI SELANGOR SAHAJA**

Tarikh Isian: 16/04/2013 (SELASA)  
D. Mubtashir H. Paiman - 03-8046 7041

Picture 3.12 Tender advertisement (Refer to Appendix A)

For this project, there are ten qualified contractors who are interested to join based on site visit registration's form during the day for site visit briefing. Contractors who were not attending the briefing are strictly not allowed to purchase the tender documents. This is because during the site visit registration, contractors also need to fill up other site visit form that can act as evidence for Bursar Office to show that they attend the briefing.



Picture 3.13 Contractors are lining up for site visit registration

LENGKAPAN TAPAK

DAFTAR NAMA DAN NO. REGISTRASI VISITASI KELOMPOK KERJA PELAKSANAAN KARYA KONSTRUKSI DI DAIRAH KAWASAN BINA RAJA (DKB) KOTA SURABAYA

No	Nama Perusahaan	No. Registrasi	Alamat	Telepon	Wakil	Wakil	Wakil	Wakil	Wakil
1	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
2	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
3	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
4	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
5	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
6	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
7	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
8	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
9	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				
10	PT. BINA RAJA	123456789	Jl. Raya No. 123	021-1234567	Mr. A. B. C.				

Picture 3.14 Site visit registration's form (Refer Appendix B)

### 3.3.6 Tender Evaluator and Their Tasks

Tender documents that have been submitted into a provided box will be opened by the Tender Opening Committee or Evaluator that consists of quantity surveyor, engineer and technician to list out names of the interested companies, completion period, and offered tender prices of each tender in the tender schedule. Tenders received, along with the tender schedule, will be returned to the office to invite tenders for an evaluation.

Tender evaluation process must be completed and implemented as far as possible and not exceeding thirty (30) days from the tender offer. The evaluation report shall be signed by all the committee members. There are only nine contractors who manage to submit the tender document within the allocated time.



Picture 3.15 Universiti Putra Malaysia's tender submission boxes





Picture 3.16 Tender box number 4

4470/2023/PPK/001

E. PERINCIAN TAWARAN TEKNIK

No	Detail	Harga Tawaran (Rp)	Tersedia Pembayaran	Catatan
1.1	PERENCANAAN KAWASAN	100.000.000	0	
1.2	PERENCANAAN KAWASAN	100.000.000	0	
1.3	PERENCANAAN KAWASAN	100.000.000	0	
1.4	PERENCANAAN KAWASAN	100.000.000	0	
1.5	PERENCANAAN KAWASAN	100.000.000	0	
1.6	PERENCANAAN KAWASAN	100.000.000	0	
1.7	PERENCANAAN KAWASAN	100.000.000	0	
1.8	PERENCANAAN KAWASAN	100.000.000	0	
1.9	PERENCANAAN KAWASAN	100.000.000	0	
1.10	PERENCANAAN KAWASAN	100.000.000	0	
1.11	PERENCANAAN KAWASAN	100.000.000	0	
1.12	PERENCANAAN KAWASAN	100.000.000	0	
1.13	PERENCANAAN KAWASAN	100.000.000	0	
1.14	PERENCANAAN KAWASAN	100.000.000	0	
1.15	PERENCANAAN KAWASAN	100.000.000	0	
1.16	PERENCANAAN KAWASAN	100.000.000	0	
1.17	PERENCANAAN KAWASAN	100.000.000	0	
1.18	PERENCANAAN KAWASAN	100.000.000	0	
1.19	PERENCANAAN KAWASAN	100.000.000	0	
1.20	PERENCANAAN KAWASAN	100.000.000	0	
1.21	PERENCANAAN KAWASAN	100.000.000	0	
1.22	PERENCANAAN KAWASAN	100.000.000	0	
1.23	PERENCANAAN KAWASAN	100.000.000	0	
1.24	PERENCANAAN KAWASAN	100.000.000	0	
1.25	PERENCANAAN KAWASAN	100.000.000	0	
1.26	PERENCANAAN KAWASAN	100.000.000	0	
1.27	PERENCANAAN KAWASAN	100.000.000	0	
1.28	PERENCANAAN KAWASAN	100.000.000	0	
1.29	PERENCANAAN KAWASAN	100.000.000	0	
1.30	PERENCANAAN KAWASAN	100.000.000	0	
1.31	PERENCANAAN KAWASAN	100.000.000	0	
1.32	PERENCANAAN KAWASAN	100.000.000	0	
1.33	PERENCANAAN KAWASAN	100.000.000	0	
1.34	PERENCANAAN KAWASAN	100.000.000	0	
1.35	PERENCANAAN KAWASAN	100.000.000	0	
1.36	PERENCANAAN KAWASAN	100.000.000	0	
1.37	PERENCANAAN KAWASAN	100.000.000	0	
1.38	PERENCANAAN KAWASAN	100.000.000	0	
1.39	PERENCANAAN KAWASAN	100.000.000	0	
1.40	PERENCANAAN KAWASAN	100.000.000	0	
1.41	PERENCANAAN KAWASAN	100.000.000	0	
1.42	PERENCANAAN KAWASAN	100.000.000	0	
1.43	PERENCANAAN KAWASAN	100.000.000	0	
1.44	PERENCANAAN KAWASAN	100.000.000	0	
1.45	PERENCANAAN KAWASAN	100.000.000	0	
1.46	PERENCANAAN KAWASAN	100.000.000	0	
1.47	PERENCANAAN KAWASAN	100.000.000	0	
1.48	PERENCANAAN KAWASAN	100.000.000	0	
1.49	PERENCANAAN KAWASAN	100.000.000	0	
1.50	PERENCANAAN KAWASAN	100.000.000	0	

