



DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)

TENDERING PROCESSES

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

AUGUST 2021

It is recommended that the report of this practical training provided

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TENDER PROCESSES

be accepted in partial fulfillment of requirement has for obtaining Diploma in Building.

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AUGUST 2021

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 BINA RAYA CONSTRUCTION AND PLUMBING SDN.BHD for duration of 20 weeks starting from 23 august 2021 and ended on 07 January 2022. It is submitted as one of the prerequisite requirements of BGN310 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

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Date : 10 January 2022

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Last but not least, my special thanks to my beloved parents for their sacrifices over the years. Thank you so much.

ABSTRACT

Tendering is a process by which governments and financial organizations solicit bids for significant projects that must be completed within a specific time frame. In its simplest form, tendering is the process by which an organisation who needs goods/services invites other parties to submit a proposal or bid to provide these goods/services. . However, currently there is limited research conducted on proper tendering process particularly involved two different sectors (government and private sector). The report will discuss the tendering process conducted for Bina Raya Construction & Plumbing at 29-2F, Jalan Setia Perdana U13/27b, Alam Nusantara, 40170 Shah Alam, Selangor. There are three objectives highlighted in this report, The first one is to identify an appropriate tender document for different class of contractors, second to determine the process of preparing tender and, finally to ascertain the problem occurred during the tendering process. Apart of that, the study is conducted using three method such as regularly interview session with the supervisor in charge, observation, and some documents reference. As a results, the tender document can be completed perfectly with any mistake. Nevertheless, during the tendering process, As a results, there are five tendering processes identified from this study. These are include looking for tenders' advertisement, determine the specification, tender documentation, submission, and acceptance latter / contract awarded. In nutshell, knowing the proper tendering process will benefit to the contractor and the client in order to complete the tender document. As a result, it is hoped that additional contractors would use this suitable tendering process in the future when developing tenders for similar projects.

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CHAPTER 1.0

INTRODUCTION

1.1 Background of Study

The tender documents allow tendering contractors to price the job and submit a bid to accomplish it. While the documents' content varies, it is critical that they are in a format that allows the tenderer to completely comprehend the extent of the task. Bills of quantities are commonly prepared for large projects. The tender materials comprise specifications and drawings in the absence of bills of quantities. Both the private sector and the government use open tendering as their primary procurement method. The client publishes the tender offers in the local newspaper, together with crucial details about the proposed works and an invitation to bid. An invitation to treat, or a simple request by the employer for a suitable contract, is included in the tender notification. An invitation to tender will set out the works required by the client. (Holt, G., 2016).

Typically, it will include a letter to invite to tender, preliminaries such as pre-construction information, the form of contract, a tendering pricing document, design drawings, and any other specifications necessary for the works. Once the client/government accepts a tender, it is binding on both parties. This means that the company or a person who has won the tender has to provide goods and services in the manner agreed to and at the price offered and the client will have to pay the agreed price in the agreed time. Once accepted tender is a binding contract. Term tendering is normally used on projects that need huge maintenance. The contractor will be asked to cover a range of different buildings in different locations. It is often limited to a fixed time scale although the needs of the client may require this to be extended. This is generally a standing offer to undertake a loosely defined extends of work usually within a fixed amount of time.

To select bids for a plan or to acknowledge a formal offer, such as a takeover bid. Tendering is the process by which governments and financial organizations request bids for significant projects that must be completed within a certain amount of time.

Contractors' bids are based on the tender documents issued by the client. The successful tenderer becomes the 'contractor' and a 'party' to a contract with the 'client'. The tender documents are legally binding and are signed by all parties involved. The completed tender documents become part of the contract documents. Therefore, the study will explore the tendering process from 22 September 2021 until 24 January 2022.

1.2 Objectives

There are three objectives highlighted in this report:

- I. To identify an appropriate tender document for different class of contractors
- II. To determine the tendering process.
- III. To ascertain the problem occurred during the tendering process

1.3 Scope of Study

The study focused on understanding and get to know the process of tender and contract for (IWK) Indah Water Konsortium at Pantai Eco Park Kuala Lumpur, it was an open invitation tender bid. It is joined for project construction work of building a new office for site management team, a male and female toilet renovation, renovation of sport center, including installation of a brand-new CCTV around the building.



Figure 1.3 (1) IWK main hub at Pantai Eco Park Kuala Lumpur

Knowledge of the construction tender procedure has been gained from the study. During the tendering process, numerous key procedures have been identified. The following are the main processes: Notice Inviting Tender (NIT), invitation to tender, documentation, processing, and contract award. The most essential aspect of the tender process, according to the discovery, is tender documentation, which is the third procedure in the tender prime process stage and affects the company's eligibility to win the tender. However, some issues occurs through out the procurement process, such as misunderstanding between contractor and the client and competition between other contractor.

1.4 Methods of Study

Unstructured interviews, observation research, and document references were used to conduct research during this industrial training. It was done without a fixed format in which questions were not predetermined, allowing the trainee to ask questions that came to mind on the spot due to the lack of structure. Supervisors who are in charge of handling trainees during internships are interviewed or have interactions with them.

An interview is a qualitative research technique that entails asking open-ended questions to engage respondents and obtain information about a topic. The interviewer asks questions to which the interviewee responds, usually providing information. That information may be used or provided to the tendering process. The session was held at the company office. Interviews usually take place face-to-face and in person. During the interview, two parties were involved: the trainee (internship student) and the trainer (supervisor in charge). The traditional two-person interview format, sometimes called a one-on-one interview, permits direct questions and follow-ups, which enables an interviewer to better gauge the accuracy and relevance of responses.

Observation research allows the researcher to see what their subjects really do when confronted with various choices or situations. The market researcher's level of participation in the study will vary depending on the sort of observation research and the study's purpose. The researcher will occasionally inject themselves into the environment, and at other times, the researcher will observe from a distance or in a laboratory setting.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company

BINA RAYA CONSTRUCTION & PLUMBING SDN.BHD is a company incorporate under Company act 2016 and with the Construction Industry Development Board (CIDB) of Malaysia as a Grade G5 contractor. Which constructs, cleanses, supplies, and installs water pipe systems, landscapes, road flattening works as well as related civic works in its business. The company was founded on April 10, 2018, under the company act of 1959. The establishment of the company is deepening the existing contractor construction sector in Malaysia. We have undertaken numerous projects for our clients, both from private and government sector. Our top priority is our client's objective, and we emphasise on clear communication and follow-through procedures in the planning and execution for all our projects. (Bowles, G. (2017).

