



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

REPORT TITLE:

**TENDERING PROCESS FOR “CADANGAN MENAIKTARAF
LAMAM MBPJ DAN KERJA-KERJA BERKAITAN UNTUK
TETUAN MAJLIS BANDARAYA PETALING JAYA ”.**

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(PERAK)
DECEMBER 2019

It is recommended that the report of this practical training provided

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MBPJ DAN KERJA-KERJA BERKAITAN UNTUK TETUAN MAJLIS
BANDARAYA PETALING JAYA ”.**

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AUGUST 2019
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 Firaz Construction for duration 20 weeks starting from 5 August 2019 and ended on 20 December 2019. It is submitted as one of the prerequisite requirements of BGN 310 and accepted as a partial fulfilment of the requirements for obtaining the Diploma in Building.

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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

Tender is an offer to supply for good or services. It is a submission document that include the rate of the services and material. An invitation to tender might be issued for a range of contracts, including equipment supply, the main construction contract This report conducted for tendering process For “Cadangan Menaiktaraf Laman Mbpj Dan Kerja-Kerja Berkaitan Untuk Tetuan Majlis Bandaraya Petaling Jaya ”. The objectives of this report are to discuss on the process that involve in the completing tender document. On the other hand, the report discuss the process of tendering by contractor. Other than to identify the supporting document involve in the tender. Lastly, to identify the mistakes and solutions by the contractor in tendering process. This report contain 4 chapter, which are chapter 1 & 2 essentially all about the introduction of the report consist of objectives, scope of study, method of study and background of company. Chapter 3 & 4 contains the case study and conclusion as the subject matter discussed are in specialized field. The flowchart of process and figure is to enable readers to have a better understanding of the subject matter. Overall the method of study used are by observation, internet, interview and books & journal to gives some input in this report. This report contains all the information about the tendering process form the beginning until the completion of tender.

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CHAPTER 1.0

INTRODUCTION

Tender is an open request for proposal advertised by an organisation in the local newspaper or any online advertisement such as Tender Online Selangor. The tender advertisement invites all potential and interested contractors to submit their bid for supplying goods or services.

There are three types of tendering normally used in construction in Malaysia:

- i. Open Tendering – The employer advertises his proposed project, and permits as many contractors as are interested to apply for tender documents.
- ii. Selective Tendering - The employer publicizes his project and invites contractors to apply to be placed on a selected list of contractors who will be invited to bid for the project. Contractors applying are given a list of information they should supply about themselves in order to be shortlisted.
- iii. Negotiated Tendering - the employer inviting a contractor of his choice to submit prices for a project. Typically, this is for specialized work or when particular equipment is needed as an extension of existing works, or for further work following a previous contract. (Gopal Mishra, 2019)

Tender usually purchase by G3 until G7 companies willing to provide the budgets for the projects that involve more than 1 million. It is issued for a number of contracts, like construction contract, supplying machinery and others. The entire process of inviting tender, submitting the tender and filling bill of quantities is a part of tendering process.

The bill of quantities (BQ) in the tenders usually be done by the quantity surveyor at the contractor's company. The quantity surveyor will go through all the tenders by the drawings, terms and conditions, specifications and the bill of quantities (BQ). Usually, to gain high profit, the quantity surveyor need to find out the most suitable and best prices that suit with the client's budgets. The documents have to fill completely and confidently to avoid miss documents that will lead to loss and disqualified to get the works. The quantity surveyor should have a high knowledge as quantity surveyor to avoid all those mistakes.

The best and most suit with the client's budget due to the tenders submitted will win the tender and the works will be proceed been a contract document. There are three types of tendering process by the clients to the contractors, however the aim of this is to discover the whole process that involve in completing open tender documents types for "Cadangan Menaiktaraf Laman MBPJ Dan Kerja-Kerja Berkaitan Untuk Tetuan Majlis Bandaraya Petaling Jaya."

1.1 Background and Scope of Study

This report contains information about the process and procedures of documenting tenders from the advertisement until submission of the tenders at the Petaling Jaya City Council (MBPJ) of the project which is "Cadangan Menaiktaraf Laman MBPJ Dan Kerja-Kerja Berkaitan Untuk Tetuan Majlis Bandaraya Petaling Jaya.". Second, to prepare supporting documents when submitting the tender documents. Lastly, this study also includes information the problems that be face by contractors and how to solve it.

1.2 Objectives

The objectives of this report, as stated below:

- ✦ To analyse the tender documents to be fill up by tenderers.
- ✦ To describe the supporting documents required to tender submission.
- ✦ To identify the common mistakes made by tenderer and solutions taken to solve the problems during the tendering process.

