



اَبُو سَيِّدِي تَيْكُو لُو بِيْن مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

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

**SEPTEMBER 2014**

It is recommended that the report of this practical training provided

**By**

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**entitled**

**Tendering Process**

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

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

**SEPTEMBER 2014**

**STUDENT'S DECLARATION**

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at Jabatan Kerja Raya Pasir Mas for duration of 5 months starting from 12 May and ended 29 September 2014. It is submitted as one of the prerequisite requirements of DBN307 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

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Date : 30 September 2014

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because they helped me in many ways since I have started completing this report. Your sacrifice can only be redeemed along with my pray to Allah S.W.T.. Not forgotten to my practical supervisor, Mr. Khairuddin bin Md. Hamdan and all JKR technicians because give me so much guidance since I involved in Practical Training at JKR Pasir Mas. Also thanks to my report supervisor, Puan Azira binti Ibrahim and my Practical Training Coordinator, Puan Wan Nordiana binti Wan Ali. Only Allah S.W.T can return all your good deeds, InsyAllah. To all who indirectly contributed in finishing my report, your kindness and guidance is very means to me. I will not forget all of you until I die. Thank you very much to all of you from all of me.

Thank you very much.

## ABSTRACT

The successful implementation of a construction project is depends by making the right decision during tendering process. Managing tender procedures is very complex because it is involving coordination of many tasks and individuals with different priorities and objectives. Planning for construction project involving millions ringgit is a challenging and difficult task faced by multiple parties such as clients, consultants and contractors. The construction project involves three stages namely as pre-construction, construction and post-construction. Tendering process is in the first stage as the pre-construction stage. This report is about the procedure of tendering process which involved works of repairing the surface road of “Jalan Lubuk Kiat – Kubang Kuau di KM 3.4 – KM 4.7 (D 181), di KM 5.5 – KM 6.6” and works involved, Pasir Mas, Kelantan. The objective of this report is to discuss about the tendering procedure which is practiced at JKR Pasir Mas. It will focus on the steps and stages of tendering process from advertisement of tender, briefing of the tender, purchase the tender forms and evaluation of the tender. This report also will look at the types of tender that are commonly used in Malaysia Construction Industry. In this report, to obtain information on tendering process, observations and interviews method were used. Observation has been made when briefing of tender is held at JKR Pasir Mas. In addition, by interviewed people who are experienced in the process of tender such as administration assistant, engineers and contractors. Hope that this report can give a lot of advantages and benefits to the reader on how the tender is processed before the construction begins and also can identify the types of tender in Malaysia.

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## **LIST OF ABBREVIATIONS**

UiTM Universiti Teknologi MARA

CIDB Construction Industry Development Board

# CHAPTER 1

## INTRODUCTION OF TENDERING PROCESS

### 1.1 Introduction

Tender process is a process by which one can seek prices and terms for a particular project such as a construction job, to be carried out under a contract. The sealed offers themselves, including company information, a project outline, and a price quote, are known as tenders or bids.

Jabatan Kerja Raya Pasir Mas (after this known as JKR Pasir Mas) is responsible to be as a medium to produce project tender inside the Pasir Mas district level. Not only they produce tender but they also maintain and monitor the tender progress.

Tender process requires a lot of process and decision which require a professional logical judgment and management. The process require a lot of processing time and a lot of protocol, such as form filling process, contractor information and experience and technical review before the bidding process is going to be finalized.

## **1.2 Objective**

The objectives of this report are as follows:

- a) To identify the types of tender which are commonly used to choose suitable and proper contractors to handle specific construction project.
- b) To identify the tendering procedure and process involves in tendering practiced in JKR.

## **1.3 Scope of Study**

This report is about the procedure of tendering process which involved works of repairing the surface road of “Jalan Lubuk Kiat – Kubang Kuau di KM 3.4 – KM 4.7 (D 181), di KM 5.5 – KM 6.6” and works involved, Pasir Mas, Kelantan. The cost of this project is RM 500,000.00.

This project is involved contractors which the grade of G2 and the limit price of this project is RM 500,000.00.

This report also explains the detail of the tendering process in order to manage this project. Contractor will compete to get this project through the tendering process at JKR Pasir Mas.

## **1.4 Method of Study**

### **i. Observation**

Observation is the one method that used widely for this report. Through this method, author gets a lot of useful information and knowledge about the tendering process. For tendering process it should require a lot of procedures in order to be accepted in JKR Pasir Mas.

### **ii. Interview**

The interview was based on interview of the staffs of JKR Pasir Mas. For the building information, Technician Assistant will be the choice to gain the information. For the road information, Engineer Maintenance will give the guidance about the road job requirements.

### **iii. Books**

The author also does some book references. JKR Pasir Mas provides a library in order to facilitate the student practical about any works which involve in JKR Pasir Mas. A few books have been borrowed by author to be the references about tendering process.

### **iv. Internet**

The author uses many ways to collect information about the tendering process. One of them is by using internet technology. There are many websites and blogs which discuss about this tendering procedure. This will make such an opportunity to explore and learn more in detail about how the tender is processed.

## CHAPTER 2

### ORGANIZATION BACKGROUND

#### 2.1 Introduction



Figure 2.1 Logo of JKR

Generally, the JKR logo depicts the various fields of work done since its foundation. Black curves under the logo reflect the work which related with the water and also reflect the JKR is a dynamic organization.

Solid line-shaped black arches reflects the work of the bridge, and this means that JKR also capable in the course of engineering. Horizontal line gives a picture of the road works, while 14 bands that make up the building is a field of work and describes the development of buildings that have been produced under the operating JKR.

#### Meaning of logo colours

- **Yellow** - The colour symbolic of manhood which JKR is an organization that has long been established as well as a picture of maturity in achieving its objectives.
- **Black** - A symbol of strength and integration as a unit within the organization in carrying out the works.

## **Main Role of JKR Kelantan**

- a) JKR Kelantan is responsible for implementing development projects and maintenance of infrastructure for the various ministries, departments, and state governments such as roads, buildings, airports, ports and jetties to fulfill the development needs of the Kelantan State and Malaysia generally.
- b) In addition to the above main role, JKR Kelantan is also involved in helping state government manage the official government councils operate smoothly.

## **Functions**

- i. Planning, design and construct of infrastructure projects such as roads, government buildings, airports, harbors, jetties and engineering related products, road maintenance and certain government buildings as well as technical advice to the government at the district, state and federal.
- ii. A service provider and a world-class center of excellence in engineering and project management for the development of national infrastructure based on creative talent and innovative technology.

## 2.2 Organization Profile

Begins in 1951, Jabatan Kerja Raya (JKR) Pasir Mas known as West Kelantan JKR led by Mr. Tajol. At its early operation, the office has 20 staffs including subordinate staffs. It operates throughout the West Kelantan, including Colonies of Jeli, Tanah Merah, Pasir Mas and Tumpat.