BINA RAYA CONSTRUCTION & PLUMBING SDN.BHD is also a patriarchal and privately owned company, continuing to strive actively in continuing its business to expand and stabilize the national economic system that is competitive and rapidly comparable to existing companies. This companies conduct work from government, private or private bodies. Governmental bodies such as :- MPK, JKR,MBPJ, JPS, MBSA and so on. (Harris, F 2009).

With our positive moto: "be the best and be number one" – we hope that we can emerge as one of Bumiputera's leading construction company and seeks to find perfection to become 100% Bumiputera contractor, with a highly valued competitive edge in our work quality. By attracting and retaining the best construction professionals in our industry, we are able to maintain the highest standards and ethics. When you work with BINA RAYA CONSTRUCTION & PLUMBING SDN BHD, you will experience positive attitudes, flexibility, transparency, timeliness, and quality workmanship. (Ismail, M.R. 2021).

2.2 Company Profile



Figure 2.2.1 Company logo

Company name	Bina raya construction & plumbing
Company manager	Mohd Nasuha bin Sarroni
Registration no.	1275875-A
Registration date	10 April 2018
Address	29-2F, Jalan Setia Perdana U13/27b, Alam Nusantara, 40170 Shah Alam, Selangor.
CIDB registration no	0120180427-SL012009

BINA RAYA CONSTRUCTION & PLUMBING SDN.BHD was established and starting their business in 2019. This company currently active in construction of building N.E.C.; general cleaning of buildings; engineering services companies. BINA RAYA CONSTRUCTION & PLUMBING offer Consultancy Services in the traditional trends of Consulting Engineering singly or in association with established foreign consultant, for the services render while keeping abreast with the latest advancement in our specialized field andto strive for the better overallresult at all times.

- CIVIL AND STRUCTURAL
 - a. Earthworks
 - b. Road & Drainage
 - c. Sewerage
 - d. Water supply
- Structural Works (Concrete & Steel)
- Geotechnical & Foundation Works
- Road, Highways and Bridges
- Site and Geotechnical Investigation
- Preparation of Specifications & Contract Documents, Cost Estimates, Calling & review of Tenders
- Project Management

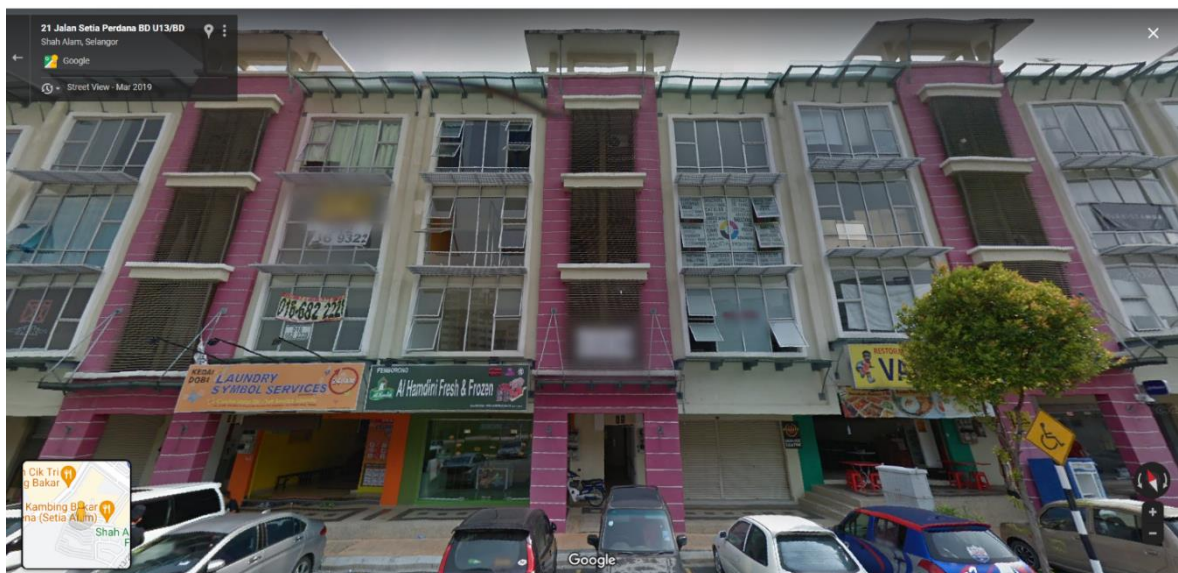


Figure 2.2.2 locations of the company.

With the right expertise in monitoring cost control from inception right through to the completion for various types of projects. BINA RAYA CONSTRUCTION & PLUMBING has establish itself into a reputable contractor without contemplating the quality of the projects undertaken. We aspire to build a company with a strong character of integrity and ethical conduct, dedicated to providing very competitive, innovative, high quality management and financial services to our clients. Create a performance-driven culture and work environment conducive to the development and growth of our partners which enable them to exercise competitively superior skills. Organize in a manner that best leverages people, capital and

technology Since Jendelamas started its operations, most of its business activities were confined within the central region. Having gained ample experience and stability, Jendelamas is now venturing into business avenues elsewhere.

Our **vision** is to be the preferred and most trusted multi-discipline maintenance services and construction contractor to our clients. Our **mission** is to build business with passion and commitment to our client by providing services to face real-world challenges. It is our love and dedication to what we do that enable us to become a better company for ourselves, for our clients, our community and the world.