F. ANTO JAWATAN KERJA PEMERIKSAAN TENDER / SEBUTHARGA

No	Espekan	Nama	Tanggal
1	PPK	Muhammad Fauzan Fauzan	11/11/2023
2	PPK	Zakiy, Nurul	11/11/2023
3	Espekan Non Asal	Syafiqah Nurul Hafidha & Nurul Hafidha	

Picture 3.17 Tender prices schedule (Refer Appendix C)



### **3.3.7 Tender Evaluation**

At the initial stage after the tender have been opened and listed, it will be returned to the office that handled the tender invitation. For this project, all tenders are returned to the quantity surveyors for further action. The quantity surveyors will evaluate the tenders and recommendations will be made. Evaluation format was put in Microsoft Excel to simplify the processes.

Several conditions must be obeyed during the preparation of tender evaluation such as tenders that will be considered are limited for tender that has been opened and listed in the schedule before. In addition, after the tenders are opened, bidders are not allowed to alter/add their tenders after the submission. All evaluation's information is considered as confidential.

Tender evaluation is made to meet the following aspects:

- Tender is received and meet all the conditions stated in the Tender Form. Tenders shall be evaluated to determine whether the imperfections in it may cause the contract bond will not be created if the tender has been accepted.
- Reasonable offered price. Comparison between the tender price and the estimated cost prepared by the department shall be made
- Analyzing the tender price by taking into account the completion/delivery period offered by the tenderer which can bring profit to the client.
- Capability of the tenderer

These evaluations are divided into two stages, which are first and second stages.

### **3.3.7.1 First Stage Evaluation**

During the first stage, the Quantity Surveyor is responsible to ensure all received tenders need to meet some specific requirements and the requirements are:

#### **i) Perfection of Tender**

Tenders received from tenderers should be perfect in any criteria and fulfill the tender conditions. A tender will be considered as complete when the tenders received form was signed by authorized signatory. In addition, the tender form should be rewritten the completion period and total price offered to the client.

Furthermore, the tender documents returned by tenderers to the Quantity Surveyor should be in sufficient amount as the original without even shortage a sheet of paper. After all the above has been reviewed, tender documents will be evaluated whether it is perfect or not to bring them to the next stage.

## ii) Required Support Documents

Apart from evaluating the completeness of the returned tenders, tender documents also need to be evaluated whether it is submitted together with required support documents or not. These documents must be forwarded by the tenderers to enable the evaluation of tenderers' ability to make their tender documents qualify for next consideration. Tenderers also must attach a copy of these support documents inside the existing UPM's official envelope

Checklists that are included in the back of the tender documents will be used for evaluators' reference. **(Refer Appendix D)** Tenderers were required to meet the general specifications by fill in the following information together with the relevant supporting documents such as:

- registration certificates with CIDB and PKK
- general tenderer's background information
- certificates of competency
- financial data
- bank /financial institutions' report on the financial position of the tenderer
- work experiences
- list of current project/completed project
- letter of declaration/support from the manufacturers or suppliers
- a list of plant/special equipment (rented or own)
- catalogs and brands
- technical staffs
- supervision reports on tenderer's current performance

### **iii) Evaluation Procedures**

- Tenderers must register in advance with the the Lembaga Pembangunan Industri Binaan also known as Construction Industry Development Board (CIDB) and registered with Pusat Khidmat Kontraktor (PKK), valid within a year and meet the conditions of registration as follows:
  - CIDB and PKK registrations are still valid or have special permission;
  - registration status of Bumiputera from PKK is still valid; and
  - no other prejudicial actions such as license suspension, liquidation against the contractors
- Calculation error does not exceed five percent (5%) of the offered price.
- Meet minimum capital requirements (Total Cash + Fixed Savings + Share + Total Credit Facilities) which are 3% of the offered price.
- Tender price must be reasonable by using statistical methods. However, the price which considered as not reasonable (less value) will be assessed to the next stage.

### **iv) Delayed Project**

In the process of tender evaluation, the quantity surveyor needs to identify whether the companies are facing delayed projects under their surveillance or have to face work termination based on their construction works' history. Delayed projects can happen when the the project has many problems such as too many changes in construction works or allocation for the project is not enough.