### 2.2.1 Background of JKR Pasir Mas

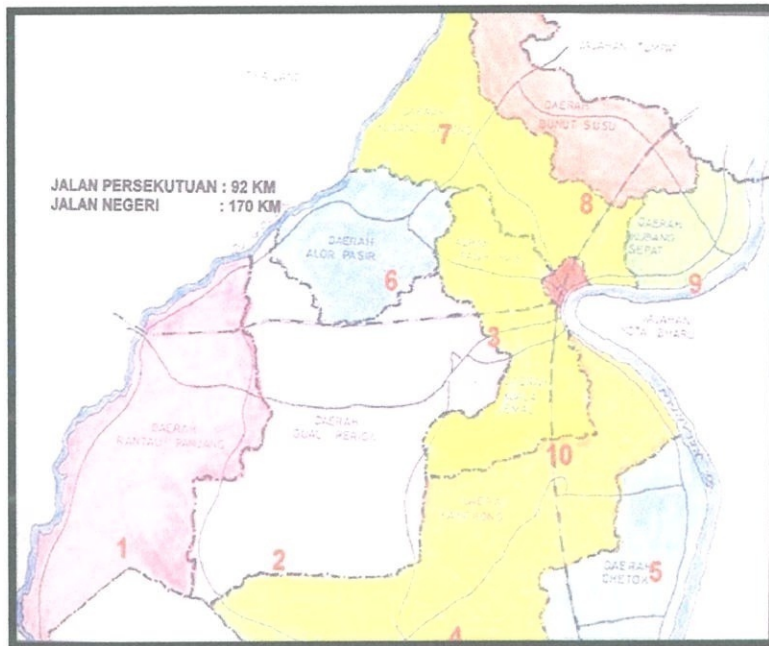


**Photo 2.1** JKR Pasir Mas Building

Early 70s, JKR Tanah Merah, Pasir Mas and Tumpat has been divided into two parts, the JKR Tanah Merah and JKR Pasir Mas/Tumpat. Following the change of time, responsibilities and infrastructure demands increasing, JKR once again downsizing its operations where JKR Pasir Mas and JKR Tumpat created separately from February 1 1984, JKR Pasir Mas is responsible for monitoring and implement development in 10 districts which are Rantau Panjang, Gual Periok, Pasir Mas, Kangkong, Chetok, Alor Pasir, Kubang Gadong, Bunut Susu, Kubang Sepat and Lemal.

Now JKR Pasir Mas consists over 110 employees, leads by Colonial Engineer, Officer Hj. Alias bin Ab. Kadir. Officer Hj. Alias is assisted by Assistant Colonial Engineer which also acts as a Building Engineer.





**Photo 2.2** Pasir Mas Districts which under surveillance of JKR Pasir Mas

### **Mission of JKR Pasir Mas**

- i. Assist customers realizing the policy objectives and deliver services through cooperation as strategic partners.
- ii. Standardization of processes and systems to deliver consistent service result.
- iii. Provides management service of assets and effective projects.
- iv. Strengthen existing engineering competency.
- v. Develop human capital and new competencies.
- vi. Upholding integrity in providing services.
- vii. Build a harmonious relationship with the community.
- viii. Preserving the environment in the delivery of services

### **The objective of the JKR Pasir Mas**

To submit the project with the quality required, time and costs determined.

### **Organization Direction**

Handling Government agency in one department is not so easy without the support from all quarters, especially from the staffs themselves. The implementation of several strategies had been outlined by the department in order to face the globalization and the rapid development of sophisticated and modern.

Six (6) Main Committees has been formed to smoothen the operation of Structural Department alongside other committees as it deems necessary,

- i. Management Committee
- ii. MBJ Committee (Departmental Council)
- iii. Quotation Committee
- iv. Administration Committee
- v. Building Committee
- vi. Roads Committee

As a Government Department Oriented 'JASA KEPADA RAKYAT' three main divisions are moved which are Administrative, Building and Road Divisions.

## **Building Division**

Building Division is one of the backbones of the department. It plays a huge role in realization of development in the state of Kelantan in general.

In 2008 & 2009 the division was tasked with handling multiple projects. Among educational projects under the Ministry of Education, clinics and pathology laboratories under the Ministry of Health, the building of National Anti-Drug Agency under the Ministry of Home Affairs and Tourist Bazaar under the Ministry of Tourism which all costs of RM122,280,318.85. While in 2008 a project of RMK 9 in Building Division has been tasked to JKR worth RM76,024,463.67 involving secondary and primary schools.

In addition, this division is responsible for the maintenance of government buildings, including providing technical advice to other departments that need it from time to time. In order to ensure that all projects run smoothly, a work team was formed headed by the Building Engineer, nine Civil Technicians and a draftsman. The project is implemented in accordance with the MS ISO as specified by the Ministry of Works Malaysia and its implementation monitored through the Scale system.

The figure below shows the JKR Pasir mas organization chart. This chart implemented in JKR Pasir Mas to standardize and simplify the task. JKR Pasir Mas is divided into 4 main units which are Administration, Road, Building and Electrical Units. For each of these units have their respective roles.

### 2.3 ORGANIZATION CHART OF JKR PASIR MAS

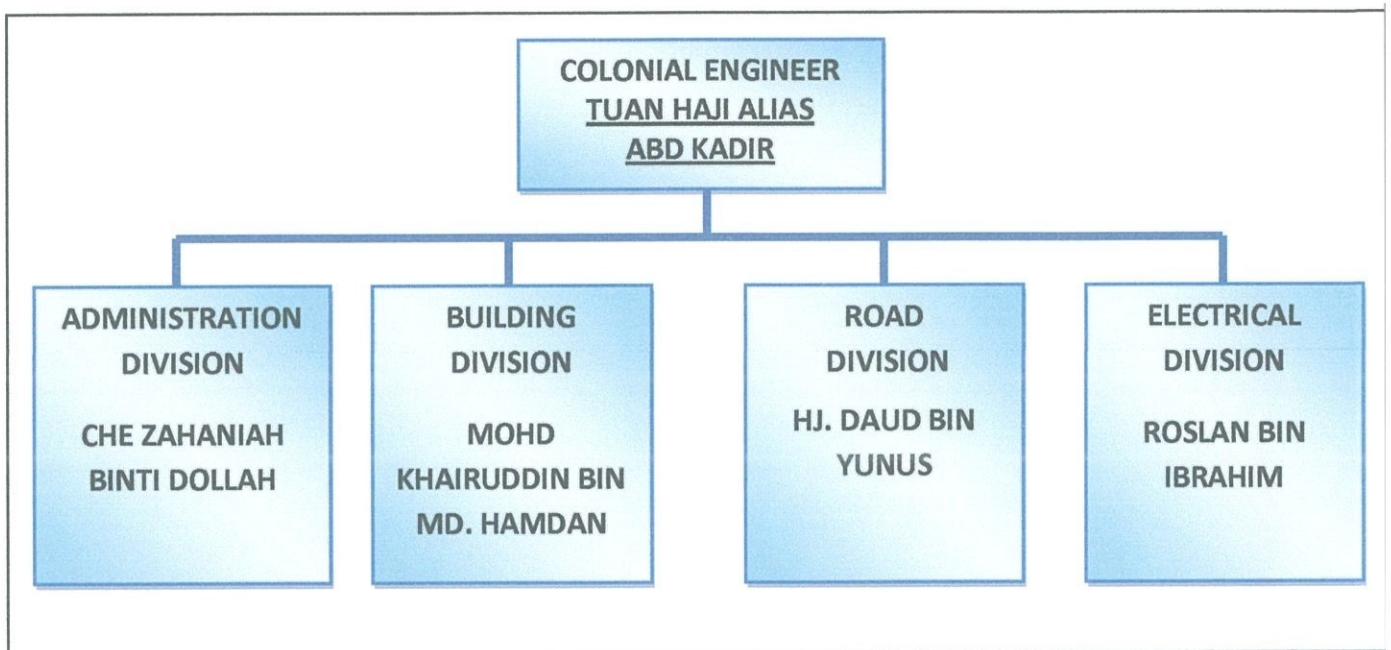


Figure 2.2 Organization chart of Jabatan Kerja Raya Pasir Mas, Kelantan

## 2.4 List of Project

### 2.4.1 Completed Projects

**Table 2.1** Completed projects of 2010

No.	Project
1	SEK. KEB. GUAL PRIOK
2	SEK. KEB. SULTAN IBRAHIM 2
3	SEK. MEN. KEBANGSAAN KANGKONG
4	SEK. MEN. KEBANGSAAN CHETOK
5	SEK. KEB. KAMPONG BARU
6	PASAR BARU RANTAU PANJANG
7	KOMPLEKS MAHKAMAH PASIR MAS