2.3 Company Organisation Chart

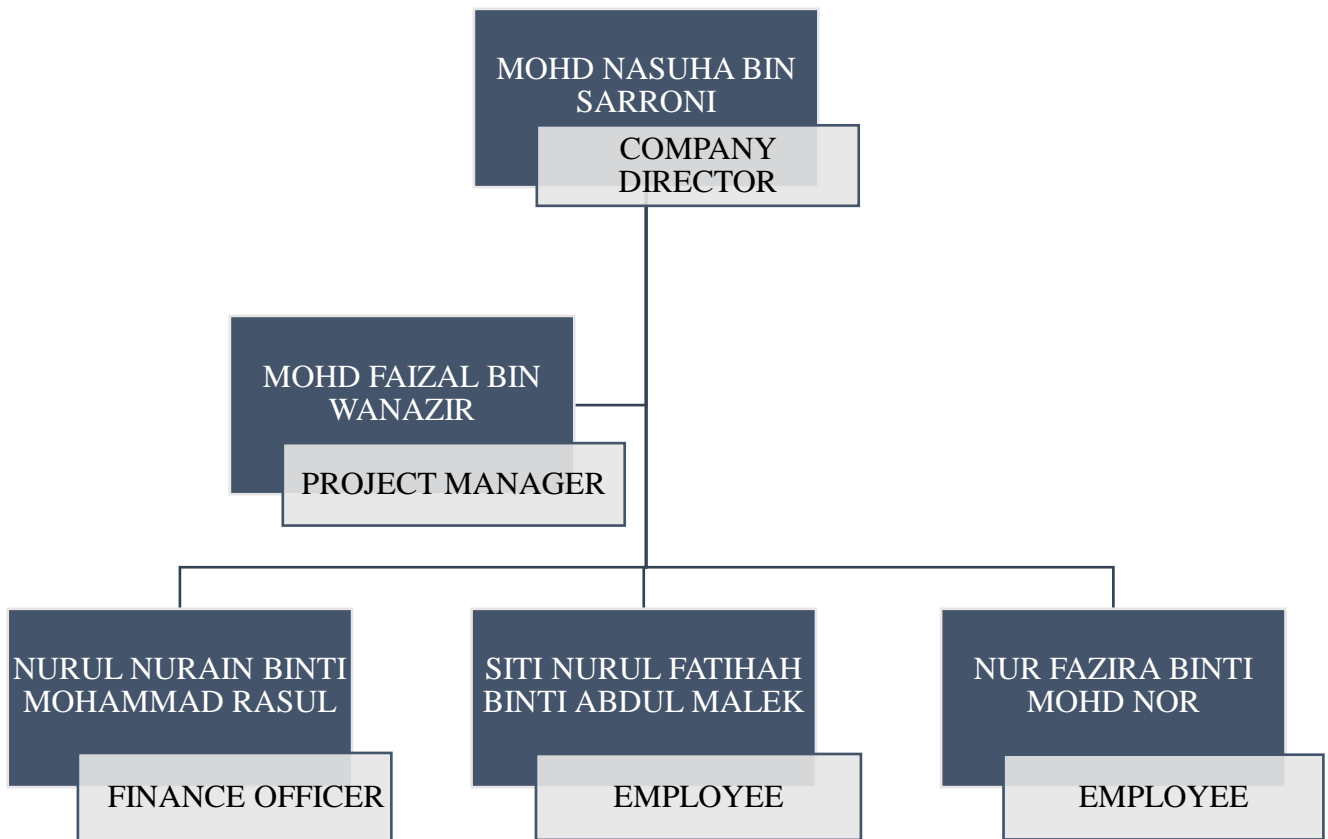


Figure 2.2.3 Company organization chart of Bina Raya Construction & Plumbing

Sources: from company profile

2.4 List of Project

2.4.1 Completed Project

Bina Raya Construction & Plumbing very expert in the field of road construction, drainage repair and housing construction so most of the projects carried out by this company are based on the categories below.

Table 2.4.1 list of completed projects

No	Project Title	Contract Value (RM)	Start Date	Completion Date	Project Duration	Client
1.	Cadangan membina 36-unit rumah teres 1 tingkat yang mangandungi 21-unit jenis A dan 18-unit jenis B di Jalan Lombong besi29/41 berserta 1-unit pusat rawatan kumbahan dan 1-unit pencawang elektrik padat di Lot 3939, Jalan Lombong besi 1, seksyen 29, 40460 Shah Alam, Selangor Darul Ehsan (Sub-Contract)	76,700.00	24/6/2017	14/7/2017	20 days	Creative Variety Sdn. Bhd
2.	Cadangan kerja-kerja menurap semula jalan di jalan 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, Taman Greenwood, Mukim Batu, daerah Gombak Selangor Darul Ehsan (MPS/T/57/17)	570,024.00	18/8/2017	10/11/2017	12 weeks	Majlis Perbandaran Selayang

3.	Comunication pipe replacement 2018 C33 Jalan Jering Kuala Langat	333,811.45	18/6/2018	17/12/2018	6 months	Syarikat Bekalan Air Selangor Sdn. Bhd
4.	Proposed communication Pipe Replacement for year 2019 package : C52 Kg Sungai Delik 9 Klang	497,890.20	18/3/2019	17/9/2019	6 months	Syarikat Bekalan Air Selangor Sdn. Bhd
5.	Cadangan membina 20-unit kedai pejabat 4 tingkat hingga 6 tingkat yang mengandungi kedai pejabat 4 tingkat dan enam tingkat jenis A (20)unit, serta pencawabg elektrik no.2 yang mengandungi kedai kos rendah 3 tingkaat (11)unit, di ats sebahagian Lot 4502 dan 49, Ladang Sungai Sedu, Mukim Klang Selangor Darul Ehsan. (sub-contract)	540,700.90	19/5/2016	30/6/2016	7 months	Deli Classic Sdn.Bhd

2.4.2 Project in progress

Bina Raya Construction & Plumbing has run many projects well so there are many projects that have been carried out at this time as listed below.