1.3 Methods of Study

The method that have been used to complete this report is as shown below:

- i. Interview
 - ✦ Interview the General Manager and Supervisor about the processing of documenting open tenders as a contractor or consultant.
- ii. Observation
 - ✦ Observe the works by attend site visit, it also by briefly every week in the office or at the site.
- iii. Internet
 - ✦ To study the steps of process of fill up tender documents as contractor. Knowing the details about tenders and gain new information about tenders.
- iv. Books and Journals
 - ✦ Refer some books to gain knowledge about the terms and laws in contract and tender such as contract act 1950, ISO 2002 in construction industry and building law.
- v. Document Review
 - ✦ Refer tender documents of the projects.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company

Firaz Construction was established on 22nd of July 2003 under the act of register of Companies Malaysia (ROC) which is now has a new name as known a Company Commision of Malaysia (CCM) 1965. Next the firm, Firaz Construction owned by Mr Fazrul Riza Bin Baharin which is located at Dataran Otomobil Seksyen 15, Shah Alam. Firaz Construction is owned by 100% Bumiputera firm.

The firm is a contractor that registered by CIDB with gred 1 (G1) and the code course that entered by the company was B which Building Construction, CE (Civil Engineering Works) and ME (Mechanical and Electrical Works). Since in corporation, Firaz Construction involved in this field with entered all the tender that come out by council that covered Selangor and Petaling areas. As example, Majlis Bandaraya Petaling Jaya (MBPJ) , Majlis Perbandaran Subang Jaya(MPSJ), Universiti Teknologi Mara (UiTM) and others. This firm also make others construction works such as renovate office, involved in landscaping works and road works.

Firaz Construction has been in the business of construction over the past 17 years, where the importance of identifying their activity is clearly relies on their work that clearly links directly to the wood works, plastic, and metal works where at present the firm has taken a huge leap over limitation from such to adding more services such as the below stated.

Firaz Construction offers services and works for:

1. Building based services

- ✦ General works
- ✦ Mechanical and Electrical Works
- ✦ Building Renovation
- ✦ Interior designing

2. Civil based services

- ✦ Developing residential and commercial properties
- ✦ Infrastructures works
- ✦ Earthworks and road works
- ✦ Laying steel pipelines

3. Landscaping services

- ✦ Hardscape (in the practice of landscaping, refer to the paved areas like streets & sidewalk, large business complexes & housing developments) and softscape (elements of a landscape that comprise live, horticulture element. Includes flowers, plants, shrubs, trees and flower beds) services.

The listed services are clearly stated under the introduction of the firm, and as to simply and easy to be viewed, the segmentation of services are listed according to the respective category. Firaz Construction also provide service as sub-contractor. The owner willing to give hands to other companies that suitable with their services. The Firaz Construction, promotes work for who have own specific in touch of uniqueness, where could argue since it is a matter of creation which leads more mental visualization. Moving on with other listed services according to the main services, are the branches provided by the Firaz Construction, where clearly stating their services from the start till the end.

2.2 Company Profile

Table 2.1 Company Profile

1.	Company Name	Firaz Construction
2.	Company Address	5-27-1A, Jalan Pahat H15/H, Kompleks Otomobil, Persiaran Selangor Seksyen 15, 40100 Shah Alam, Selangor Darul Ehsan.
3.	Director	Mr Fazrul Riza Bin Baharin (<i>Manager</i>)
4.	Management Team	- Mrs Zafreen Shakira Bt Zahari - Miss Puteri Nurul Diyana Bt Megat Zainud-din - Miss Nabihah Bt Johari - Miss Siti Maryam Bt Shahrin - Miss Tasnim - Mr Mohd Shafiq Daniel Bin Roslan
5.	Contact	- Phone No: - Fax No: - Email: firaz_construction@yahoo.com
6.	Year of Incorporation	2003
7.	Company Mission & Vision	- We are dedicated team striving to bring growth to our community, helping to maintain existing companies and assist our clients in making their dreams become a reality. - We are committed to building long-term relationships based on integrity, performance, value, and client satisfaction. We will continue to meet the changing needs of our clients with our quality services delivered by the most qualified people.
8.	CIDB Registration Number	0120040310-SL093390 (G1)
9.	Prime Bank	Affin Bank Berhad Vista Alam, Section 14, Shah Alam

10.	Scope of Works	<ul style="list-style-type: none">- General Works- Interior Designing- Mechanical Works- Electrical Works- Earthworks and roadworks- Infrastructure Works-Landscape Works
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Source: Firaz Construction