**Table 2.2** Completed projects of 2012

No.	Projects	No.	Projects
1	SK KELAR	8	SK BENDANG PAUH
2	SK BANGGOL PETAI	9	SK SRI KIAMBANG
3	SK LUBOK SETOL	10	SMK BUNUT SUSU
4	SK BECAH DURIAN	11	KLINIK KESIHATAN 3 (CERMAI 2) DAN KUARTERS MERANTI
5	SK CHETOK	12	SK PENGU
6	SK SULTAN IBRAHIM 1	13	BANGUNAN PERKHIDMATAN PATOLOGI DAN TABUNG DARAH HOSPITAL PASIR MAS
7	SK KEDONDONG	14	PUSAT KHIDMAT AGENSI ANTIDADAH KEBANGSAAN (AADK)

**Table 2.3** Completed projects of 2013

No.	Project
1	PEMBINAAN PADANG HOKI TURF SMK SULTAN IBRAHIM 2

#### 2.4.2 Project in progress

**Table 2.4** Project in progress of 2014

PROJECT NAME	CONSTRUCTION OF “IBU PEJABAT POLIS DAERAH (IPD) PASIR MAS, KELANTAN”
CLIENT	MINISTRY OF HOME AFFAIRS
COST OF PROJECT	RM 54,600,000.00
START	JUNE 2014
FINISH	DIS 2016
SCOPE OF PROJECT	1. CONSTRUCT BUILDING OF IPD INCLUDES “LAPANG SASAR DALAMAN”, GYMNASIUM & TRANSIT STORE 2. “BALAI POLIS JENIS BANDAR” 3. MOSQUE (200 PEOPLE) 4. CANTEEN 5. BRANCH OF VEHICLES & WORKSHOPS 6. MISSILE STORE 7. PMP STATION

## **CHAPTER 3**

### **CASE STUDY**

#### **3.1 Introduction**

Nowadays, tendering is very common process in construction. Whenever client wants to proposed any building or road, the initial process is a tendering process. The purpose of tendering is to choose any relevant and suitable contraction in order to manage the construction project. Tendering is also the method of informing the type of works, cost of the project and also the limit period of any construction to the contractor.

#### **3.2 Types of Tender**

There are several types of tenders which often used by JKR Pasir Mas. There are open tender, selective tender and negotiations tender. There are the differences among these tenders and it will also be determined by the appropriateness of the project and the tendering process. Types of tender will also be selected according to certain factors such as the location of construction, the costs of the provision and experience of the contractors.

##### **3.2.1 Open Tender**

Open tender is often practiced by JKR Pasir Mas to appoint a feasible contractor to carry out certain project. Competition in this tender is fair and guaranteed the total costs of the project will follow the market price. JKR Pasir Mas will make an offer via paper or online system in order to pick the contractors who are interested in offering their prices to get these projects.

In the tender offer, there will be referred to the scope of work and the important issues that the projects to be carried out which need to be addressed by the contractors. Advertisements for open tenders are adequate detail about the nature, size, and nature of the project work. Contractors who wish to tender will be charged a certain sum to purchase the tender form and the form will be completed and then delivered by the contractors on determined date to the Quotation Box at JKR Pasir Mas.

Offer price is usually determined by the contractor based on their estimate costs of construction projects based on the experience of the contractors themselves. The price includes the price of construction materials, wage labours, payments to sub-contractors, extra jobs and profits as well as managements. Tender price submitted will be the final offer without any negotiation and bargaining with the JKR Pasir Mas. All qualified contractors can try their luck to win the tender because JKR Pasir Mas is not bound to select any of the bidders that offering the lowest price. That is because the selection of the tender price has been estimated by the department.



### 3.2.2 Selective Tender

Selective tenders or limited tenders are opened only to contractors that have been selected by the client. It means the number of contractors who may enter the bidding is small but contractors have been selected based on extensive experience and proficiency in a certain field.

Contractors who have extensive experience and certain skills will be identified and these contractors will be informed to discuss about accompany the tender. Numbers selected contractors are usually small which are about 5 to 8 people. Competition also applies but in small quantities. Through this tender system, the selection is based on draft drawings of the contractors, list of materials and also the provision of contractors and its feasibility. There are 2 ways of contractors listing commonly practiced:

- i. Consultation on behalf of the client / JKR Pasir Mas will list the names of qualified contractors. Tenders will only be awarded to any contractor who is included in the list. Contractor with a reasonable price and low usually selected.
- ii. The process described in the "Selection Rules Code"

Selective tender will reduce the risk of failure of construction and reduce the cost of preparing the tender documents. It is perfect for work that requires special skills. Projects can be completed with good potential because contractor with good reputation was selected at the early.

Selective tender system cannot run away from the limitations. Not all contractors have the opportunity in this particular tender type which newly registered contractors and lack of experience because it is limited for the skilled and experienced contractors. One of the problems that often arise when adopting the tender type is that there is price conspired between the listed contractors. Clients do not have other options if all contractors bid with higher price than the cost of estimating, the selection had to be made to the contractor who offers the lowest price between the contractors but higher than the original cost. These cases usually occur if the contractor is knows each other.

Tenders may only be implemented after the agency receive special approval from “Perbendaharaan Malaysia” before it is implemented. This offer is open to all contractors usually included in the categories specified in the tender.

### 3.2.3 Negotiations Tender

In negotiations tender, the JKR will send a letter to a specific contractor to invite contractors to provide the expenditure framework for the planned project. The JKR will negotiate directly with a contractor about the construction project which will be implemented before selecting appropriate contractors through tender negotiations. Typically, JKR will invite contractors who have good reputations and records which known background of the project involved and also must be skilled.

Typically, cost offered by contractors is higher when compared to other types of other tenders. This is because contractor will be directly involved from the initial ratings of project development until project delivery to clients. Clients will be given a clear and detail information about the suitability of designs, uses of the build material, the technology used as well as how to target something that should maximize profit project. However, the tender process may cost of low finance due to the client has a selected contractor. This also can prevent waste of time and money in case of inviting many contractors to be chosen for the project. There are 2 types of negotiations tenders commonly execute:

- i. Tenders taken by the international contractors.

Tenders are usually carried out to build large projects, high-tech and require highly specialized expertise. For an example is the construction of an international airport, hydroelectricity dams, skyscrapers and so on. One last call will be issued between international contractors involved. The aim is to provide convenience to the client to communicate with the contractor to know the real capacity and capability of contractors to carry out the project. Then, the offer submitted will be screened and tender form will be given to a qualified contractor.

- ii. Offer by the architectural firm.

In this type of tender, the bid form will be issued to a small number of contractors selected or becomes a sub-company. All needs and expenses will be discussed with the contractors involved with appointed architectural firms and the results are depends on the architect.

Generally, the negotiations tender enable discussion between the JKR and contractors for the suitable project costs and also can advise about designs, technologies, materials, construction methods and so on.