Table 2.4.2 list of projects in progress

No	Project Title	Contract Value (RM)	Start Date	Completion Date	Project Duration	Client
1.	Cadangan bagi kerja-kerja pembagunan kedai smart Selangor di pekan began terap	3,838,226.26	11/8/2021	11/3/2022	6 months	Majlis Daerah Sabak Bernam
2.	Cadangan menaiktaraf, ubahsuai dan Turoth Bagan Terap, Sabak Bernam, Selangor. (fasa 2)	3,113,150.00	24/6/2020	23/2/2021	9 months	Jabatan Kerja Raya Negeri Selangor Tingkat 1, Bagunan Sultan Salahuddin Bdul Aziz Shah 40582 Shah Alam

3.	Kerja-kerja mengibah suai Gudang sementara dan coverway sediada serta lain-lain kerja berkaitan di kilang beras bernas sekinchan	285,000.00	14/1/2021	21/4/2021	4 months	Padi Beras Nasional Berhad level 27, Menara HIA No. 3, Jalan Kla Peng 50450 Kuala Lumpur.
4.	Kerja – kerja pemasangan pagar di penjara Wanita Kajang, Sungai buloh Selangor	145,000.00	19/11/2021	19/1/2021	1 months	Jabatan Kerja Raya Negeri Selangor

CHAPTER 3.0

TENDERING PROCESS

3.1 Introduction to Case Study

In construction project paperwork, a tender is a contractor's answer to an invitation to tender. It creates a supply offer for a product or service. Tender paperwork is being created in order to attract bids. Tender documents can be made for a variety of contracts, including equipment supply, the main construction contract (which includes contractor design), demolition, and enabling works, to name a few. (Smith, A.J., 2017).

The tendering is for building a new office for site management team, a male and female toilet renovation, renovation of sport centre, including installation of a brand-new CCTV around the building at IWK (Indah Water Konsortium). IWK located at Pantai Eco park, Wilayah Persekutuan Kuala Lumpur. This project has been extended due to covid- 19 virus and expected to be completed by the end of this year with the project value cost as contracted in Bill of Quantity is 15 million Ringgit only. The project duration is 12 months according to the project duration in the tender document. This project consists with installation tiles, wall partition , sliding door and building a new office. For the toilets installation a new ceiling will be construct and check for the plumbing system. CCTV camera system also will be installed in several part of the building such as in the brand-new office and sport centre.

3.2 To identify an appropriate tender document for different class of contractors

Tender documents are prepared and distributed for a fee, which starts at RM50. General and specific terms and conditions, specifications, a copy of the agreement, a price schedule, delivery period, objection period, and the expected scope of work are all included in the tender documents. The tender advertisement specifies the exact date and time of the tender deadline, as well as the address to which all tenders must be sent. Tenders can be mailed or dropped off in special boxes made available for this purpose. To facilitate scheduling and independent evaluation, bidders' tender proposals should include separate technical and financial proposals prepared in two copies and sealed in separate envelopes.

Each category has seven registration grades, as listed below, and a contractor is not permitted to take on any construction project that exceeds the value of the construction works specified in the registration grade. The CIDB registration fee varies depending on the registration grade. According to tendering capacity, CIDB licences are classified into the following grades/categories.

- I. G1 = Not exceeding RM 200,000
- II. G2 = Not exceeding RM 500,000
- III. G3 = Not exceeding RM 1,000,000
- IV. G4 = Not exceeding RM 3,000,000
- V. G5 = Not exceeding RM 5,000,000
- VI. G6 = Not exceeding RM 10,000,000
- VII. G7 = No limit

Table 3.2.1 tender conditions for each class

GRED			CATEGORY		SPEACIALIZATION
G1	Not exceeding RM200,000.00		B Building construction		B01 - B29 CE01 - CE43 M01 - M23 E01 - E35
G2	Not exceeding RM500,000.00		CE Civil engineering construction		
G3	Not exceeding RM1,000,000.00		ME Mechanical and Electrical		
G4	Not exceeding RM3,000,000.00		B Building construction		B01 - B29 CE01 - CE43 M01 - M23 E01 - E35 F01-F02
G5	Not exceeding RM5,000,000.00		CE Civil engineering construction		
G6	Not exceeding RM10,000,000.00		ME Mechanical and Electrical		
G7	No limit		F Facility		

Ringkasan Bagi Pengkhususan Kategori Bangunan (B), Kejuruteraan Awam (CE), Mekanikal (ME), Elektrik (ME) & Fasiliti (F)								Lampiran 5	
PENGKHUSUSAN KATEGORI BANGUNAN (B)		PENGKHUSUSAN KATEGORI KEJURUTERAAN AWAM (CE)		PENGKHUSUSAN KATEGORI MEKANIKAL (ME)		PENGKHUSUSAN KATEGORI ELEKTRIK (ME)		PENGKHUSUSAN KATEGORI FASILITI (F)	
B01	IBS: Sistem konkrit pasang siap	CE01	Pembinaan jalan dan pavemen	M01	Sistem hawa dingin dan pengedaran udara	E01	Sistem bunyi	F01	Fasiliti Bangunan dan Infrastruktur
B02	IBS: Sistem kerangka keluli	CE02	Pembinaan Jambatan dan jeti	M02	Sistem pencegahan dan perlindungan kebakaran	E02	Sistem pengawasan dan keselamatan	F02	Fasiliti Bangunan Penjagaan Kesihatan
B03	Pemulihan dan pemuliharaan	CE03	Struktur merin	M03	Lift dan eskalator	E03	Sistem automasi bangunan		
B04	Kerja-kerja pembinaan bangunan	CE04	Empangan	M04	Sistem automasi bangunan	E04	Pemasangan voltan rendah		
B05	Kerja cerucuk	CE05	Terowong dan sokong bawah tanah	M05	Sistem untuk bengkel, kilang kuari dan sebagainya	E05	Pemasangan voltan tinggi sehingga 11KV		
B06	Kerja pembaikan struktur konkrit	CE06	Struktur saliran, pengaliran dan kawalan banjir	M06	Sistem peralatan perubatan	E06	Sistem pencahayaan khas		
B07	Hiasan dalaman	CE07	Landasan rel	M07	Sistem peralatan dapur	E07	Sistem telekomunikasi dalaman		
B08	Pemasangan bahan kalis air	CE08	Sistem perlindungan dan penstabilan cerun	M08	Sistem loji dandang dan tekanan berapi	E08	Sistem telekomunikasi luaran		
B09	Lanskap dalam bangunan	CE09	Saluran utama paip minyak atau gas	M09	Sistem pemampatan dan penjanaan berasaskan mekanikal	E09	Sistem pemasangan peralatan perubatan		
B10	Sistem paip air dalaman	CE10	Kerja cerucuk	M10	Sistem pendingin untuk kuasa penjanaan	E10	Sistem bekalan kuasa tanpa gangguan		
B11	Pemasangan papan tanda pada bangunan	CE11	Kerja Pembaikan struktur konkrit	M11	Pembinaan dan rawatan khusus	E11	Kerja am elektrik		
B12	Kerja pemasangan kaca	CE12	Kerja penyasatan tanah	M12	Loji khusus	E12	Papan tanda elektrik		
B13	Pemasangan jubin	CE13	Pemasangan papan iklan	M13	Struktur pengerudian luar pantai	E13	Sistem telekomunikasi perkhidmatan rel		
B14	Kerja-kerja cat	CE14	Landskap diluar bangunan	M14	Sistem kawalan pencemaran	E14	Kabel rangkaian komputer		
B15	Pemasangan bumbung	CE15	Pelantar minyak dan gas	M15	Kelengkapan mekanikal pelbagai	E15	Lampu Landasan Lapangan Terbang		
B16	Kolam renang	CE16	Kerja-kerja penyenggaraan struktur dibawah air	M16	Kren menara	E16	Lampu Jalan & Lampu Isyarat		