### **3.3.7.2 Second Stage Evaluation**

The second stage of evaluation is carried out on tenders that meet the criterion of the first stage only. Tender documents that pass the first stage evaluation will be measured the whole capability using scoring system based on the following criteria:

- Offered tender price
  
- Financial capability
  - Cash / Fixed Deposit / Share
  - Credit facility from recognized agencies
  
- Construction capability
  - Similar or other work experience
  - The management adequacy in term of number of technical staff and director or founder's experiences
  
- Other Criteria
  - Former or current performance report



### 3.3.8 Details of the Tender and Evaluation Results

After the evaluation has been carefully analyzed and consideration of tender conditions has been taking into account, the price offered, the financial and technical capabilities such as experience, staffs and tenderer's plant and other advantages possessed by the tenderer, PPPA has recommended that the tender submitted by the tenderer 7/9 from MAG Work Enterprise, with a tender price of RM 124,942.00, the lowest offered tender price with completion period of 10 weeks to be accepted for the following reasons:

- The offered tender price was at 3.89% lower than the estimated cost prepared by PPPA.
- Tenderer passed the first and second stage evaluation.
- Tenderer has relevant experience to complete similar work as this project and the company has a strong financial sources which is RM 41,097.12
- Tenderer has good technical capabilities such as staffs, good quality of material sample from supplier, and has well recognized plant.
- Company has experience working in UPM with excellent performance.

However, this recommendation depends on the results of the Bursar Office whether to accept the recommended tenderer or not. Further detail and explanation can be obtained through Tender Evaluation Report. **(Refer Appendix D)** Summary of the report are as follows:

Table 3.4 First Stage Evaluation Result

<b>Stages</b>	<b>Tenderer who fails</b>	<b>Reason</b>
1. Required documents	2/9	Tender price in number is not the same as tender price in words.
2. Pricing work analysis	-	-
3. Tender price calculation error assessment	-	-
4. Analysis of minimum capital requirement (3% of the tender price)	5/9 and 4/9	Not giving the latest financial evidences.

Table 3.5 Second Stage Evaluation Result

<b>Stages</b>	<b>Tenderer who fails</b>	<b>Reason</b>
1. Scores for offered tender price	8/9, 9/9 and 3/9	The tender prices higher than project cost estimation.
2. Cash/Fixed Deposit/Share	-	-
3. Credit facility	-	-
4. Work experiences	6/9	The company did not submit list of work experiences and the tender price is higher than project cost estimation.
5. Other criteria	1/9	Not selected to be recommended because offered tender price is RM 1,038.00 more than 7/9.

## **CHAPTER 4**

### **CONCLUSION AND RECOMMENDATION**

In conclusion, a tender evaluation process was created in order to avoid cronyism and corruption. It was not necessarily for a contractor to offer low prices because the client will select a contractor based on their ability which will be reviewed by the quantity surveyor through sealed tender envelopes submitted by the interested construction companies.

The tender evaluation's committee needs to be more ethical, knowledgeable and efficient in both developing evaluation protocols and applying appropriate principles and practices to improve the quality of tender evaluation or assessments in order to enhance the organization's professional reputation, in this case, the name of Universiti Putra Malaysia itself. There are several problems identified and discussed that can be shared during the completion of this report and the problems are as follows:

#### **4.1 Expected Problems**

When there are only few of tender or quotation's offer has been advertised but amount of interested contractors were too many, the competition among the contractors is intense and they tend to offer lower prices in order to simply get the project. This kind of problem occurs frequently and can be detected through first stage evaluation.

The second problem is the contractor that entered the tender offer does not have sufficient financial ability or strength. Financial capability is an important criteria evaluated and reviewed by quantity surveyors during the tender evaluation process. These criteria important to ensure the cash flow of the contractor to purchase materials, equipment, etc. without waiting payment from the client. For quotations' work, the contractor must have a minimum capital (Total Cash + Fixed Savings + Share + Total Credit Facilities) 3% of the budget.

Next is the important document that should be included are incomplete or not submitted for tender evaluation scoring such as CIDB and PKK registration certificates, copy of monthly statements of the last three months, list of similar/equivalent experiences, owner/staffs' experiences, a list of current projects and others. These copies are categorized as other criteria that need to be evaluated, other than the tender price evaluation.

The other problem that may arise is the leakage of project cost estimation. This problem may occurs if there are those who receive bribes, breach of trust or process of document control has become non-confidential because they have to go through many stages starting from the Request Order Form (RO) process to advertising tenders. If there are those who offering bribes, the offered parties required to make a report immediately to Pejabat Suruhanjaya Pencegah Rasuah Malaysia (SPRM) or to the nearest police station. Any attempt to offer, give, request or accept any form of corruption is a criminal offense under the Akta Suruhanjaya Pencegah Rasuah Malaysia 2009 (Akta 694).