### 3.2.4 Detail of project

ALIAS BIN AB. KADIR  
JURUTERA JAJAHAN  
JKR PASIR MAS,  
KELANTAN

JABATAN KERJA RAYA  
PASIR MAS  
KELANTAN

## DOKUMEN SEBUTHARGA

UNTUK

**KERJA-KERJA MEMBAIKI PERMUKAAN JALAN LUBUK KIAT –  
KUBANG KUAU DI KM 3.4 – KM 4.7 (D 181), DI KM 5.5 – KM 6.6  
DAN KERJA-KERJA BERKAITAN, PASIR MAS, KELANTAN.**

Kelas G2 Kategori Kerja CE Pengkhususan CE21

**NO. SEBUTHARGA : JKR.PM : 37/2014(J)**

Tarikh Tawaran	:	16. 07. 2014
Tarikh Taklimat	:	23. 07. 2014
Tarikh Tutup	:	30. 07. 2014

JURUTERA JAJAHAN  
JKR PASIR MAS  
17000 PASIR MAS

Photo 3.1 Project detail background

**Table 3.1** The detail of the project which held at JKR Pasir Mas

SEBUT HARGA PM : NO. 37/2014 (J)		
NO. INDEN	:	S/HARGA
KELAS	:	G2
KATEGORI KERJA	:	CE
PENGKHUSUSAN	:	CE21
T. TAWARAN	:	16.07.14
TAKLIMAT / JUAL BORANG / LAWATAN TAPAK	:	23.07.14/9.30pg/JKR PASIR MAS
T. TUTUP	:	30.07.14/12.00tgh/JKR PASIR MAS
KERJA-KERJA MEMBAIKI PERMUKAAN JALAN LUBUK KIAT - KUBANG KUAU DI KM 3.4 - KM 4.7 (D181), DI KM 5.5 - KM 6.6 DAN KERJA-KERJA BERKAITAN, PASIR MAS, KELANTAN		

### **3.3 Case Study**

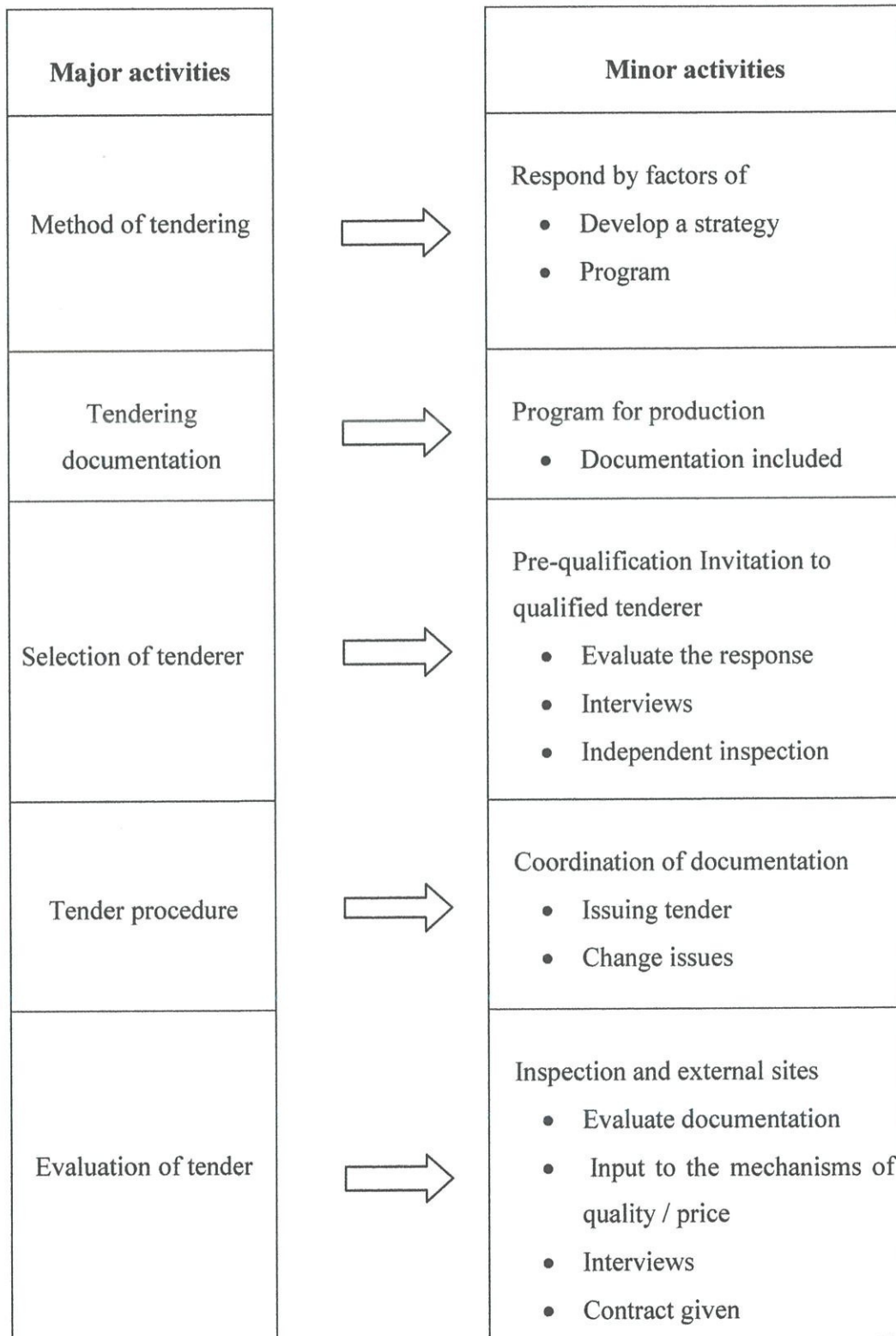
#### **3.3.1 Definition of tendering process**

Tender is the fact that is issued to the contractors for approval by particular party. Some tenders may have multiple ranks, rules and procedures. It involves documentation process, selection and assessment process to determine the contractor and the contract price that may be agreed. The best time of preparation and complete the project.

Tender may be summarized as a system to select the contractor for running the specific construction work. Specific procedures were adapted for some tender process that depends on the following characteristics which:

- i. The tender type to be created
- ii. Numbers of selected tenderers
- iii. The conditions of the contract
- iv. The process which involves a single stage or two stages
- v. Responsibility required
- vi. The expectation of tender value
- vii. Status of tenderers
- viii. Location of project
- ix. The selection mechanism

In summary, all tendering procedures are in accordance with the same set of main activities, with minor activities are described based on the following factors, refer Figure below:



**Figure 3.1** The major and minor activities based on following factors

Source: buildingsurvey.blogspot



### 3.3.2 Stages of Tendering

In general, the main purpose of the tender process is to choose a contractor who is really worth and to get the tender may be agreed and accepted by both the parties involved.

There are certain procedures that need to be done by the contractor before he can compete to acquire the tender which are advertisement, fill and deliver the tender documents before the tender documents date are closed.

#### a) Advertisement

Local tender must be advertised in at least one major daily newspaper in Bahasa Malaysia. However, for international tender, at least in two newspapers, which are in Bahasa Malaysia and in English. Notifications are also sent to embassies and High Commissions Countries that are appropriate and can take part in the tender.

For tender managed by the Ministry of Finance, tender advertisement will also be displayed on the web BPPK. Tenderers given period of not less than one day for local tenders and for the international tender, the period is not less than 56 days.

Advertisement on tenders issued each week on Sunday to Thursday in the local newspapers for projects exceeding 500,000. For projects less RM500,000 of the tender, quotation will be displayed on the notice board of the tender.

Contractors who wish to tender should check the job requirements, qualifications class, heads and sub-heads as well as the time and location of the project. Also need to ensure the closing date and the amount of deposit needed by contractor.

