



**DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

TENDERING

Prepared by:

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2019250968

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

JANUARY 2022

It is recommended that the report of this practical training provided

By

NURUL SYAMIMI HANA BT NGAINI
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entitled

TENDERING

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

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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 IRC Jurutera Perunding for duration of 20 weeks starting from 23 August 2021 and ended on 7 January 2021. 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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UiTM ID No : 2019250968

Date : 10/1/2022

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I would like to thank Ir Che Kob Bin Ismail for the opportunity given, to conduct my training in his company. His team of professionals comprising of En Zamri Bin Che Kub, En Muhammad Izzatuddin B. Mat Jalan, En Afiq Imran Aminin Bin Salam, Pn Nurulhuda Jamaludin, Cik Nurul Syazwani BT Mohd Azuan, Pn Che Nor Syahida Bt Che Rahim Nawi and Pn Nor Amirah Athirah Bt Noor Aidi Kesukma, have enabled me to learn and develop my understanding and knowledge in civil, structural, water resources, wastewater, highway and geotechnical engineering. A lot of new things I get to learned since the company firm focuses on as a consultant engineer. It is an honour for me to be given the opportunity to 'work' with all of you.

Secondly I would also like to thank all the UiTM lecturers that have taught and nurtured me in becoming a better student and person. I would also like to extend my deepest appreciation to the lecturers who are directly involved during my training stint. To Cik Nor Azizah Binti Talkis, Supervising Lecturer, Puan Nurhasyimah Binti Ahmad Zamri, Evaluation Lecturer, Dr Nor Asma Hafizah Bt. Hadzaman, Practical Training Coordinator and Dr. Dzulkarnaean Bin Ismail, Programme Coordinator, En. Ezzat Fahmi Ahmad, Report Supervising Lecturer, I value the time, effort, encouragement and ideas that they have contributed towards the successful completion of my training, this report and the valuable knowledge that have been shared over the last few semesters.

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

Thank you so much.

ABSTRACT

Studies has been conducted on tendering terms in construction industry sector. Tendering, in its most basic form, is the process through which an organization in need of products or services requests other parties to submit a proposal or bid to supply those goods or services. A Request for Tender is the formal name for this invitation (RFT). This is the document(s) the Buyer releases, inviting Suppliers to submit their responses. An RFT will typically include documents such as Conditions of tender, Form of tender , Scope of tender , Evaluation criteria and Conditions of contract. Most institutions have a well-defined tender procedure, as well as mechanisms to control the opening, assessment, and ultimate selection of vendors, for projects or procurements. This guarantees a fair and transparent selection procedure. When it comes to tender offers for takeovers, the terms of the offer are clearly stated, including the acquisition price, the number of shares demanded, and a response deadline. There are 2 objectives in this report study case on tendering that is to observe the content that is needed in preparing a tender and to determine the process of tender as a consultant. The conduction of this study has is been made by doing documents review and also interviewing company staff members.

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CHAPTER 1.0

INTRODUCTION

1.1 Background of Study

For all the time doing practical in IRC Jurutera Perunding ,Tendering is likely the most important things to do to apply for a project in the company. In this study, the tendering will be focus on Consultant Tender since the company firm provide services in civil, structural, water resources, wastewater, highway and geotechnical engineering. The definition of a tender is an offer made by a potential provider in response to a request for proposals. It provides a supply offer for goods or services. Generally, there are many types of Tender and what they are made for depends on client/buyers request. There are a few common types of tender that are usually use in Malaysia. The tenders are Open Tender, Selective Tender and Negotiated Tender

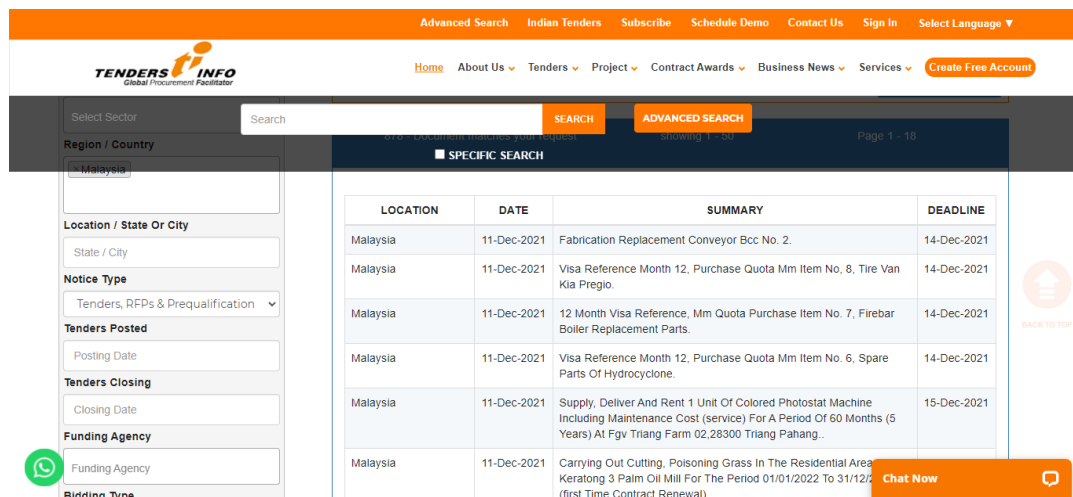
To briefly explain the differences in these types of tender, the first one Open Tender is the foremost tendering method that is usually implemented by both the government and private sector. The tender allows anyone to submit a tender to provide the required goods or services. In most cases, an advertisement will be issued informing the public that a contract is being tendered and allowing any organisation to submit a tender. Second common tender is Selective tender that is known to only approve tenders from providers who have been invited to provide it. A list of potential suppliers is compiled that has been pre-selected based on their track record as being suitable for a contract of the size, style, and complexity required. Lastly is Negotiated Tender. From tendering to dispute settlement, Negotiated Tender are widely employed in the engineering and construction business. For highly specialised contracts or to expand the scope of an existing contract, negotiating with a single supplier may be acceptable. The project tender that is performed as case study in this report uses Open Tender in they're client Request of Tender.