Finally, there are also cases of "Alibaba" which is when contractor A who enroll during the site visit's registration have been using PKK and CIDB's registration certificate from contractor B for not having specific specialisation for contractor registration stated in the ad as a license to participate the tender offer. This case can occur with or without the willingness of contractor B. If such cases happen, it provides a benefit to contractor A as if the contractual relationship is established and work completion delayed is occurred, contractor B will received the warning latter and low marks will be given by the client/consultant. PPPA's technicians also will be having problems in monitoring the site progress and making correspondence work.



## **4.2 Recommendation to Solve the Problem**

All contractors from any categories (Civil Engineering Construction, Building Construction and Mechanical & Electrical) are recommended to attend courses organized by CIDB, PKK or government agencies so they can familiarize themselves with the procurement work.

Construction companies also need to increase the capability of the technical staffs that may be consist of engineers or technicians from civil, electrical and mechanical branch to be able to engage in larger tender offers.

Finally, the contractor should be more aware of the latest market price of all products and able to find suppliers that offer low prices and submit the gathered supplier information to the tender document's envelope that need to be submit.

The contractor should be honest and disciplined during the job completion and stay away from getting involved in corruption cases because there are too many disadvantages than advantages in corruption and it also may cause trouble or harm to other people around them.

## LIST OF REFERENCES

### From books:

Morledge, R & Smith, A (2013), "*Building Procurement*" John Wiley & Sons.

Cartlidge, D (2013), "*Quantity Surveyor's Pocket Book*" Routledge


*Buku Panduan Pentadbiran Kontrak Kerja Raya (Edisi Ketiga)*. (2010). Kuala Lumpur

### From internet:

CIDB (n.d). Retrieved from

<https://www.cidb.gov.my/cidbv2/images/pdf/RegistrationRequirementAndProcedure.pdf>

## APPENDIX A: Tender Advertisement

OPR/BEN/DF003/BUY
 <b>UPM</b> UNIVERSITI PUTRA MALAYSIA
PEJABAT BENDAHARI
<b><u>KENYATAAN TAWARAN SEBUTHARGA</u></b>
<b>SEBUT HARGA CADANGAN KERJA-KERJA NAIKTARAF DAN BAIKPULIH LAPISAN KALIS AIR BUMBUNG BANGUNAN FAKULTI REKABENTUK DAN SENI BINA, UNIVERSITI PUTRA MALAYSIA, SERDANG, SELANGOR - SH82/2013(7814402)</b>
Dokumen Tawaran Harga boleh diperolehi waktu pejabat di Bangunan Pentadbiran, Pejabat Bendahari II, Seksyen Perolehan, UPM. Sampul Sebut Harga berharga <b>RM 10.00</b> .
Petender wajib menghadiri taklimat iaitu pada:
Tarikh : 19/04/2013 (Jumaat)
Masa : 9.30 pagi
Tempat : Kaunter Khidmat Pembangunan, Pejabat Pembangunan Dan Pengurusan Aset, UPM Serdang, Selangor
* Petender Dikehendaki Membawa Sijil Asal Ketika Menghadiri Lawatan Tapak
Petender hendaklah menunjukkan <b>Sijil Asal Perakuan Pendaftaran Kontraktor, Sijil Perolehan Kerja Kerajaan Serta Sijil Taraf Bumiputera Gred G1 Kategori B Pengkhususan B08</b> serta memberi <b>satu salinan fotostat sijil</b> tersebut kepada pihak Bendahari sebelum dibenarkan membeli Dokumen Tawaran Sebutharga tersebut.
Tawaran hendaklah sampai dan dimasukkan dalam <b>peti tender no.4</b> pada atau sebelum <b>25/04/2013(KHAMIS)</b> jam 12.00 tengahari.
<b>DOKUMEN TAWARAN BOLEH DIBELI SELEPAS LAWATAN TAPAK DIADAKAN DAN SEBUT HARGA INI TERBUKA KEPADA PETENDER BUMIPUTERA YANG BERDAFTAR DI SELANGOR SAHAJA</b>
Tarikh Iklan : 16/04/2013 (SELASA) Dr. Norhafizah bt. Othman : 03-8946 7041

# APPENDIX B : Site Visit Registration's Form

## LOG LAWATAN TAPAK

PROJEK : CADANGAN KERJA-KERJA MAIKARAF DAN BAIKPUH LAPISAN KALUS AIR BUMBUNG BANGUNAN FAKULTI REKRENTUK DAN SENI BINA, UNIVERSITI PUTRA MALAYSIA, SERDANG, SELANGOR DARUL EHSAN.  
 UJUKAN : SHBZ/2013 (7814402)  
 KONTRAKTOR : CIDB GRED GI, KATEGORI B, PENGKHUSUSAN B08  
 HAWATAN : 19 APRIL 2013  
 WAKTU : 09.30 PAGI