No. Sebutharga:JKR.PM.NO:37/2014(J)

No. Siri:



### NOTIS SEBUTHARGA

Kontraktor-kontraktor Bumiputera yang berdaftar dengan Pusat Khidmat Kontraktor dan Lembaga Pembangunan Industri Pembinaan Malaysia (LIPIM/CIDB) dalam **Gred G2 Kategori CE Pengkhususan CE21** di **Negeri Kelantan** dan yang masih dibenarkan membuat kerja-kerja Sebutharga adalah dipelawa untuk menyertai sebutharga di bawah ini;

**KERJA-KERJA MEMBAIKI PERMUKAAN JALAN LUBUK KIAT – KUBANG KUAU DI KM 3.4 KM 4.7 (D 181), DI KM 5.5 – KM 6.6 DAN KERJA-KERJA BERKAITAN, PASIR MAS, KELANTAN.**

Borang Sebutharga boleh diperolehi dari;

#### Unit Jalan, JKR Jajahan Pasir Mas

1. Dokumen Sebutharga akan dikeluarkan mulai dari 23.07.2014 sehingga 30.07.2014 Dokumen Sebutharga **TIDAK** akan dikeluarkan selepas tempoh ini. Dokumen Sebutharga ini dijual dengan harga **RM50.00 (Ringgit Malaysia : Lima Puluh Sahaja)**. Semua perbelanjaan bagi penyediaan sebutharga ini hendaklah ditanggung oleh Penyebutharga sendiri. Semua pembayaran hendaklah dalam bentuk Kiriman Wang, Wang Pos, Draf Bank dari Institusi Bank yang diiktiraf di Malaysia dan diatas nama **Pengarah JKR Kelantan**. Cek-cek persendirian tidak diterima.
2. Petender dikehendaki mengemukakan Sijil Pendaftaran Asal PKK dan CIDB kepada Pegawai yang mengendalikan Sebutharga semasa mengambil Borang tersebut
3. Lawatan tapak adalah diwajibkan dan akan di adakan pada 23/07/2014 jam 9.30 pagi. Kontraktor yang ingin menyertai sebutharga ini **DIWAJIBKAN HADIR** pada tarikh dan masa yang telah ditentukan dan mendaftarkan diri di **JKR Jajahan Pasir Mas, Pasir Mas, Kelantan**.
4. Borang Sebutharga yang telah diisi dengan lengkap hendaklah dimasukkan ke dalam Peti Sebutharga di **Pejabat Jurutera Jajahan, JKR Pasir Mas, Kelantan** tidak lewat dari jam **12.00 tengahari**, pada 30.07.2014

i) Nama Syarikat : .....

ii) Gred Pendaftaran: G2 (E CE21) .....

iii) Tempoh Pendaftaran : .....

iv) Tarikh Dokumen Dikeluarkan .....

v) Nama & T/tangan Pegawai: .....

**MAI MOH HASAN**  
PEMRANTU TAJIR KONTAK  
JABATAN KERJA RAYA  
PASIR MAS, KELANTAN.

(Tandatangan)  
**ALIAS BIN AB. KADIR**  
JURUTERA JAJAHAN  
JKR PASIR MAS,  
KELANTAN

Tarikh: 16 / 7 / 14 .....

Photo 3.2 Notice of the project

b) Register to tender briefing

Briefing of tender is compulsory to the contractor before compete to the tender. Whenever tender will be opened, JKR Pasir Mas will inform the contractors through the advertisement about the date and place of the briefing. JKR will write down the name of contractors' license who registered to the briefing. Administration assistant will check the name that came to the briefing before quotation documents is sold to them.

Table below indicated the name of contractors' license who registered to the briefing of tender event.

No	License Name
1	Bulim Enterprise
2	Kemudi Warisan Enterprise
3	Ariffin bin Saamah
4	Tanjung Mesra Enterprise
5	Z Gelang Mas Enterprise
6	Jaya Wira Construction
7	Hazamas Ventures & Construction
8	Gieys Enterprise
9	Kubang Nyior Enterprise
10	Sofha Enterprise
11	Kamaruzzaman Bin Hamzah
12	Mp Jaya Construction
13	Ms Murni Resources
14	Mz Sejahtera Resources
15	Stellar Enterprise
16	Az Bina Jaya Enterprise
17	Dnr Construction
18	Mega Tera Mechanical
19	Nie Construction
20	Hd Property And Construction

**Table 3.2** List of name of contractors

c) Filling the tender forms.

How to fill the tender form is something very important to ensure the validity of the tender form which is submitted by the contractor from entering the tender. The Contractor shall make his own arrangements for early compared with quotation from the JKR and can provide a competitive price. The tender form using the list of quantities (BQ) shall be determined by multiplying the price and quantity correctly.

Even small mistakes such as filling equipment which not its brands priced as provided must be avoided. Contractors should also be ensured that the total quantity of the list or summary of the offer properly transferred to Summary of Tender and subsequently to the Form of Tender. Finally, contractors should note the tender price, the work and then sign the Form of Tender.

Tender form will be sold from the date of the advertisement made in the local newspapers. Only contractors / suppliers who meet the registration requirements in the relevant field are allowed to purchase the tender form.

There are examples of tender forms which must be filled by the contractors. Filling these tender forms is compulsory to the contractors in order to compete to the tender:

JABATAN KERJA RAYA PASIR MAS

KERJA-KERJA MEMBAIKI PERMUKAAN JALAN LUBUK KIAT - KUBANG KUAU DI KM3.4 - KM4.7(D181),  
DI KM5.5 - KM6.6 DAN KERJA-KERJA BERKAITAN, PASIR MAS, KELANTAN.  
NO. SEBUTHARGA : JKR.PM.NO: 37 /2014 (J)

BIL	PERKARA	KUANTITI	UNIT	KADAR (RM)	JUMLAH (RM)
1.0	KEHENDAK PERMULAAN DAN SYARAT-SYARAT AM				
1.1	<u>Polisi-polisi insuran</u> Menyediakan insuran perlindungan Awam, Insuran Kerja serta lain-lain sebagaimana syarat-syarat sebutharga			H/Pukul	
1.2	Gambar foto kemajuan kerja saiz 4R berwarna sebanyak tiga(3) set ( 1 set = 6 keping )			H/Pukul	
1.3	Membekal dan memasang papan tanda keselamatan serta mengawal lalulintas semasa pelaksanaan kerja.			H/Pukul	
1.4	Menjalankan ujian 'coring' untuk premix (20 BIL.)			H/Pukul	
1.5	Membekal kertas saiz A4 dan A3 serta dakwat mesin fotostat bagi tujuan penyediaan sebutharga			H/Pukul	1,500.00
<b>Jumlah BIL NO. 1 Di Bawa Ke Ringkasan</b>					
2.0	<b><u>KERJA JALAN</u></b>				
2.1	Membekal dan menyiram 'prime coat' jenis SS-1K dengan kadar 1 liter/meter persegi untuk menerima turapan jalan.(KM3.4 - KM4.7)	3120	M2		
2.2	Membekal, menghampar dan memampat 60mm tebal turapan premix Binder Course' (KM3.4 - KM4.7)	3120	M2		
2.3	Membekal dan menyiram 'tack coat' jenis RS-1K dengan kadar 1 liter/meter persegi untuk menerima turapan jalan.(KM3.4 - KM3.9)	4125	M2		
2.4	Membekal, menghampar dan memampat 50mm tebal turapan premix Wearing Course' (KM3.4 - KM3.9)	4125	M2		
2.5	Membekal dan menyiram 'tack coat' jenis RS-1K dengan kadar 1 liter/meter persegi untuk menerima turapan jalan (KM5.5 - KM6.6)	8250	M2		
2.6	Membekal, menghampar dan memampat 50mm tebal turapan premix Wearing Course' (KM5.5 - KM6.6)	8250	M2		
2.7	Menyediakan dan menyapu cat garisan jalan jenis 'reflective thermoplastic' seperti yang ditentukan di atas permukaan jalan premix dan tempat letak kereta	660	M2		
<b>Jumlah BIL NO. 2 Di Bawa Ke Ringkasan</b>					