1.2 Objectives

- a. To observe the content that is needed in preparing a tender
- b. To determine the process of tender as a consultant

1.3 Scope of Study

The study in this report is focused on a Tender Project that is proposed on location at Mukim Labok, District Labok, Jajahan Machang state in Kelantan Darul Naim. It is a project tender proposal in doing a ‘Taman Perindustrian IBS ‘ on a land area as wide as 80.78 hectare. This study is conducted to observe the content that is needed in preparing a tender and to determine the process of tender as a consultant. There are many factors or component and content that is needed in making a tender. The factors of content needed in making tender are mostly the capability, information of the provider and what do the participant offer for the tender that complies the buyers/client needs. The objective to determine the process of tender as a consultant has many steps of process depending on the project and client. The first steps are first and foremost when the client offer an open tender or tender advertisement on the list of requested needs/services for the tender to the provider/candidates. Then the candidates will start to analyse the tender offer and start to plan and prepare the tender. These are short and briefly the process of tendering.



The screenshot displays the TendersInfo website interface. At the top, there is a navigation bar with links for 'Advanced Search', 'Indian Tenders', 'Subscribe', 'Schedule Demo', 'Contact Us', 'Sign In', and 'Select Language'. Below this is a search bar with a 'SEARCH' button and an 'ADVANCED SEARCH' button. The main content area shows a table of tender listings under the heading 'SPECIFIC SEARCH'. The table has four columns: 'LOCATION', 'DATE', 'SUMMARY', and 'DEADLINE'. The listings are for various projects in Malaysia, including conveyor belt replacement, boiler parts, and grass cutting services. A sidebar on the left contains filters for 'Region / Country', 'Location / State Or City', 'Notice Type', 'Tenders Posted', 'Tenders Closing', and 'Funding Agency'. A 'Chat Now' button is visible in the bottom right corner of the table area.

LOCATION	DATE	SUMMARY	DEADLINE
Malaysia	11-Dec-2021	Fabrication Replacement Conveyor Bcc No. 2.	14-Dec-2021
Malaysia	11-Dec-2021	Visa Reference Month 12, Purchase Quota Mm Item No. 8, Tire Van Kia Pregio.	14-Dec-2021
Malaysia	11-Dec-2021	12 Month Visa Reference, Mm Quota Purchase Item No. 7, Firebar Boiler Replacement Parts.	14-Dec-2021
Malaysia	11-Dec-2021	Visa Reference Month 12, Purchase Quota Mm Item No. 6, Spare Parts Of Hydrocycione.	14-Dec-2021
Malaysia	11-Dec-2021	Supply, Deliver And Rent 1 Unit Of Colored Photostat Machine Including Maintenance Cost (service) For A Period Of 60 Months (5 Years) At Fgv Triang Farm 02,28300 Triang Pahang..	15-Dec-2021
Malaysia	11-Dec-2021	Carrying Out Cutting, Poisoning Grass In The Residential Area Keratong 3 Palm Oil Mill For The Period 01/01/2022 To 31/12/2022 (first Time Contract Renewal).	

Figure 1.3: Example of tender advertisement

Source: <https://www.tendersinfo.com/global-malaysia-tenders.php>

1.4 Methods of Study

There are few different methods that are used to get the data, information and outcome for this study case. The methods are:-

1. Document review

For tendering to get the most information on the project tender is by document reviewing. This method works like a charm since tender has a lot of documentation involvement in making/preparing a tender. This project tender that is chosen for the study case is an Open Tender, the offer tender has all the specification of the content needed in preparing and making this project tender.