Figure 3.2.2 shows different grade with specified work

Tenders will also be examined, with suggestions provided to the customer and Tender Board. The validity time of a tender, which is usually 60 days as specified in the tender document, is used to approve and accept a tender. To prevent having to extend a single tender, it should be examined, and a recommendation provided within 30 days of the tender being handed over. If a tender must be extended owing to unforeseen circumstances, the recommended tendering party must agree at least two weeks before the validity date.

3.3 To determine the process of preparing tender

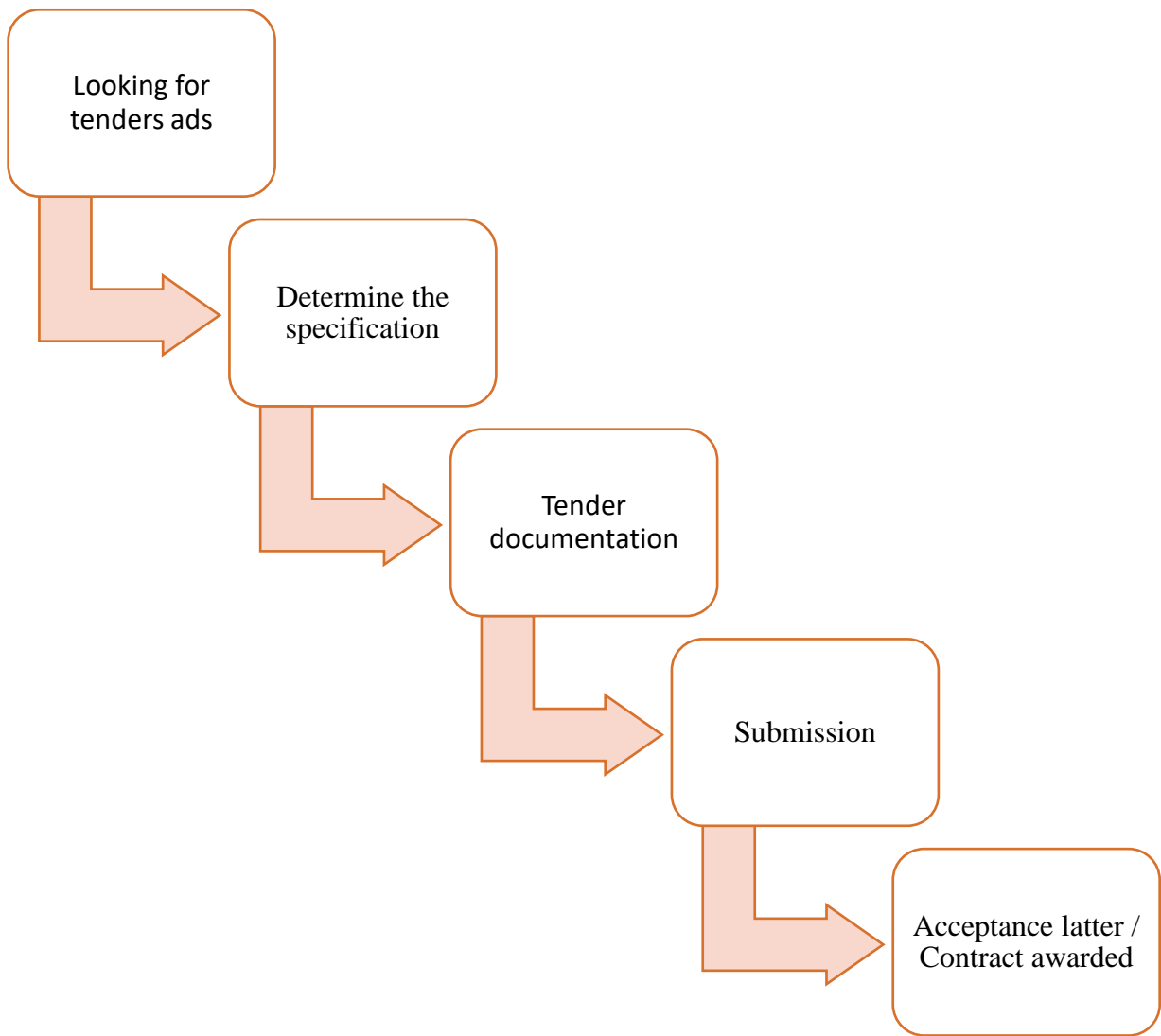


Table 3.3.1 Flow chart of tender process

1. Looking for tenders' advertisement

The first process of preparing tenders is by looking for tender's advertisements through newspaper or online website. In Malaysia tender sale advertisements can be searched through daily news newspapers or local government website. In tender processing there are several stages that need to be carried out, the first stage is where advertising the requirement. Usually, tender documents can be purchased through the government website called SELAGOR ONLINE TENDER SYSTEM. This means private and government companies can look through their websites and decide to purchase different types of tender proposal projects.