Muka Surat 1

**Photo 3.3** Format of tender forms needed to fill by the contractors

JABATAN KERJA RAYA PASIR MAS

KERJA-KERJA MEMBAIKI PERMUKAAN JALAN LUBUK KIAT - KUBANG KUAU DI KM3.4 - KM4.7(D181),  
 DI KM5.5 - KM6.6 DAN KERJA-KERJA BERKAITAN, PASIR MAS, KELANTAN.  
 NO. SEBUTHARGA : JKR.PM.NO: 37 /2014 (J)

RINGKASAN

BIL	KETERANGAN KERJA	DARI	JUMLAH (RM)
1	KEHENDAK PERMULAAN DAN SYARAT-SYARAT AM	MUKA SURAT 1	
2	KERJA JALAN	MUKA SURAT 1	
	JUMLAH		

RINGGIT MALAYSIA : .....

.....

TEMPOH SIAP : .....8 (LAPAN).....MINGGU

.....  
 (Tandatangan Kontraktor)

Nama Penuh:.....

No. Kad Pengenalan: .....

Cop dan Alamat :

Tarikh: .....

No. Telefon: .....

.....  
 (Tandatangan Saksi)

Nama Penuh:.....

Alamat : .....

.....

Muka Surat 2

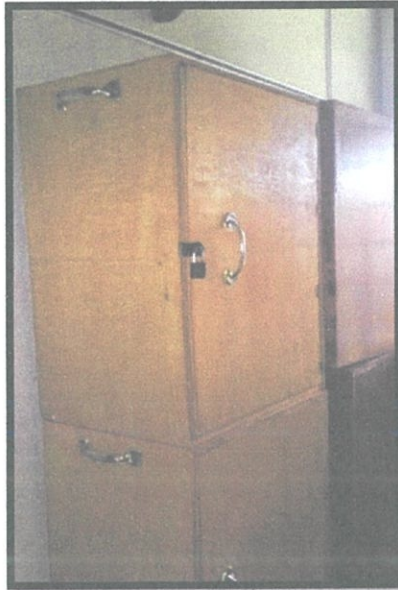
**Photo 3.4** Format of Tender Forms

d) Tender closing

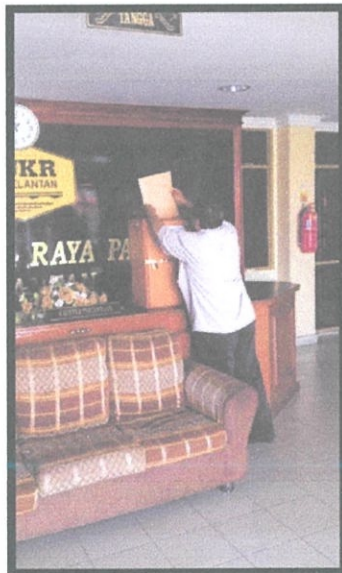
Tenders or quotations received without opening shall be included in the quotation box locked. Box quotations should be marked the date and time box will be opened. Two different keys for quotation box and keys shall be held separately by two senior officers from JKR. Safety should always be treated quotation box.

Usually the period between the preparations of the tender to tender closing is between the 21-day minimum. However, this period will be longer if the project involves a greater cost. Before submitting a tender document, the contractor shall check the advertisement closing date and tender pose because it may vary with the point of purchase of tenders. Contractors must also ensure that the title and the number of project tenders stood outside of the envelope.

Tender form shall be included in the quotation box written the project title before 12 noon. Submission of tenders after the time and date will not be entertained. Another important item in the Form of Tender is to avoid combining two quotes in one envelope even though both have the same closing date. This is because different projects have different box and in this case the loss is for the contractor's own responsible.



**Photo 3.5** The quotation boxes which use in  
JKR Pasir Mas



**Photo 3.6** The contractor who submit  
the tender forms at JKR Pasir Mas



e) Opening the Quotation Box

After 12 o'clock noon, the quotation box will be opened by Surveyor Engineer, Mrs. Ra'aini and Administration assistant, Mrs. Maimon. Tender forms that submitted by the contractors will be arranged according to the number of the projects and the proposed price given by contractor will be key-in to the computer system.



**Photo 3.7** The process of opening quotation box at  
JKR Pasir Mas

KERAJAAN MALAYSIA  
JADUAL SEBUTHARGA

Sebutharga :

KERJA-KERJA MEMBAIKI PERMUKAAN JALAN LUBUK KIAT-  
KUBANG KUAU DI KM3.4-KM4.7(D181),DI KM5.5-KM6.6  
DAN KERJA-KERJA BERKAITAN,PASIR MAS,KELANTAN.

JKR(PM) : JKR.PM. 37/ 2014 (J)  
 Tarikh Dipelawa : 23.07.14 Tarikh Tutup : 05.08.14 Bil. Kontraktor Yang Dipelawa Kelas / Kumpulan Yang Ditetapkan Kepala:  
 Jam : 12.00 Tgh. ....

Bil.	Nama Pemborong/Syarikat	Kelas	Taraf	Harga	Tempoh
1		E	BP	445,800.00	8
2		E	BP	446,737.50	8
3		E	BP	447,049.00	8
4		E	BP	448,700.00	8
5		E	BP	449,467.00	8
6		E	BP	450,360.00	8
7		E	BP	451,507.00	8
8		E	BP	452,286.75	8
9		E	BP	453,480.00	8
10		E	BP	459,080.00	8
11		E	BP	459,717.50	8
12		E	BP	460,854.50	8
13		E	BP	467,406.00	8
14		E	BP	468,478.00	8
15		E	BP	469,550.00	8
16		E	BP	470,622.00	8
17		E	BP	471,365.00	8
18		E	BP	471,694.00	8
19		E	BP	472,766.00	8
20		E	BP	473,838.00	8

**Photo 3.8** The lists of price proposed by the contractors

### **3.3.3 Tenderer Selection and Evaluation of tenders**

#### a) Tenderer Selection

Tenderer Selection is the process for selecting contractors of experienced, high-potential and put a price on the absurd. The contractor will be selected based on their prices were rested almost the price of office. In many contractors who entered this tender, only 5 best price most discussions that will be selected.

For this project, the selected contractor which will be in-charge is Z Gelang Mas Enterprise. The criteria which make this company are chosen:

- i. Good quality of project before.
- ii. The capability of this company to fulfil the requirement including: technical and management competence, financial viability, and relevant experience.
- iii. The relevant skills, experience and availability of key personnel.
- iv. Quality assurance requirement

#### b) Tender Evaluation

Tender evaluation consists of the tender evaluation committee, the membership and duties of the committee, tender evaluation and basic evaluation

### **3.3.4 Tender Evaluation Committee, Membership and duties of the Committee**

Appointment of members of the Tender Evaluation Committee made in writing form by the Head of Department / Division that manages the tender.