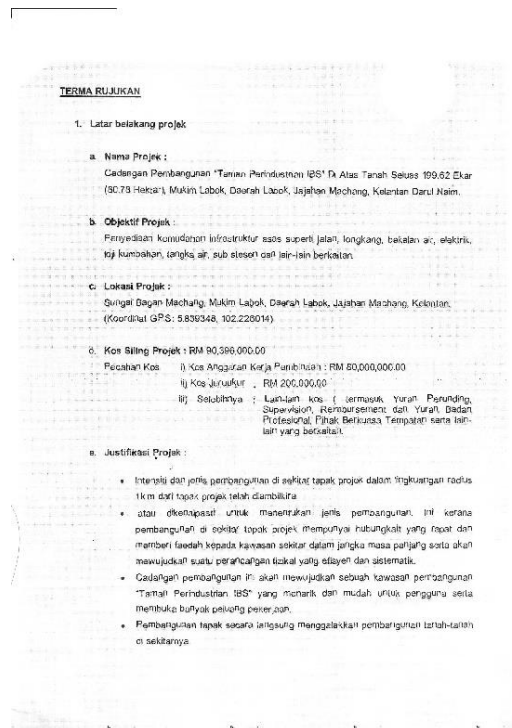


Figure 1.4: Specification of tender in Letter of invitation

2. Interviewing

By doing interviewing method to people makes the data and information that already has more accurate since we can get confirmation in interviewing people. Few question are asked on the company staff that is involved in this project tender and also staff that has more knowledge on consultant tender.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company

IRC JURUTERA PERUNDING registered with the Board of Engineers Malaysia, Ministry of Finance (MOF), SIRIM Bhd, Suruhanjaya Perkhidmatan Air Negara (SPAN) and TNB is an engineering consulting firm providing services in civil, structural, water resources, wastewater, highway and geotechnical engineering. The firm is founded by Ir. Che Kob Bin Ismail whose personal working experience included overseas stints. The key strength of the firm lies in having Director and Associates with extensive range of experiences in civil and structural engineering fields such as airport design, high-rise buildings, sport complexes, steel structures, major irrigation system, roads, highways, etc.

In addition, the same key figures are also highly experienced in all scopes of project management after being comprehensively involved in managing about RM 2.5 billion worth of government contract. To complement its work force, the firm also engages specialist consultants of relevant experience on project basis. In addition to serving as support specialists, these specialist consultants also facilitate the transfer of knowledge to IRC Jurutera Perunding own staffs to further enhance their technical know-how and capability.



Figure 2.1: IRC Jurutera Perunding Logo

2.2 Company Profile

Company Name : IRC JURUTERA PERUNDING

Registration Address : No.83B, Jalan Diplomatik, Presint 15,

62050 Putrajaya, Wilayah Persekutuan Putrajaya

Tel. No : 03 – 88618424 / 03 – 88618425

Fax. No : 03 – 88618426

E-mail : ircjp888@gmail.com

Contact Person : Ir. Che Kob Bin Ismail

Designation : Director

Type of Organization : Sole Proprietor

Date of Incorporation : 17/02/2005

Status Company : 100 % Bumiputera

Services :

- a) Civil and Structure
- b) Geotechnical and Foundation works
- c) Roads, Highways and Bridges
- d) Flood Mitigation and River Embankment
- e) Reservoir and Water Supply
- f) Project Management
- g) Telecommunication Infrastructural Project

Company Board of Director :

Table 2.2: Company Board of Director

No	Name	Position	Shares held
1.	Ir. Che Kob Bin Ismail	Director	RM 300,000.00 (100%)

Location

IRC Jurutera Perunding is an office above shops that is located at Presint 15 on top of Decleor retail. On address No.83B, Jalan Diplomatik, Presint 15, 62050 Putrajaya, Wilayah Persekutuan Putrajaya.



Figure 2.2: IRC Jurutera Perunding Location

Source: https://www.google.com/maps/@2.9454577,101.7240785,3a,75y,147.87h,99.23t/data=!3m6!1e1!3m4!1sqw7PMhEhcjOtgUrNnX3m_w!2e0!7i16384!8i8192?hl=en