No. Bil.	Nama Syarikat	Alamat Syarikat	Nama Family/Agensi	No. Bil.	Tempat Bilik
1	MAG WORK ENTERPRISE B-09, Jalan Indah 3/B, Taman Puchong Prima, 47100 Puchong, Selangor D.E. Tel: 03-89551535 Fax: 03-89551538	SELESA BINA ENTERPRISE (001314836-U) 1-05-J, Tingkat 1, Jalan Bukit, 43000 Kajang, Selangor D.E.	Mohd Arif b. Abu Hasan Shams		
2	MAG WORK ENTERPRISE B-09, Jalan Indah 3/B, Taman Puchong Prima, 47100 Puchong, Selangor D.E. Tel: 03-89551535 Fax: 03-89551538	MD NIZAM ENTERPRISE NO. 10, JALAN INDAH 3/B, TAMAN PUCHONG PRIMA, 47100 KAJANG, SELANGOR D.E. TEL: 03-89551535 03-89551537	MD. NIZAM B. ATAU		
3	MAG WORK ENTERPRISE B-09, Jalan Indah 3/B, Taman Puchong Prima, 47100 Puchong, Selangor D.E. Tel: 03-89551535 Fax: 03-89551538	MAG WORK ENTERPRISE 1-05-J, Tingkat 1, Jalan Bukit, 43000 Kajang, Selangor D.E.	MASRUF & MS GAFAR		
4	KIMWANG BUILDERS SDN BHD (714144) No. 16, Jalan 15/AJ, Seksyen 15, 43850 Bandar Baru Bangi, Selangor Darul Ehsan, Tel: 019-328 3547	KIMWANG BUILDERS SDN BHD (714144) No. 16, Jalan 15/AJ, Seksyen 15, 43850 Bandar Baru Bangi, Selangor Darul Ehsan, HP: 019-328 3547	Kedai Kemaman Fawaz		
5	AFHA ENTERPRISE No. 49, Jalan Bukit Mewah 46, Taman Bukit Mewah, 43000 Kajang, Selangor D.E. Tel: 03-89551535 Fax: 03-89551538	AFHA ENTERPRISE No. 49, Jalan Bukit Mewah 46, Taman Bukit Mewah, 43000 Kajang, Selangor D.E. HP: 03-89551535 Fax: 03-89551538	Alimud Farid Haniff Anshid		
6	SERBAZ ENTERPRISE (0008274) 1142, Jalan 1847, Taman Seri Serdang, 43000 Seri Kembangan, Selangor. HP: 016-628 4243	SERBAZ ENTERPRISE (0008274) 1142, Jalan 1847, Taman Seri Serdang, 43000 Seri Kembangan, Selangor. HP: 016-628 4243	Nesandali e. d'Alip		
7	PERNIAGAAN SHAHPINI 47-2, Blok D, Jalan Puchong Prima, Taman Puchong Prima, 47100 Puchong, Selangor D.E. Tel: 03-8943 9524 Fax: 03-8943 7279	PERNIAGAAN SHAHPINI 47-2, Blok D, Jalan Puchong Prima, Taman Puchong Prima, 47100 Puchong, Selangor D.E. Tel: 03-8943 9524 Fax: 03-8943 7279	MOHD JALID ADI		
8	ZAM BARU ENTERPRISE (00074540-A) No. 31, JALAN INDAH 3/B, TAMAN PUCHONG PRIMA, 47100 PUCHONG, SELANGOR TEL: 03-89551535 FAX: 03-89551538	ZAM BARU ENTERPRISE (00074540-A) No. 31, JALAN INDAH 3/B, TAMAN PUCHONG PRIMA, 47100 PUCHONG, SELANGOR TEL: 03-89551535 FAX: 03-89551538	JUMDAT ABD HANID		
9	BANGUN ENTERPRISE No. 19, Jalan Prima 15, Taman Puchong Prima, 47100 Puchong, Selangor Darul Ehsan	BANGUN ENTERPRISE No. 19, Jalan Prima 15, Taman Puchong Prima, 47100 Puchong, Selangor Darul Ehsan	John Beni		
10	NOR AZMAYATI RENOVATION No. 26, Jalan P02/3, Taman Puchong Prima, Bangi, Seri Kembangan, Selangor. Tel: 03-89551535 Fax: 03-89551538	NOR AZMAYATI RENOVATION No. 26, Jalan P02/3, Taman Puchong Prima, Bangi, Seri Kembangan, Selangor. Tel: 03-89551535 Fax: 03-89551538	Arif Haniff		



## APPENDIX C : Tender Prices Schedule

SH 52/2018 ( 7814402 )

### 6. PERIHAL TAWARAN (KERJA)

( MINGGU )

Bil	Petender	Harga Tawaran (RM)	Tempoh Penyediaan	Catatan
1/9	PERNIAGAAN SHAHPINI	125,950.00	10	
2/9	KIMAWARI BUILDERS SDN BHD	147,000.00	10	
3/9	AFHA ENTERPRISE	<del>175,000.00</del> 175,118.00	10	
4/9	BANGUN ENTERPRISE	164,753.00	10	
5/9	NOR AZIMAH YEN RENOVATION	123,380.00	10	
6/9	SERBANAZ ENTERPRISE	125,058.00	10	
7/9	MAG WORK ENTERPRISE	124,942.00	10	
8/9	SELESA BINA ENTERPRISE	169,228.00	10	
9/9	AZAM BARU ENTERPRISE	170,088.00	10	