Tender evaluation supplies, services work based on Turnkey or Design and Built must be made by two (2) separate committees as follows:

i. Technical Evaluation Committee

- Membership of the committee shall not be less than three (3) person, who is a chairman and two (2) members, of which at least one of them shall be officers of the Management and Professional or equivalent.
- The members of the Technical Evaluation Committee shall consisted officer from a skilled, experienced and expert on the items / services.
- Technical Evaluation Committee shall evaluate in detail to ensure that the assessment is based on the evaluation specification in the tender documents. Evaluation shall be based on the documents submitted, statement of compliance and/or physical assessment. However, the information and technology of goods / services can be taken into account.
- Technical evaluation shall be carried out in a meeting. Technical evaluation in circulation is not allowed.

ii. Price Evaluation Committee

- Membership of the committee shall be not less than two (2) person, who is a chairman and one member of which one shall be officers of the Management and Professional or equivalent.
- Tender evaluation of some tender shall be taken into account factors such as payment terms, payment rates, period, discounts, open market prices, ability tenderer and so on. Comparison between the tenderer deals with other bidders shall be based on the same factors or elements (equal footing).
- Ratings for the purchase of capital assets such as vehicles, heavy equipments, information systems and others should be based on the principle of total bid price (total cost bid), which means taking into account the price of the goods, spare parts, training, commissioning / installation, warranty, maintenance and other.
- Price evaluation shall be carried out in a meeting. Evaluation price in circulation is not allowed.

Tender evaluation process must be completed and implemented as far as possible not later than thirty (30) days from the date of the tender offer submitted to the Evaluation Committee. Assessment report shall be signed by all members of the Committee

iii. Tender Evaluation Works

Tender evaluation work, apart from the tender based on the concept of turnkey or Design and Build, may be made only by an Evaluation Committee.

Tender evaluation shall be made by a committee consisting of not less than three (3) officers. One of the members of the Committee shall be a Quantity Surveyor or technical officers which related with the work.

Tender evaluation process should preferably be completed within thirty (30) days from the date of the tender offer submitted to the Evaluation Committee. Assessment report shall be signed by all members of the Committee.

iv. Basic evaluation of tender

Basic evaluation of tender by the Committee includes the following items:

- i. Ensure that the tenderer meets all of the conditions specified in the tender documents.
- ii. Assess the technical ability of the tenderer such as professional and technical staff, work experience, track record, ongoing / in-hand projects and plant (rented or own).
- iii. Assess the financial capacity of the tenderer in terms of working capital, net worth, credit facility, the balance of work in hand was not ready and so on.
- iv. Analyzing the tender price, the period of completion / delivery of the project which can gives the maximum profit to the Government

### **3.3.5 Letter of Acceptance**

Once the assessment is made, acceptance of a letter issues by the Contract Quantity Surveyor to contractors who have been successful in the evaluation. This acceptance letter shall be signed by the contractor and the client. Acceptance of the letter which is the client has agreed to take the contractor doing construction work planned by the client. In the letter must have the name of the project, the tender price, date of possession of the site and the date of completion of work, the conditions before starting work, the signature and the name of the contractor and the client, and so on.

\* JKR TONGGAK PEMBANGUNAN NEGARA \*

Ruj.Kami : JKR. PM. NO: /2014 (J)  
Tarikh :

(POS BERDAFTAR)

(Kelas G2 – CE CE21)

Tuan,

**PEMBERITAHUAN PENERIMAAN SEBUTHARGA**

Sebutharga Untuk :

Sebutharga : JKR. PM. NO : / 2014(J)  
Tempoh : MINGGU

---

Sukacita dimaklumkan bahawa Sebutharga tuan sebagaimana di atas telah disetujui diterima oleh Jawatankuasa Sebutharga.

1. Bersama-sama ini disertakan Inden Kerja bernombor .....
2. Sila ambil perhatian bahawa tempoh siap kerja tuan selama ( ) minggu adalah bermula dari .....hingga.....
2. Sila maklum tentang perkara-perkara berikut:-
  - a) Tarikh Milik Tapak :
  - b) Tarikh Siap Kerja :
  - c) Tempoh Liabiliti Kecacatan : 6 BULAN
  - d) Pegawai Inden :

**Photo 3.9** First page of Letter of Acceptance  
which sent by JKR to selected contractor



3. Tuan dikehendaki menyatakan pilihan kaedah Bon Pelaksanaan samada:
- i) Jaminan Bank / Bank Islam / Bank Pembangunan Malaysia Berhad ( Bank Pembangunan ), atau
  - ii) Jaminan Syarikat Kewangan, atau
  - iii) Jaminan Insurans/Takaful atau
  - iv) Wang Jaminan Pelaksanaan yang dikenakan potongan sebanyak sepuluh peratus (10%) daripada setiap bayaran interim sehingga mencapai jumlah lima peratus (5%) Jumlah Harga Kontrak.
3. Sebelum tuan dibenar memulakan kerja di atas, tuan adalah diarah untuk mengambil dan dan mengemukakan ke pejabat ini dokumen-dokumen seperti berikut:-
- a) Bon Pelaksanaan (Performance Bond)
 

Nilai Bon Pelaksanaan ialah sebanyak **RM** \_\_\_\_\_ ( iaitu 5% daripada Jumlah Harga Kontrak Asal ). Sekiranya tuan memilih kaedah Bon Pelaksanaan secara Jaminan Bank/Insurans/Syarikat Kewangan tuan dikehendaki mengikut format borang Jaminan Bank/Syarikat Kewangan/Insurans/Takaful untuk Bon Pelaksanaan. Sila kembalikan yang asal dan dua (2) salinannya ke pejabat ini setelah tindakan diambil beserta resit asal bukti pembayaran.
  - b) Polisi Liabiliti Awam (Public Liability Policy)
 

Polisi ini hendaklah dikeluarkan oleh Syarikat Insurans yang diakui dan diambil di atas nama **KERAJAAN MALAYSIA** dan Kontraktor untuk tanggungan minimum bernilai **RM** \_\_\_\_\_ bagi satu kemalangan atau siri kemalangan yang berbangkit dari satu kejadian. Liputan bilangan kemalangan hendaklah tidak terhad. Tempoh insurans hendaklah sekurang-kurangnya dari tarikh ..... **hingga** ..... (meliputi tempoh kontrak, tempoh liabiliti kecacatan dan 3 bulan 14 hari selepasnya). Sila sertakan juga resit asal bukti pembayaran.
  - c) Polisi Insurans Kerja (Insurance Policy for the Works)
 

Polisi ini hendaklah dikeluarkan oleh Syarikat Insurans yang diakui dan diambil di atas nama **KERAJAAN MALAYSIA** dan Kontraktor berharga **RM** \_\_\_\_\_ bermula dari tarikh .....**hingga** ..... (tempoh Kontrak) untuk menanggung liabiliti "against loss and damages by fire, lightning, explosion, storm, tempest, flood, ground subsidence, burstings or over flowing of water tanks, apparatus or pipes, aircraft, and other aerial devices or articles dropped therefrom, Riot and Civil Commotion, all work executed and all unfixed materials and goods, delivered to, placed on or adjacent to the Works and intended therefore (but excluding temporary buildings, plant, tools and equipment owned or hired by the Contractor or any sub-contractor, nominated or otherwise)"

**Photo 3.10** Second page of Letter of Acceptance

Sila kemukakan surat dan nombor pendaftaran di bawah Skim Keselamatan Sosial Pekerja (PERKESO).

Bagi perkara (b) dan (c) di atas, adalah memadai jika tuan mengemukakan Nota Liputan (Cover Notes) bagi polisi-polisi insurans dan resit-resit premium yang telah dibayar bagi tujuan memulakan kerja sahaja.