2.3 Company Organisation Chart

CARTA AHLI PASUKAN

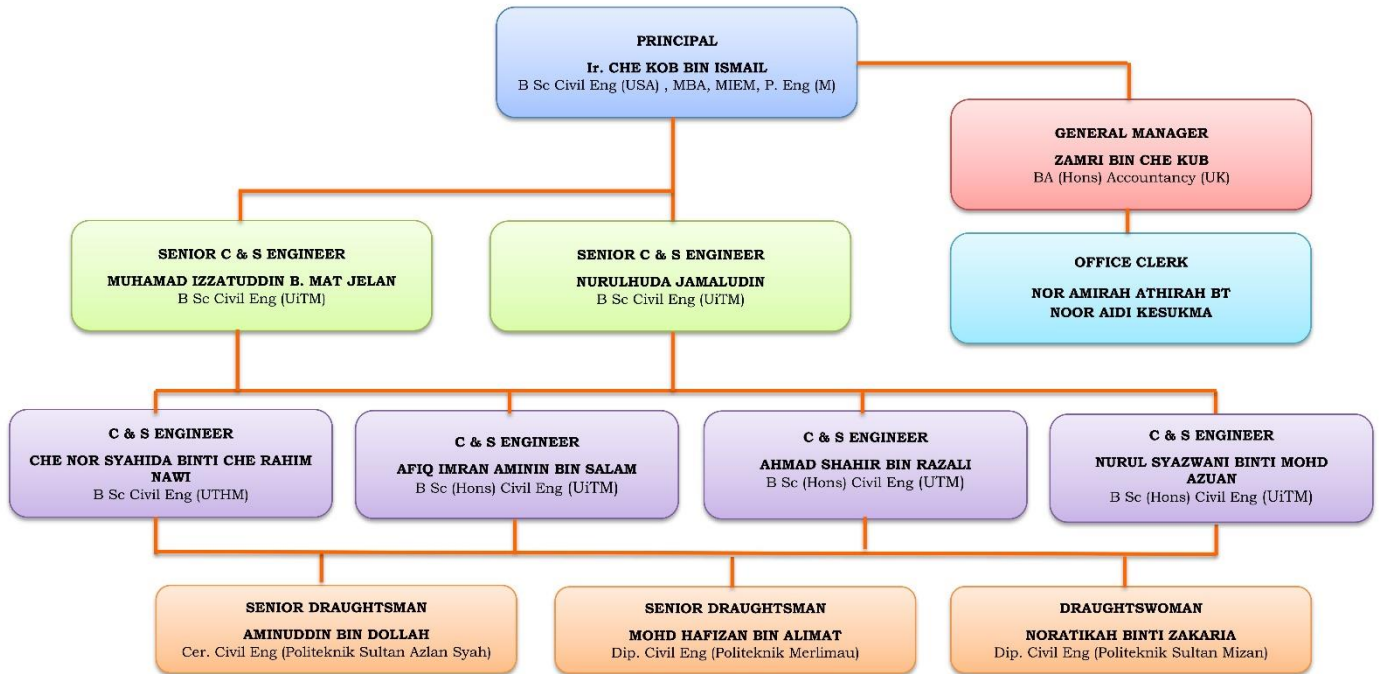


Figure 2.3 : IRC Organisation Chart

The highest in the hierarchy is the owner or principal of **IRC Jurutera Perunding** company is Ir. Che Kob Bin Ismail who graduated in Civil Engineering from The Catholic University of America, Washington DC, U.S.A in 1990 . Second in line is the general manager who does accounting for the company, that is Zamri Bin Che Kob have a BA (Hons) Accountancy Studies from University of Portsmouth, United Kingdom in 1996 and Diploma in Accountancy from Universiti Teknologi MARA in 1992 and an Assistant Office Management/Clerk. There are 2 Senior Civil & Structure Engineer that graduated form UiTM and have been working at IRC for more than 4 years. The others are 4 staff in Civil & Structure Engineer, 2 Senior Draughtsman and 1 Draughtswoman.

2.4 List of Projects

2.4.1 Completed Projects

Table 2.4.1: Completed Projects

No.	Project Title	Client	Project Cost (RM)
1	Cadangan Membina Sekolah Jenis Kebangsaan (C) Desa Jaya II, Bandar Sri Damansara, Daerah Petaling, Selangor Darul Ehsan Untuk Kementerian Pendidikan Malaysia.	Kementerian Pendidikan Malaysia (KPM)	RM 13.15 million COMPLETED
2	Cadangan 1 Unit Pondok Polis 1 Tingkat dan 2 Unit Kuarters Berkembar 2 Tingkat, Stor Barang Kes Dan Rumah Sampah , Gulau, Mukim Sok, Daerah Sik, Kedah Untuk Kementerian Keselamatan Dalam Negeri Malaysia.	Kementerian Keselamatan Dalam Negeri Malaysia	1.85 Million COMPLETED
3	Cadangan Sebuah Surau Untuk Sekolah Kebangsaan Taman Prima, Gombak, Selangor Darul Ehsan Untuk Kementerian Pendidikan Malaysia	MZJA Arkitek	0.20 Million COMPLETED
4	Cadangan 75 Unit Chalet, Kembara Dive Centre, Dan Restoran Di Pulau Perhentian Kecil, Besut, Terengganu Untuk Dimensi Impian Sdn Bhd	Dimensi Impian Sdn Bhd	3.5 Million COMPLETED
5	Cadangan 1 Blok Pejabat 9 Tingkat Termasuk 1 Tempat Letak Kereta Basemen Dan 2 Blok 18 Unit Kedai Pejabat 6 Tingkat Termasuk 1 Tempat Letak Kereta Basemen Di Atas Lot 23204, Mukim Sg Buluh, Bandar Sri Damansara, Petaling, Selangor Darul Ehsan Untuk Rentak Arena Sdn Bhd	Rentak Arena Sdn Bhd	35 Million COMPLETED