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Utusan Malaysia



JABATAN KERJA RAYA

KENYATAAN TENDER

Khanis
22/6/17

Tender adalah dipelawa kepada Kontraktor-kontraktor yang berdaftar dengan Lembaga Pembangunan Industri Pembinaan Malaysia/PUKONSA/ JPJK/Kementerian Kewangan dalam grad, kategori, pengkhususan dan jenis pendaftaran yang berkaitan dan yang masih dibenarkan membuat awaran buat masa ini bagi kerja berikut:-

Pejabat Yang Memanggil Tawaran	Tajuk Projek	Taraf / Jenis Syarikat*	Grad, Kategori & Pengkhususan/ Kelas, Tajuk & Tajuk Kecil/Kelas, Kepala & Sub-Kepala	Tempat Dan Tarikh Dokumen Mulai Dijual	Harga Dokumen & Bayaran Atas Nama	Tempat, Tarikh Dan Waktu Tender Ditutup
JKR Perak Darul Ridzuan.	Naik Taraf Gelanggang Lawn Bowls Di Kompleks Sukan MBI, Ipoh, Perak Darul Ridzuan.	Bumiputera/ T1	Berdaftar Dengan LPIPM (CIDB) Grad: G6 Kategori: B Pengkhususan: B04	Ibu Pejabat JKR Perak, Tingkat 1 (Bahagian Kontrak & Ukur Bahan) 4/7/2017 (Selasa) Hingga 18/7/2017 (Selasa)	RM560.00 Bandahari Negeri Perak.	Ibu Pejabat JKR Perak, Tingkat 1 (Bahagian Kontrak & Ukur Bahan) 25/7/2017 (Selasa) Jam 12.00 Tengah Hari.
Taklimat Projek Dan Lawatan Tapak Adalah DIWAJIBKAN Berkumpul Di Gelanggang Lawn Bowls, Kompleks Sukan MBI, Ipoh, Perak Darul Ridzuan Pada 4.7.2017 (Selasa) Jam 9.30 Pagi.						
JKR Perak Darul Ridzuan	Pembinaan Bangunan Asrama Di Madrasah Idrisah, Kuala Kangsar, Perak.	Bumiputera/ T1	Berdaftar Dengan LPIPM (CIDB) Grad: G4 Kategori: B Pengkhususan: B04	Ibu Pejabat JKR Perak, Tingkat 1 (Bahagian Kontrak & Ukur Bahan) 12/7/2017 (Rabu) Hingga 26/7/2017 (Rabu)	RM130.00 Pengaruh Kerja Raya, Negeri Perak Darul Ridzuan.	Ibu Pejabat JKR Perak, Tingkat 1 (Bahagian Kontrak & Ukur Bahan) 2/8/2017 (Rabu) Jam 12.00 Tengah Hari
Taklimat Projek Dan Lawatan Tapak Adalah DIWAJIBKAN Berkumpul Di Pejabat JKR Kuala Kangsar, Perak Pada 12/7/2017 (Rabu) Jam 10.00 Pagi.						
Unit JKR KESEDAR	Sistem Bekalan Air Untuk Klinik Kesihatan (Jenis 6) Dengan Kuarters, Pos Brooke, Gua Musang, Kelantan.	Bumiputera/ T1	Grad: G4 Kategori: CE Pengkhususan: CE20	Bahagian Ukur Bahan, Unit JKR KESEDAR, Jalan Chempaka Merah, 17500 Tanah Merah, Kelantan. Tarikh Dokumen Dijual: 10/7/2017 (Isnin) Hingga 24/7/2017 (Isnin)	RM170.00 Pengaruh Unit JKR KESEDAR	Bahagian Ukur Bahan, Unit JKR KESEDAR, Jalan Chempaka Merah, 17500 Tanah Merah, Kelantan. Tarikh Tutup Tender: 31/7/2017 (Isnin) Sebelum atau pada Jam 12.00 Tengah Hari.
Taklimat Tender & Lawatan Tapak Adalah DIWAJIBKAN . Berkumpul di Unit JKR KESEDAR, Ibu Pejabat KESEDAR, 18300 Gua Musang, Kelantan Pada 3 JULAI 2017 (ISNIN) Jam 11.00 Pagi.						

Bagi lawatan tapak atau sesi taklimat tender yang diwajibkan, hanya penama yang tercatat di dalam siji PPK, SPKK, PUKONSA atau UPKJ yang dibenarkan menghadiri lawatan tapak atau sesi taklimat berkenaan. Kontraktor/syarikat tidak boleh mewakilkan pegawai selain daripada penama dalam PPK, SPKK, PUKONSA atau UPKJ.

Dokumen Meja Tender boleh disemak dan dokumen tender boleh diperolehi di pejabat-pejabat berkenaan semasa waktu pejabat.

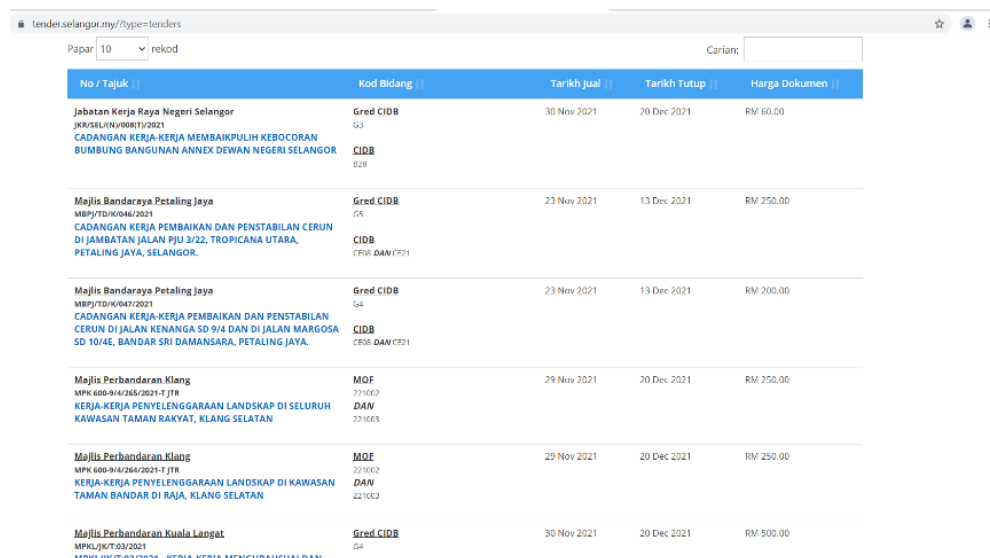
Bayaran bagi dokumen tender hendaklah dibuat dalam bentuk draf bank/ kiriman wang/ wang pos di atas nama Ketua Akauntan Kementerian Kerja Raya. Dokumen tender akan dikeluarkan kepada wakil Kontraktor yang sah sahaja. Untuk maksud ini, wakil Kontraktor dikehendaki membawa perakuan/ siji ASAL Perakuan Pendaftaran Kontraktor dan Siji Perolehan Kerja Kerajaan yang dikeluarkan oleh Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) serta Siji Taraf Bumiputera yang dikeluarkan oleh Bahagian Pembangunan Usahawan (jika berkenaan) berserta satu salinan siji-siji tersebut. Bagi Kontraktor yang berdaftar dengan PUKONSA atau UPKJ, wakil kontraktor yang sah dikehendaki membawa perakuan/ siji ASAL Perakuan Pendaftaran Kontraktor, Siji Pendaftaran PUKONSA atau UPKJ dan Siji Taraf Bumiputera (jika berkenaan).