### 7. AHLI JAWATAN KUASA PEMBUKAAN TENDER / SEBUTHARGA

Bil.	Bahagian	Nama	Tandatangan
1.	PPPA	MUHAMMAD SHAHRIL SAJJAH	
2.	PPPA	ROHAIZI RAHMAT	
3.	Perolehan & peng. Aset	Syed Khar Muzakir b. Syed Abulwafaa'at	



## APPENDIX D (i) : Support Documents' Checklist

LAMPIRAN A

### SENARAI SEMAKAN (BEKALAN/PERKHIDMATAN/KERJA)

Sila tandakan ( / ) Bagi Dokumen-dokumen Yang Disertakan

Bil	Perkara/Dokumen	Untuk Ditanda Oleh Syarikat	Untuk Di tanda Oleh Jawatankuasa Pembuka Sebut Harga/Tender
1	Salinan Sijil Akuan Pendaftaran Dari Kementerian Kewangan (Bekalan/Perkhidmatan)	<input type="checkbox"/>	<input type="checkbox"/>
2	Salinan Sijil Akuan Bumiputera Dari Kementerian Kewangan (Bekalan/Perkhidmatan)	<input type="checkbox"/>	<input type="checkbox"/>
3	Salinan Sijil Akuan Pembuat Dari Kementerian Kewangan (Bekalan/Perkhidmatan)	<input type="checkbox"/>	<input type="checkbox"/>
4	Salinan Sijil Pendaftaran Dari Pusat Khidmat Kontraktor (Kerja)	<input type="checkbox"/>	<input type="checkbox"/>
5	Salinan Sijil Taraf Bumiputera Dari Pusat Khidmat Kontraktor (Kerja)	<input type="checkbox"/>	<input type="checkbox"/>
6	Salinan Sijil Pendaftaran CIDB	<input type="checkbox"/>	<input type="checkbox"/>
7	Borang Sebut Harga Telah Diisi Dengan Lengkap (termasuk nilai tawaran dan tempoh siap) dan Ditandatangani	<input type="checkbox"/>	<input type="checkbox"/>
8	Borang Maklumat Penyebut Harga	<input type="checkbox"/>	<input type="checkbox"/>
9	Pematuhan Kepada Spesifikasi	<input type="checkbox"/>	<input type="checkbox"/>
10	Borang Pcnyerahan Contoh Dan Katalog (jika berkaitan)	<input type="checkbox"/>	<input type="checkbox"/>
11	Cadangan Penyelenggaraan /Penyenggaraan (jika perlu)	<input type="checkbox"/>	<input type="checkbox"/>
12	Senarai Kakitangan Teknikal (jika berkaitan)	<input type="checkbox"/>	<input type="checkbox"/>
13	Salinan Akaun Syarikat Yang Telah Disahkan Dan Diaudit	<input type="checkbox"/>	<input type="checkbox"/>

**APPENDIX D (ii) : Support Documents' Checklist**

Bil	Perkara/Dokumen	Untuk Ditanda Oleh Syarikat	Untuk Di tanda Oleh Jawatankuasa Pembuka Sebut Harga/Tender
14	Tiada Nama Syarikat Dalam Dokumen Tawaran Teknikal	<input type="checkbox"/>	<input type="checkbox"/>
15	Surat Pengesahan Dari Pengeluar/Pembuat	<input type="checkbox"/>	<input type="checkbox"/>
16	Salinan Penyata Bulanan Akaun Bank Bagi Tiga (3) Bulan Terakhir	<input type="checkbox"/>	<input type="checkbox"/>
17	Lain-lain Sekiranya Ada	<input type="checkbox"/>	<input type="checkbox"/>

PENGESAHAN OLEH SYARIKAT	UNTUK KEGUNAAN PEJABAT
<p>Dengan ini saya mengesahkan bahawa saya telah membaca dan memahami semua syarat-syarat dan terma yang dinyatakan di dalam dokumen sebut harga. Semua maklumat yang dikemukakan adalah benar</p> <p>Tandatangan:</p> <p>Nama:</p> <p>Jawatan:</p> <p>Tarikh:</p>	<p>Jawatankuasa Pembuka Sebut Harga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil. ....(jika ada).</p> <p>Tandatangan:</p> <p>Nama:</p> <p>Jawatan:</p> <p>Tarikh:</p> <p>Tandatangan:</p> <p>Nama:</p> <p>Jawatan:</p> <p>Tarikh:</p>

## APPENDIX E (i) : Tender Evaluation Report

**SULIT**



PEJABAT PEMBANGUNAN DAN PENGURUSAN ASET  
OFFICE OF DEVELOPMENT AND ASSET MANAGEMENT

### LAPORAN PENILAIAN SEBUTHARGA

UNTUK

NAMA PROJEK

CADANGAN KERJA – KERJA NAIKTARAF DAN BAIKPULIH LAPISAN KALIS  
AIR BUMBUNG BANGUNAN FAKULTI REKABENTUK DAN SENI BINA,  
UNIVERSITI PUTRA MALAYSIA, SERDANG, SELANGOR DARUL EHSAN.