2.4.2 Project in Progress

Table 2.4.1: Project in Progress

No.	Project Title	Client	Project Cost (RM)	Stage of Work
1	Cadangan Pembinaan Baru Masjid Di Atas Tapak Madrasah Hospital Kuala Lumpur (HKL) Wilayah Persekutuan Kuala Lumpur.	Majlis Agama Islam Wilayah Persekutuan	12 Million	Construction 65%
2	Cadangan Membina Bangunan Pejabat RRIMINIS yang Mengandungi Pejabat Pentadbiran, Dewan Serbaguna, Stor Barangan Rampasan dan Kuarters untuk Lembaga Getah Malaysia.	Jabatan Kerja Raya	30 Million	Construction 50%
3	Cadangan Membina Dan Menyiapkan 100 Unit Rumah Teres Setingkat dan Kerja-Kerja Yang Berkaitan Bagi Program Perumahan Rakyat Di Chendor, Sg Karang, Kuantan Pahang Untuk Tetuan Kementerian Kesejahteraan Bandar, Perumahan Dan Kerajaan Tempatan	Kementerian Kesejahteraan Bandar, Perumahan Dan Kerajaan Tempatan (KPKT)	15 Million	Construction 30%
4	Cadangan Pembinaan Muka Sauk Baru Di Loji Rawatan Air Semanggar, Kota Tinggi, Johor	CH Konsult / Pengurusan Aset Air Berhad	7.5 Million	Constructuion 75%
5	Cadangan Pembinaan Kemudahan Pengurusan Enapcemar di LRA Panchor 2, & 3 LRA parir Raja dan LRA Air Panas A dan Rekabentuk Tapak Pelupusan Enapcemar di Negeri Johor	CH Konsult / Pengurusan Aset Air Berhad	12 Million	Tender Stage 25%

CHAPTER 3.0

CASE STUDY TENDERING

3.1 Introduction to Case Study

The project for this case study that is chosen is located at Machang, Kelantan Darul Naim. This tender full title project is “ **Perkhidmatan Perunding Secara Lead Consultant (LC) Bagi Projek Cadangan Pembangunan ‘Taman Perindustrian IBS’ Di Atas Tanah Seluas 199.62 Ekar (80.78 Hektar), Mukim Labok, Daerah Labok, Jajahan Machang, Kelantan Darul Naim** ”. This project is an Open Tender type of Tender. The estimation duration of this project is 4 years. There is also period of time for the open tender offer to be valid that is 90 days after the closing date of the tender. For the consultant fee payment methods in this project is fixed and the developer for this project is ‘ Perbadanan Kemajuan Iktisad Negeri Kelantan ’.

KETUA PEGAWAI EKSEKUTIF KUMPULAN
قربدان كماجان اقتصا نكري كلتن
PERBADANAN KEMAJUAN IKTISAD NEGERI KELANTAN
Tingkat 11, Bangunan PKINK, Jalan Tongka Maharaja, Peta Surat 142,
15710 Kota Bharu, Kelantan Darul Naim,
Tel: 09-741 4040 Fax: 09-741 4140
Laman Web: <http://www.pkink.gov.my> Email: abuaziz@pkink.gov.my

LAMPIRAN 2

SURAT PELAWAAN MENGENGEMUKAKAN CADANGAN
SECARA TENDER TERBUKA

PKINK 222/237/1
5 Safar 1443H / 12 September 2021

(Nama & Alamat Firms)

.....IRC JURUTERA PERUNDING.....
838, JALAN DIPLOMATIK
.....PRESINT-16.....
62050 PUTTRAJAYA
NO. TEL: 03-8861 8424
NO. FAX: 03-8861 8426

Tuan,
PROJEK: CADANGAN PEMBANGUNAN "TAMAN PERINDUSTRIAN IBS" DI ATAS TANAH SELUAS 199.62 EKAR (80.78 HEKTAR), MUKIM LABOK, DAERAH LABOK, JAJAHAN MACHANG, KELANTAN DARUL NAIM.
Per: Pelawaan Mengemukakan Cadangan Bagi Perkhidmatan Perunding

Adalah saya dengan homatnya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa PKINK berhasrat memelawa tuan untuk mengemukakan cadangan bagi perkhidmatan perunding untuk melaksanakan projek seperti berikut:

Bil	Perkara	Maklumat
1	Nama Projek:	Cadangan Pembangunan "Taman Perindustrian IBS" Di Atas Tanah Seluas 199.62 Ekar (80.78 Hektar), Mukim Labok, Daerah Labok, Jajahan Machang, Kelantan Darul Naim.
2	Tempoh Projek:	4 Tahun
3	Kategori Projek:	Projek Fizikal
4	Kod & Nama Bidang Perkhidmatan Perunding:	Kod Bidang 330101 – Kejuruteraan Awam
5	Kaedah Penilaian:	Tender Terbuka
6	Kaedah Bayaran Yuran Perunding:	Fixed Fee
7	Terma Rujukan:	Rujuk Lampiran 3
8	Tempoh Sisi Laku Tawaran Yang Ditetapkan Oleh Agensi:	90 Hari daripada tarikh tutup tender