* Jenis Pendaftaran: T1 - Syarikat yang 100% milik tempatan.
A1 - Syarikat yang 100% milik tempatan ATAU syarikat tempatan yang disenaraikan di BSKL yang mempunyai pegangan ekuiti asing tidak melebihi 30% dan ahli Lembaga Pengarah, Pengurusan dan pekerja adalah 100% oleh warganegara.
A2 - Syarikat yang 100% milik tempatan ATAU syarikat tempatan yang disenaraikan di BSKL ATAU Syarikat Usahasama yang diperbadankan di Malaysia yang mempunyai ekuiti asing tidak melebihi 49% dan majoriti ahli Lembaga Pengarah, Pengurusan dan pekerja adalah warganegara.

Figure 3.3.1 Tenders ads in newspaper

2. Determine the specification

After looking through all the ads, the contractor can decide what type and project they want to enter such as road repair project, road cleaning project, etc. Image below shows a different type of offer for the project issued by several government bodies. All tenders are advertised in at least one local daily in the Malay language.



No / Tajuk	Kod Bidang	Tarikh jual	Tarikh Tutup	Harga Dokumen
Jabatan Kerja Raya Negeri Selangor JKR/SELIN/00817/2021 CADANGAN KERJA-KERJA MEMBAIKPULIH KECORAN BUMBUNG BANGUNAN ANNEX DEWAN NEGERI SELANGOR	Gred CIDB G3 CIDB B2B	30 Nov 2021	20 Dec 2021	RM 60.00
Majlis Bandaraya Petaling Jaya MBPJ/TK/00946/2021 CADANGAN KERJA PEMBAIKAN DAN PENSTABILAN CERUN DI JAMBATAN JALAN PJU 3/22, TROPICANA UTARA, PETALING JAYA, SELANGOR.	Gred CIDB G3 CIDB CF08 DAN CF21	23 Nov 2021	13 Dec 2021	RM 250.00
Majlis Bandaraya Petaling Jaya MBPJ/TK/00417/2021 CADANGAN KERJA-KERJA PEMBAIKAN DAN PENSTABILAN CERUN DI JALAN KENANGA SD 9/4 DAN DI JALAN MARGOSA SD 10/4E, BANDAR SRI DAMANSARA, PETALING JAYA.	Gred CIDB G4 CIDB CF08 DAN CF21	23 Nov 2021	13 Dec 2021	RM 200.00
Majlis Perbandaran Klang MPK 600-9/4/265/2021 - T JTR KERJA-KERJA PENYELENGGARAAN LANDSKAP DI SELURUH KAWASAN TAMAN RAKYAT, KLANG SELATAN	MOF 221002 DAN 221005	29 Nov 2021	20 Dec 2021	RM 250.00
Majlis Perbandaran Klang MPK 600-9/4/264/2021 - T JTR KERJA-KERJA PENYELENGGARAAN LANDSKAP DI KAWASAN TAMAN BANDAR DI RAJA, KLANG SELATAN	MOF 221002 DAN 221002	29 Nov 2021	20 Dec 2021	RM 250.00
Majlis Perbandaran Kuala Langat MPKL/K/T/03/2021 KERJA-KERJA MENGUBAHSUAIKAN DAN	Gred CIDB G4	30 Nov 2021	20 Dec 2021	RM 500.00

Figure 3.3.2 list of different type of works

Bidders are given a submission period of not less than 21 days for local tenders. The sale of tender documents can begin as soon as the advertisement is published in the newspapers. Tender documents for local tenders can only be purchased by contractors who have completed the local registration requirements. Contractors who provide supplies and services are exempt from the local registration requirement in international tenders. Work contracts, on the other hand, require foreign contractors to register with the CIDB. An Act of Parliament makes it mandatory for all contractors working in the construction industry in Malaysia to register with CIDB.

3. Tender documentation

Preparation of tender document

To prepare tender documents, the following items are necessary included in the document to facilitate the contractor to see, check requirements, research and so on to fill them. Among the things that need to be included are :

i. Offer Form

The offer form is a document that needs to be completed by the party contractor. The contractor must state the offer price and completion period. The purpose of the offer form is as a sign that the contractor is participating offer for evaluation and selection to be made by the client later.

ii. Offer Acceptance Form

The offer acceptance form is filled by the client to be submitted to the party contractor. This tender acceptance form is intended to inform the contractor that the offer submitted to the kelien has been accepted. It is does not mean that the contractor has been selected but only to inform to the contractor that the offer made by the contractor has been accepted by kelien to be evaluated or reviewed.

iii. Work Standard Specifications

Speasification of work standards is a document describing about the will of the cat. It contains a description of the work to be done, the quality of the building materials to be used, the method of carrying out the work and the level of quality work to be complied with by the contractor during construction.

iv. List of quantity

List of quantities of materials and work required to complete the project. The list of quantities can facilitate the work of the contractor to calculate the estimated cost of wages work and the total cost of materials to be used. With this list of quantities also the contractor can plan the method of work to be done.

v. Working Drawings

Working drawings describe in detail how a project works built and produced. Working drawings can help and facilitate the contractor make calculations of estimated labor costs and total material costs. Besides, the contractor is able to plan the method of work to be performed to complete project according to the set time.