NOMBOR RUJUKAN : SH82/2013 (7814402)  
SEBUTHARGA

PENGURUS PROJEK : NOR HAFIZAH OTHMAN

TARIKH : 9 MEI 2013

## APPENDIX E (iii) : Tender Evaluation Report

### 3.0 JENIS DAN SYARAT PENDAFTARAN

Sebutharga : Terbuka

Kelayakan CIDB : Kelas G1

Kategori	Pengkhususan
B	B04

Berdaftar dengan Pusat Khidmat Kontraktor

Pendaftaran lain (jika berkenaan) : Tidak Berkenaan

### 4.0 ANGGARAN KOS PEMBINAAN

Anggaran PPPA : RM 130,000.00

### 5.0 TEMPOH SIAP

Tempoh Siap Yang Ditetapkan : 10 minggu

### 6.0 BUTIR-BUTIR IKLAN DAN TEMPOH SAH SEBUTHARGA

- i) Tarikh Iklan : 16 April 2013
- ii) Tarikh Tutup Sebutharga : 25 April 2013
- iii) Tarikh Tamat Sah Sebutharga : 24 Julai 2013
- iv) Lanjutan Tempoh Sah Sebutharga : Tidak berkenaan
- v) Tarikh Terima Dokumen Daripada Bendahari : 2 Mei 2013

### 7.0 LAWATAN TAPAK

- i) Tarikh : 19 April 2013
- ii) Hari : Jumaat
- iii) Masa : 9.30 pagi
- iv) Kehadiran : 10 kontraktor (Rujuk Lampiran A)

## APPENDIX E (iv) : Tender Evaluation Report

### 8.0 MAKLUMAT PEMBUKAAN SEBUTHARGA

- i) Bil. Sebutharga Diterima : 9
- ii) Minit Jawatankuasa Pembukaan Sebutharga :  
(Rujuk Lampiran B)

Harga Sebutharga mengikut turutan menaik adalah seperti di bawah:

**Jadual 1 - Harga Tawaran Sebutharga Mengikut Turutan Menaik dan Tempoh Siap**

Kedudukan Penyebutharga	Kod Penyebutharga	Harga (RM)	Tempoh Siap
1	7/9	124,942.00	10 minggu
2	6/9	125,058.00	10 minggu
3	1/9	125,980.00	10 minggu
4	5/9	128,380.00	10 minggu
5	2/9	147,000.00	10 minggu
6	4/9	164,788.00	10 minggu
7	8/9	169,028.00	10 minggu
8	9/9	170,088.00	10 minggu
9	3/9	175,118.00	10 minggu

### 9.0 METODOLOGI PENILAIAN

Bagi Sebutharga yang mana bilangan penyebutharga kurang daripada 10 (sepuluh), penilaian secara konvensional akan digunakan berdasarkan anggaran jabatan.

**SEMAKAN DOKUMEN** telah mendapati **ENAM(6)** penyebutharga telah memenuhi syarat-syarat dan prosedur yang ditetapkan. Manakala **TIGA(3)** penyebutharga seperti disenaraikan di bawah telah disingkirkan.

**Jadual 2 - Senarai Penyebutharga Yang Ditolak**

No.	Kod Penyebutharga	Sebab Disingkirkan
1.	2/9	• Harga Tender angka tidak sama dengan Harga Tender perkataan
2.	5/9	• Bukti kewangan bukan yang terkini
3.	4/9	• Bukti kewangan bukan yang terkini



## APPENDIX E (v) : Tender Evaluation Report

### 10.0 RUMUSAN

- a. Berdasarkan **SEMAKAN DOKUMEN SEBUTHARGA** didapati **Penyebutharga 7/9** telah menepati kesemua kriteria yang ditetapkan :
- i) Harga Tender iaitu RM124,942.00 yang ditawarkan adalah harga terendah dan lebih rendah daripada anggaran jabatan (RM130,000.00)
  - ii) Syarikat mempunyai kewangan yang kukuh iaitu sebanyak RM41,097.12;
  - iii) Syarikat mempunyai pengalaman kerja di UPM dengan prestasi kerja yang cemerlang.
- b. Penyebutharga berikut layak disyorkan kerana :
- 1. **Penyebutharga 1/9**
    - i) Harga Tender iaitu RM125,980.00 yang ditawarkan adalah harga ke – 3 terendah dan lebih rendah daripada anggaran jabatan (RM130,000.00)
    - ii) Syarikat mempunyai kewangan yang kukuh; dan
    - iii) Syarikat mempunyai pengalaman kerja di UPM dengan prestasi kerja yang cemerlang.
- c. Penyebutharga berikut tidak disyorkan kerana :
- 1. **Penyebutharga 6/9**
    - i) Syarikat tidak mengemukakan bukti pengalaman kerja dan harga tender yang ditawarkan adalah lebih tinggi daripada penyebutharga yang disyorkan.
  - 2. **Penyebutharga 8/9, 9/9 dan 3/9**
    - i) Harga Tender yang ditawarkan adalah lebih tinggi daripada penyebutharga yang disyorkan.