Figure 3.1: Letter of invitation to submit proposal by open tender

3.2 The content that is needed in preparing a tender

There are many aspects that can change the content that is needed in a tender document. One of it is what project does the client intend to make a tender for. This project tender focus on the services as a lead consultant for project “ **Cadangan Pembangunan ‘Taman Perindustrian IBS’** ” . In general these are content that is mostly needed for preparing tender document :-

- Letter of invitation to tender
- Form of tender
- Form of contract, contract conditions and amendments
- Tender pricing documents ie. Bills of Quantities, Schedule of Quantities / Rates (or contract sum analysis on design and build projects)
- Schedules of work
- Specifications
- Drawings/plans

The first document is the letter of invitation to tender are provided by the client that needs to be signed by provider/candidates. Form of tender is a document that allows the tenderer to fill in data about their offer, such as the lump money for which they are proposing to execute the service. Next form of contract, contract conditions and amendments are forms the contract, conditions and amendments that are made between client and provider. The fourth is tender pricing documents such as the bills of quantities or rates of the pricing on item for the project hat the provider calculate. Schedules of work document is work schedules 'without amounts' On smaller projects or for alterations and restoration, instructional lists are frequently provided. Sixth is specifications document that provides suppliers with a description of the services or goods required, to allow them to propose the most appropriate solution or products at the best price. Lastly drawings or plans is layout and design on projects construction drawings.

It seems simpler from general view of tender documents to prepare them but for this project there are more documents that are needed to prepare them according to the tender guide that was provided by the client. This project tender document is separated in 2 tender document that is Technical Proposal for all the provider/consultant information, specifications, data and etc. The second is Cost Proposal for bill of quantities, rate and price.

Cover tender document **Cadangan Pembangunan ‘Taman Perindustrian IBS’ Di Atas Tanah Seluas 199.62 Ekar (80.78 Hektar), Mukim Labok, Daerah Labok, Jajahan Machang, Kelantan Darul Naim**

Cost Proposal

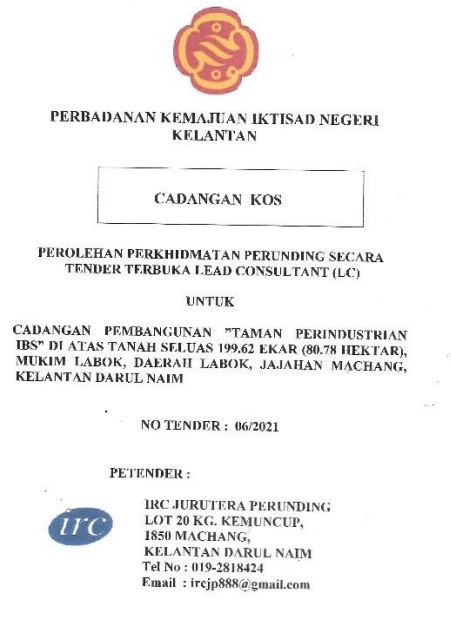


Figure 3.2.1: Cover tender for Cost Proposal

Technical Proposal

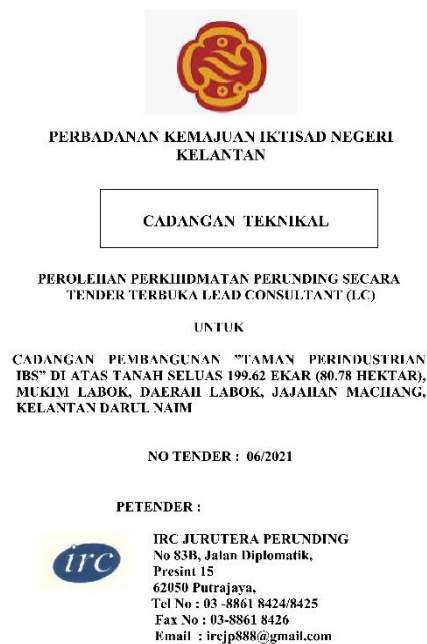


Figure 3.2.2 Cover tender for Technical Proposal

Tender Consultant Document in project **Cadangan Pembangunan ‘Taman Perindustrian IBS’ Di Atas Tanah Seluas 199.62 Ekar (80.78 Hektar), Mukim Labok, Daerah Labok, Jajahan Machang, Kelantan Darul Naim**

Cost Proposal

1. Cost Proposal Preparation Guide

Lampiran C

PANDUAN PENYEDIAAN CADANGAN KOS

Dokumen Yang Perlu Diserahkan	Sila Tandai (✓)		
	Dianda oleh Pender	Jawatankuasa Pembuka Tender	Muka Surat di Cadangan Kos
1. Pengiraan Keseluruhan Anggaran Kos Perunding (termasuk Yuran Perunding dan Kos Imbuhan Balik)	✓		
2. Hargiraian Yuran Perunding Mengikut Skala Piawai Yang Dibenarkan	✓		
3. Pengiraan Anggaran Kos Imbuhan Balik	✓		
4. Satu (1) pendrive mengandungi soft copy Cadangan Kos yang telah lengkap diisi oleh pender	✓		
5. Amaan potongan diskaun (jika berkenaan)	✓		