4. Submission

After purchasing and filling out the tender form, it must be placed in an envelope with the firm profile and submitted to the tender box at government facilities such as the municipal council. The profile company usually will be include with a lot of detail such as the company registration number with SSM, CIDB AND MOF. The profile of the company also must be included with bank statement that must be signed by a valid bank officer.



PERAKUAN PENDAFTARAN

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

No. Pendaftaran : 0120190/05-SH028949
Nama Kontraktor : TAWAKAL BUMI SDN. BHD.
Alamat Berdaftar : 2ND FLOOR 9 JALAN WONG TING HOCK SUNGAI MITIAH
 96000 SIBU
 SARAWAK
Daerah : SIBU
Tarikh Mula Berdaftar : 05/07/2019

QRCD	KATEGORI	PENGGHUSUSAN
G7	B	B04
G7	CE	CE21 CE30 CE40
G7	ME	E03 E04 E05 E06 E10 E11 E12 E16 E17 E18 E21 E32 M15

Tarikh Mula Berkuskuasa : 03/08/2020
 Tarikh Habis Tempoh Perakuan : 04/07/2021
STATUS: BARU




Kenna Eksekutif
 Lembaga Pembangunan Industri Pembinaan Malaysia
 Tarikh: 03/08/2020



BORANG D (KAEDAH 13)

**PERAKUAN PENDAFTARAN
 AKTA PENDAFTARAN PERNIAGAAN 1956**

Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

NO. PENDAFTARAN: [REDACTED]

telah didaftarkan dari hari ini sehingga **5 FEBRUARI 2021** di bawah Akta Pendaftaran Perniagaan 1956, beralamat di [REDACTED]

Bil. Cawangan: TIADA



NOR AZIMAH BINTI ABDUL AZIZ
 Pendaftar Perniagaan
 Semenanjung Malaysia

Form D (K002) Rev. 04/04/2019 (M) 2008

Figure 3.3.3 CIDB and SSM registration letter.

5. Acceptance letter / Contract awarded



Figure 3.3.4 Sample letter of agreement.

Lastly, in this stage the contractor and the client will sign the letter of agreement of the project and the works can be start as soon as possible. This means that the contractor has been selected by the tenderer to manage the project to be carried out.

3.4 To ascertain the problem occurred during the tendering process

There are several common mistakes that can be made when tendering for construction projects which can harm the chances of the bid being successful.

1. Costings that aren't correct

Tenderers will usually be given a tender pricing paperwork to fill out. This makes comparing the various tender proposals easy for those assessing the bids. The final costs, as well as the remainder of the estimate, may be thrown out if this is inaccurate.

So, during the tendering process for the project, mistake in costing can cost a lot of problem such as the price for the project maybe over the budget that the contractor can provide. For instance, the budget for (IWK) Indah Water Konsortium tender project cost RM 4,567.00.000 only so if mistake happen during costing it can cause problem for the contractor financial.

To produce accurate measurements, enough time must be spent thoroughly reviewing the drawings and specifications. It's important to make sure that measurements are collected from the most appropriate tender documents and that the notes are thoroughly reviewed (for example, some plans may provide instructions as to whether or not to scale the drawings or use separate dimensions included in the specifications).

Obtaining accurate and competitive rates from subcontractors to include in the bid price is also critical. This means that the scope of work/services that subcontractors are expected to provide must be carefully stated in order to prevent including unneeded or erroneous charges in the tender proposal.

Any erroneous costings will raise questions about the tenderer's capacity to complete the project successfully.

2. Missing information

Tenderers can also be penalised or rejected if needed information is absent, such as an unanswered inquiry. It is possible that the bidder will be allowed to furnish the missing information, but this cannot be guaranteed. Another common blunder is forgetting to sign all of the tender's required documentation or using the wrong firm's name.

During the tendering process for (IWK) Indah Water Konsortium, tender the bank statement for the company shows that the contractor financial was lower than the price that the contractor offers for the project. It found out that the bank statement for the project actually on another bank account.

3. Mistakes in bill of quantities

A bill of quantities (sometimes known as a 'BoQ' or 'BQ') is a document created by a cost consultant (usually a quantity surveyor) that specifies project-specific measured quantities of the items listed by the drawings and specifications in the tender documents for construction work.

There was a mistake happen during the tendering process. The price rate for different type of materials inside the bill of quantities might be too high so it can cost the bidder price over the budget that the contractor want.

It's critical that bills of quantities are created using a standardised, widely accepted approach. This helps to avoid any ambiguities or misunderstandings, as well as conflicts that may arise as a result of differing interpretations of what was priced.

However, there are certain frequent errors in the bill of quantities that might be made. These are some of them:

- Quantity measurement that isn't correct.
- The inclusion of preliminaries that aren't relevant (this can be due to using preliminary items from a previous project which, although it may be similar, contains differences in scope).
- There isn't enough detail in the descriptions.

CHAPTER 4.0

CONCLUSION

To summarise, the tendering process is a key tool for obtaining a fair price and the best value for the work. When it comes to construction services, lot feeders should try to get the most bang for their buck. This necessitates a clear project definition and the selection of the optimal project delivery strategy. Varied clients and project situations necessitate different criteria weights, but it is critical to be faultless and professional in all aspects of the tendering process, particularly during the first stage of tendering when the contractor must communicate and connect with the client. As an early impression, the contractor will convey their credibility and company's ability to the client at this point.

The objective of this report is to identify an appropriate tender document for different class of contractors, to determine the tendering process and to ascertain the problem occurred during the tendering process. Method uses has been use in this report are by unstructured interviews, observation research, and document references so that it will help others contractor to learn and manage to prepare tendering process for the right way.

There are numerous tender processes that might be explored, however the most appropriate stage for the project is deemed to be simply five stages. Tendering allows contractors to be competitive and realistic in document pricing while preserving product, supplier, and service quality.

The course concludes that collaboration between the project owner and the client could influence the tender document and contract. Contractors must have a positive attitude toward their clients because it will affect their relationship and trust.

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