3. Kegagalan tuan mematuhi Syarat-syarat Sebutharga untuk memulakan kerja dalam tempoh 7 hari dari tarikh akhir tempoh mula kerja akan menyebabkan Inden Kerja dibatalkan. Selanjutnya pejabat ini akan mengesyorkan kepada pihak Pusat Khidmat Kontraktor agar tindakan tatatertib diambil terhadap tuan.
4. Tuan adalah dinasihatkan supaya berhubung dengan pegawai penyelia/penjaga .....untuk mendapatkan keterangan lanjut mengenai kerja ini.
5. Sila kembalikan Inden Kerja Asal dan Invois (jika berkenaan) ke Pejabat ini setelah kerja disiapkan.
6. Surat ini dihantar kepada tuan dalam dua salinan. Sila kembalikan salinan Asal yang telah ditandatangani oleh tuan dan disaksikan dengan sempurnanya ke pejabat ini dan salinannya disimpan oleh tuan.

Sekian, terima kasih

**\*\* ISLAM DIHAYATI, RAJA DITAATI, RAKYAT DINAUNGI \*\***  
**\*\* SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT \*\***

Saya yang menurut perintah,

( ..... )  
ALIAS BIN AB. KADIR  
JURUTERA JAJAHAN,  
JKR PASIR MAS.

s.k

Ketua Eksekutif,  
Lembaga Pembangunan Industri,  
Pembinaan Malaysia,  
Ibu Pejabat CIDB, Tingkat 7,  
Grand Season Avenue,  
No. 72, Jalan Pahang,  
53100 Kuala Lumpur.

**Photo 3.11** Third page of Letter of Acceptance

**LAMPIRAN E2**

Ruj : JKR. PM. NO: /2014(J)

Pejabat : JURUTERA JAJAHAN  
JKR PASIR MAS

Tarikh :

Kepada :

Tuan,

**PEMBERITAHUAN PENERIMAAN SEBUTHARGA**

**Sebutharga Untuk :**

**Harga** : RM  
**Tempoh** :

Sukacita dimaklumkan bahawa Sebutharga tuan sebagaimana yang dibutirkan di atas telah disetujuterima oleh Jawatankuasa Sebutharga.

7. Bersama-sama ini disertakan Inden Kerja bernombor .....
8. Sila ambil perhatian bahawa tempoh siap kerja tuan selama.....( ) minggu adalah bermula dari .....hingga.....
9. Sebelum tuan memulakan kerja di atas, tuan adalah dikehendaki mengemukakan perkara berikut;
  - \* a) Bon Pelaksanaan sebanyak RM ..... ( merupakan 5% daripada jumlah harga Sebutharga). Tuan adalah dibenarkan membuat pilihan untuk mengemukakan Jaminan Bank/Syarikat Kewangan Berlesen/Takaful atau Jaminan Insurans atau memilih dikenakan Wang Jaminan Pelaksanaan yang dikenakan potongan sebanyak 5% daripada harga Sebutharga.
  - \*b) Polisi Insurans Tanggungan Awam (iaitu insurans terhadap bencana kepada orang-orang dan kerosakan kepada harta), nilai insurans tidak kurang daripada RM ..... bagi setiap kemalangan.
  - c) Nombor pendaftaran di bawah Skim Keselamatan Sosial Pekerja (PERKESO)
10. Kegagalan tuan mematuhi Syarat-syarat Sebutharga untuk memulakan kerja dalam tempoh 7 hari dari tarikh akhir tempoh mula kerja akan menyebabkan Inden Kerja dibatalkan. Selanjutnya pejabat ini akan mengesyorkan kepada pihak Pusat Khidmat Kontraktor agar tindakan ditetapkan diambil terhadap

**Photo 3.12** Fourth page of Letter of Acceptance

11. Tuan adalah dinasihatkan supaya berhubung dengan pegawai penyelia/penjaga .....untuk mendapatkan keterangan lanjut mengenai kerja ini.
12. Sila kembalikan Inden Kerja Asal dan Invois (jika berkenaan) ke Pejabat ini setelah kerja disiapkan.
13. Surat ini dihantar kepada tuan dalam dua salinan. Sila kembalikan salinan Asal yang telah ditandatangani oleh tuan dan disaksikan dengan sempurnanya ke pejabat ini dan salinannya disimpan oleh tuan.

Sekian, terima kasih

**\*\* ISLAM DIHAYATI, RAJA DITAATI, RAKYAT DINAUNGI \*\***  
**\*\* SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT \*\***

Saya yang menurut perintah,

( ..... )  
ALIAS BIN AB. KADIR  
JURUTERA JAJAHAN,  
JKR PASIR MAS.

Pegawai Inden

s.k:

- i). Pengarah JKR Negeri Kelantan
- ii). Pusat Khidmat Kontraktor
- iii). Jabatan Hasil dalam Negeri

---

*Potong jika tidak berkenaan (Bagi sebarang yang bernilai melebihi RM50,000.00 hingga RM200,000.00)*

Dengan ini yang berdatangan di bawah ini mengaku penerimaan surat di atas dan

**Photo 3.13** Fifth page of Letter of Acceptance

..... Tandatangan Kontraktor	..... Tandatangan Saksi
(Nama Penuh.....)	(Nama Penuh.....)
No. Kad Pengenalan.....	No Kad Pengenalan.....
Atas Sifar..... Pekerjaan.....	
Diberikuasa dengan sepenuhnya untuk Alamat..... menandatangani untuk dan bagi pihak	
..... Meteri atau Cop Kontraktor	
Tarikh.....	Tarikh.....

**Photo 3.14** The last page of Letter of Acceptance

### **3.3.6 Conclusion**

In the construction industry, there are many types of tenders which allow clients get a qualified contractor to implement the project. Each tender has its own advantages and disadvantages. Clients can choose the invitation to submit tenders to contractors through open tender or invitation tender.

Tender negotiations are more profitable client where there is a detailed consultation between the client and the contractor prior to the start of the design and the need to discuss together. The pre-qualification tenders are usually used to obtain contractors with specific skills. Even so, the decision to choose the type of tender offer is also dependent on the type, cost and requirements of the project. Bigger and more complex the project, the greater the risk will be borne by the client themselves.

In conclusion, the procedures in the tendering process is arguably no difference between the JKR and local authorities because both departments still practice track outlined in the Treasury Instructions and the selection of the successful tender should be referred to the Board of Revenue, as determined in the Treasury Instructions .

## CHAPTER 4

### CONCLUSION AND RECOMMENDATION

#### 4.1 Recommendation

Tendering process can make the construction works more efficient. By choosing any types of tender for their project, client can easily choose the contractors and determine the time limit for their project until it is done.

Tendering process is very important to the construction world. Without tendering process, we are unable to find and select the relevant and suitable contractor to manage the construction. Without tendering process, construction project also will face many difficulties in order to complete the project. Tendering process gives the opportunity to many contractors to compete for winning the project.

By following each steps of tendering process correctly, contractors can win the tender easily. The purpose of tendering process is not for burden the contractors to get the project, but it is very useful for both parties to get the efficient result. For the contractors, tendering process can give them more detail about the specifications of the project. For the client, tendering process will able to choose the capable contractors to manage their construction project smoothly. This is proven that tendering process is very flexible for any of parties involved.

## 4.2 Conclusion

Based on the report title which is tendering process, I would like to give some recommendations especially to the process of tendering is able to give more benefits to the students and contractors themselves which will be involved in the future.

Things I want to suggest are the appropriate time place for contractors to do the tendering event with comfortable condition. JKR Pasir Mas must prepare a comfortable and large hall due to many contractors will involve in this event. Each tendering event we held, there will be a massive jammed at parking lot in JKR Pasir Mas area. So, JKR Pasir Mas must prepare a parking area which specific for contractors' car.

Due to tendering process, JKR Pasir Mas need to choose the contractor not only by their price. Before choose the contractor to running the project, JKR Pasir Mas must evaluate every contractor from their experiences, quality of work which has done before, stability of their account bank, and more. JKR must check their account bank in order to prevent undone project.



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