Figure 3.2.3: Cost Proposal Preparation Guide

3. Calculation of Overall Cost Estimate

RINGKASAN KOS PERKHIDMATAN PERUNDING

PROJEK : PEROLEHAN PERKHIDMATAN PERUNDING SECARA TENDER TERBUKA LEAD CONSULTANT (LC) BAGI PROJEK CADANGAN PEMBANGUNAN ‘TAMAN PERINDUSTRIAN IBS’ DI ATAS TANAH SELUAS 199.62 EKAR (80.78) HEKTAR, MUKIM LABOK, DAERAH LABOK, JAJAHAN MACHANG, KELANTAN DARUL NAIM

NAMA PERUNDING : IRC JURUTERA PERUNDING

Bil	Huraian	Amaan (RM)
A	Yuran ikhtisas Perunding	
B	Lain-lain Perkhidmatan Professional	
1.	Perkhidmatan Perunding Mekanikal & Elektrikal	
2.	Perkhidmatan Perunding Jukuukur Bahan	
3.	Environment Impact Assessment (EIA)	
4.	Traffic Impact Assessment (TIA)	
5.	Traffic Management Planning (TMP)	
6.	Road Safety Audit (RSA)	
	Jumlah (B)	
C	Kos Penyeliaan Tapak	
	Jumlah (C)	
D	Jumlah (A+B+C)	
E	6% Cukai Perkhidmatan (SST)	
F	Kos Imbuhan Balik	
	JUMLAH KOS PERUNDING	

Ch

Figure 3.2.4 Calculation of Overall Cost Estimate

4. Site Supervision Costs

KOS PENYELIAAN TAPAK BERDASARKAN INPUT MASA

Tempoh Penyeliaan Pembinaan : 24 Bulan
Tempoh Tanggungan Kecacatan : -

Bil	Nama	Status Jawatan	Tempoh Pengalaman	Gaji Pokok (RM)	Faktor Penganda	Input Masa	Jumlah (RM)
A	Kakitangan Ikhtisas						
1	Assistant Resident Engineer (C & S)	Sementara	5 years		2.2	24	
Jumlah Yuran Kakitangan Ikhtisas							
B	Kakitangan Ikhtisas						
1.	Inspector of works Mechanical & Electrical	sementara	7 Tahun (diploma)		1.8	18	
Jumlah Yuran Kakitangan Separa Ikhtisas							
JUMLAH KESELURUHAN KOS PENYELIAAN TAPAK							
Jumlah dibawa ke Ringkasan Kos Perkhidmatan muka surat RF/1							




Figure 3.2.5: Site Supervision Costs

5. Calculation of Estimated Cost of Reimbursement

RINGKASAN PENGIRAAN IMBUHAN BALIK PERUNDING

PROJEK : PEROLEHAN PERKHIDMATAN PERUNDING SECARA TENDER TERBUKA LEAD CONSULTANT (LC) BAGI PROJEK CADANGAN PEMBANGUNAN " TAMAN PERINDUSTRIAN IBS " DI ATAS TANAH SELUAS 199.62 EKAR (80.78) HEKTAR, MUKIM LABOK, DAERAH LABOK, JAJAHAN MACHANG, KELANTAN DARUL NAIM

NAMA PERUNDING : IRC JURUTERA PERUNDING

Bil	Huraian	Jumlah (RM)
A	KOS PENGANGKUTAN / PERJALANAN i. Tuntutan Perjalanan Kapal Terbang ii. Tuntutan Perjalanan Kenderaan	-
B	ELAUN PENGINAPAN DAN SARA HIDUP i. Tuntutan Elaun Perunding Tempatan ii. Tuntutan Elaun Perunding Asing	-
C	KOS PERHUBUNGAN	-
D	KOS DOKUMENTASI DAN PENYEDIAAN LAPORAN	-
E	UJIAN TEKNIKAL DAN LAIN-LAIN UJIAN (Jika berkaitan) i. Ujian Material (Sediakan kiraan terperinci mengikut PDB 3.2/2015 – Manual Perolehan Perkhidmatan Perunding)	-
F	KOS SEWAAN PEJABAT DAN UTILITI (Jika berkaitan)	-
G	KOS BAGI MENJALANKAN KAJIAN SELIDIK (Jika berkaitan) i. Soil Investigation (SI) ii. Underground Utilities Mapping (Sediakan kiraan terperinci mengikut PDB 3.2/2015 – Manual Perolehan Perkhidmatan Perunding)	-
JUMLAH IMBUHAN BALIK Jumlah Di Bawa Ke Ringkasan Kos Perkhidmatan Perunding muka surat RF/1		