## APPENDIX E (vi) : Tender Evaluation Report

### 13.0 SYOR

Jawatankuasa Penilaian Tender/Sebut Harga PPPA telah menyemak dan menilai Sebutharga ini dan bersetuju tidak mengesyorkan kepada Jawatankuasa Sebutharga Universiti supaya menyetujui terima sebutharga **Cadangan Kerja – Kerja Menaiktaraf Dan Baikpulih Lapisan Kalis Air Bumbung Bangunan Fakulti Rekabentuk Dan Senibina, Universiti Putra Malaysia, Serdang, Selangor Darul Ehsan** kepada:

- i) Nama Dan Kod : **MAG WORK ENTERPRISE (7/9)**  
Sebutharga
- ii) Harga : **RM124,942.00**
- iii) Tempoh Siap : **10 MINGGU**
- iv) Sebab Disyor : **HARGA TENDER TERENDAH**

### 14.0 PERAKUAN

Jawatankuasa Sebutharga Universiti dengan hormatnya diminta menimbang dan seterusnya meluluskan cadangan seperti yang dinyatakan di atas dan disahkan sebutharga ini belum pernah dibawa untuk kelulusan.

### 15.0 KEAHLIAN

PROF. MARYAM BINTI BAHARI  
Pengerusi  
BIN MOHD NOOR  
Pegawai  
Pejabat Pembangunan dan Pengurusan Aset  
Universiti Putra Malaysia

Cop Rasmi

RAHMATUZZAMAN ROSOPH  
Setiausaha  
JURUKUR BAHAN  
PEJABAT PEMBANGUNAN & PENGURUSAN ASET  
UNIVERSITI PUTRA MALAYSIA

Cop Rasmi

HJ. ZAKARIAHAMID  
KETUA  
BAHAGIAN PENGURUSAN PROJEK  
PEJABAT PEMBANGUNAN & PENGURUSAN ASET  
UNIVERSITI PUTRA MALAYSIA

Cop Rasmi

Ahli

Ahli

Ahli

Cop Rasmi

Cop Rasmi

Cop Rasmi

## APPENDIX E (vii) : Tender Evaluation Report



OPR/BEN/DF006/B

### PEJABAT BENDAHARI

#### BORANG PEMBUKAAN SEBUT HARGA

##### 1. MAKLUMAT SEBUT HARGA

- 1.1 No. Rujukan Sebut Harga : SH82/2013(7814402)  
1.2 Tajuk : Sebut Harga Cadangan Kerja-Kerja Naiktaraf Dan Baikpulih Lapisan Kalis Air Bumbung Bangunan Fakulti Rekabentuk Dan Seni Bina, Universiti Putra Malaysia, Serdang, Selangor  
1.3 Bahagian Yang Mengeluarkan : Pejabat Bendahari  
1.4 Tarikh Tutup : 25/04/2013  
1.5 Masa : 12.00 tengahari

##### 2. PEMBUKAAN PETI SEBUT HARGA

- 2.1 Tempat : Seksyen Perolehan, Pejabat Bendahari  
2.2 No. Peti Sebut Harga : 4  
2.3 Dibuka Oleh  
2.3.1 : En. Mohammad Shahril b. Salleh  
2.3.2 : Pn. Rohaizi bt. Rahmat  
2.3.2 : Tn. Syed Kahar Muzakkir b. Syed Abuwalma'al  
2.4 Tarikh Dibuka : 25/04/2013

##### 3. KETERANGAN MENGENAI SAMPUL SURAT

- 3.1 Jumlah Tawaran Diterima  
3.2 Jumlah Sampul Surat Berlakri  
3.3 Jumlah Sampul Surat Tidak Berlakri  
3.4 Jumlah Sampul Surat Sendiri

9
-
9
-

\* Sila nyatakan kod petender

4. Tempoh Sah Laku berakhir pada 24 Julai 2013. Sekiranya tempoh tersebut telah tamat, permohonan lanjutan tidak akan dipertimbangkan dan sebut harga perlu dipelawa semula.
5. Sila hantarkan laporan sebut harga ini dalam tempoh empat belas (14) hari bekerja dari tarikh edar dokumen untuk pertimbangan JKSH iaitu selewat-lewatnya pada 21 Mei 2013. Kelewatan dalam mengemukakan laporan akan menjejaskan proses sebut harga. Pihak kami hanya akan mempertimbangkan laporan beserta dengan penjelasan yang munasabah sahaja (bagi laporan yang tidak diterima pada tarikh di atas).

Tarikh Serahan	: 2/5/13
T/Tangan Penerima:	
Nama Penerima	: ROHAIZI RAHMAT