Figure 3.2.6: Calculation of Estimated Cost of Reimbursement

Technical Proposal

1. Technical Proposal Preparation Guide
2. Answer Form
3. Certificate Form
4. Letter Account of Consultant's Interest
5. Company Profile
6. Tenderer information
7. List of 3 Years Recent Projects
8. List of Government and Private Projects On Hand
9. List of Tenderer's Experience in Implementing Projects Whether Government,
Private or Foreign Countries
10. Curriculum Vitae of Staff Involved
11. Summary Curriculum Vitae of Staff Involved
12. Team Member Chart Along With Roles And Responsibilities
13. List of Government and Private Projects On Hand
14. Proposed Project Implementation Schedule
15. Proposed Methodology
16. Latest 3 Years Financial Statement
17. Latest 3 Months Bank Statement
18. KWSP & SOCSO 3 Month latest Statement
19. List of Staff Basic Salaries
20. List of Awards/ Recognitions Received by Firm
21. Quality Assurance Program

3.3 Determine the process of tender as a consultant

The buyer/client has a robust tendering process in place to ensure that it is providing the greatest value for money. In general, it starts with a requirements analysis, then moves on to supplier selection, the tender, and finally contract award and contract monitoring.

Purpose of tendering process is to select a suitable supplier at a time appropriate to the situation of the project and also to obtain from the supplier selected at the proper time, an acceptable tender or offer upon which a contract can be let.

For open tenders allow any supplier that expresses an interest in tendering to be sent the Invitation to Tender documents. The supplier will simply write a letter mentioning the contract, showing interest, and include the necessary contact information. There are no restrictions placed on who can submit a tender, however, suppliers are required to submit all required information and are evaluated against the stated selection criteria.

So below is a diagram summary of the tendering process, with a simple explanation of each step :



Figure 3.3: Summary of Tendering Process

Source: <https://illion.tenderlink.com/blog/demystifying-the-tender-process/>

Each tender whether it is the same type of tender or not, they all have their own tendering process that have a bit changes depends on the buyer/client request on evaluate in the process. As a consultant there are difference also in the process of tender compared to standard or usual process of tender. Since consultant serves services in tender according to clients needs. These are the process of tender as a consultant.

1. Participate in tender offer

This might be done through an online portal or directly with the tendering organisation, but for this tender project, it was released as a request for proposal, and the firm general manager took an interest in it by creating a response form for the customer to tell them. The invitation tender form's specification and details are retrieved from the internet and attached to the response form.

2. Preparation document of tender

The step in the tendering process where the participant/supplier must describe how they will deliver the contract, including technical solutions and pricing recommendations, is known as a tender document (or ITT, or tender offer). The general manager of the firm prepares the document tender and provides high-quality, convincing narrative replies to show why the company is the best candidate for the contract.

3. Tender submission

Once the tender documents are sealed and sent at the location stated in the tender notice and/or tender documentation after they have been completed. Tenderers submit the documents in person or through a representative, or by mail. This tender project is forwarded to the client by mail.

4. Tender evaluation

Following the submission of the tender document, it will be evaluated based on financial and quality factors against the marking criteria, as well as the submissions of the other competitors, in order to create a short list. Typically, the authority would compile a scorecard of all tender replies so that participants and suppliers may know

how they fared in the review. For each project, the client's goals, priorities, and concept of value will be different, hence the assessment criteria will vary.

5. Negotiation

Competitors that are short listed goes to final selection, down to one potential supplier, will be made, and the selected company will most likely be subject to negotiation. There are limit of tender negotiations depend on the nature of each individual tender procurement process. A formal tender may not offer any scope for negotiation. Only small negotiations can be make in most tender. This is the step in the tendering process that can imply the difference between a good deal and one that isn't.

6. Contract award

When the final selection and negotiation is completed that is after the client is satisfy and has come to a final agreement on both side the client will award the tender to the one potential company.

CHAPTER 4.0

CONCLUSION

To conclude for all the 20 weeks of being an internship in IRC Jurutera Perunding Company, this report has been done to reflect on the things that has learnt the most in those period of time. The first thing that can be assure of by the objective of this report is the observation towards the content that is needed in preparing a tender has been done and confirmed that all the required items are mostly depended on the client needs or the goods/services that they want. There are general content in a tender that is commonly needed, that are Letter of invitation to tender, Form of tender, Form of contract, contract conditions and amendments, Tender pricing documents ie. Bills of Quantities, Schedule of Quantities / Rates (or contract sum analysis on design and build projects), Schedules of work, Specifications and Drawings/plans. The content that is in the Project that was chosen is more in detailed and have many more documents that are needed compared to the general common needed content in tender.

The second thing that has been secured in this report by the objective determine the process of tender as a consultant. The importance of the tendering process is to find a suitable supplier at a period that is appropriate for the project's condition, as well as to acquire an acceptable tender or offer from that supplier at the right time, on which a contract may be let. Every tender, regardless of whether it is the same sort of offer or not, has its unique tendering procedure that varies depending on the buyer/desire client's for evaluation during the process. There are differences in the tender process as a consultant compared to the conventional or customary tender procedure. There are 6 steps on tender process as a consultant in the chosen project. In sequence start with participating in tender offer, preparation on tender document, tender submission, tender evaluation, negotiation and last is contract award on tender.

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