2.3 Organization Chart

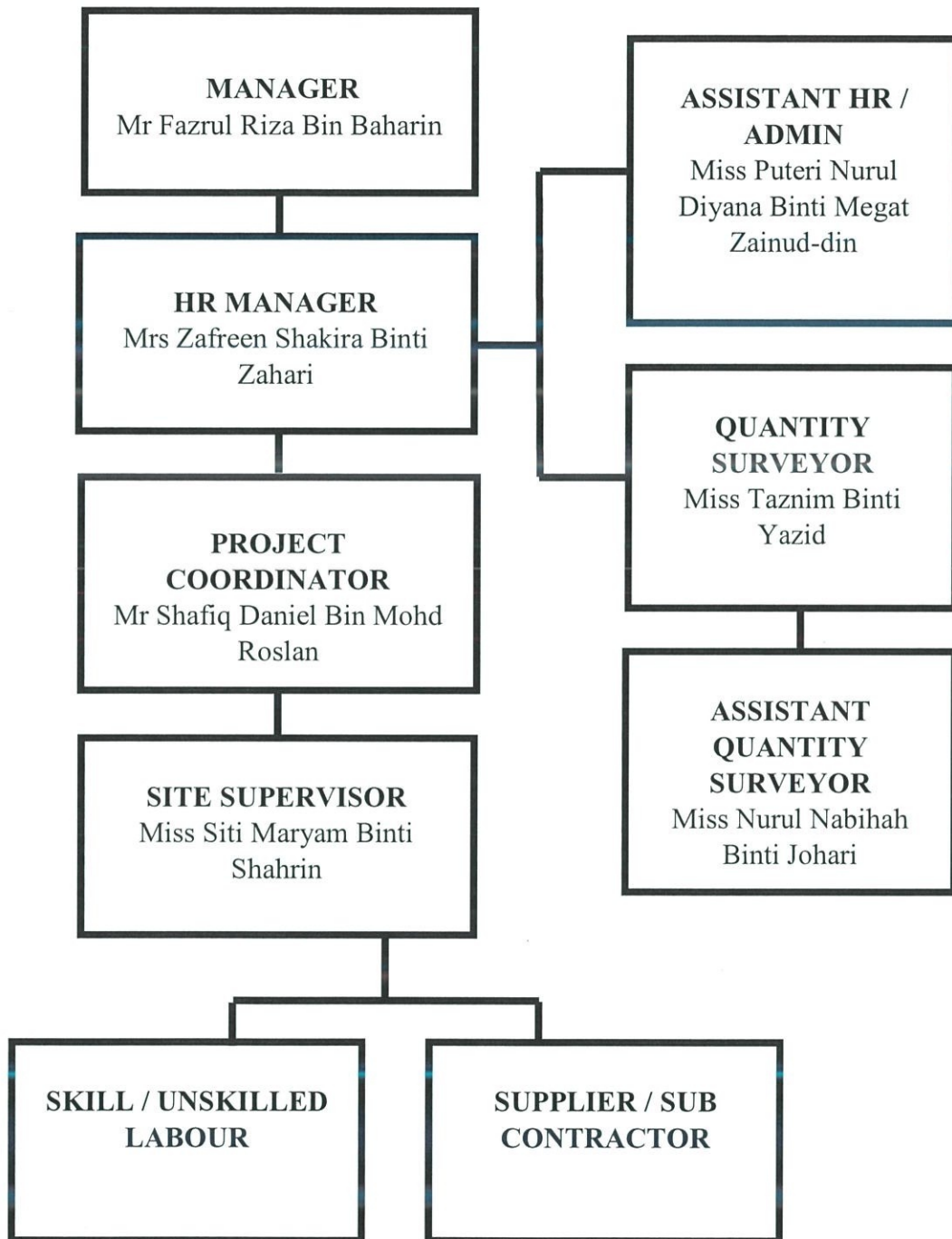


Chart 2.1 Organization of Firaz Construction

2.4 List of Project

2.4.1 Completed Project

Table 2.2 Completed Project

NO.	NAME OF COMPLETED PROJECT	DEPARMENT	COST (RM)	DATE DONE
1.	Menaiktaraf Dan Baikpulih Bumbung Serta Kerja-Kerja Berkaitan Di Dewan Masyarakat Seksyen 24 Indah, Shah Alam ,Mb Shah Alam Selangor	Peabat Pembangunan Persekutuan Negeri Selangor	RM 56,400.00	1 February 2017
2.	Cadangan Kerja-Kerja Penyelenggaraan Peralatan, Alat-Alat Permainan , Perabot Taman, Gelanggang serta kerja-kerja lain pembaikan di Kawasan lapang mengikut kutamaan untuk majlis bandaraa pealing jaya bagi tempoh 12 bulan + 12 bulan panel 1 hingga panel 8	Majlis Bandaraya Petaling Jaya	RM 200,000.00	31 March 2017
3.	Kerja-Kerja Membaiki Dan Membaru Muka Jalan Premix Di Lot 3532B DAN 3507B Kampung Melayu Subang	Pejabat Pembangunan Persekutuan Negeri Selangor	RM 46,519.77	7 November 2017
4.	Kerja-Kerja Menaiktaraf Jalan Jalan Serta Tempat Letak Kereta Kenderaan Di Seluruh Awasan Bangunan Ibu Pejabat, Jabatan Perkhidmatan Veterinar Selangor	Jabatan Perkhidmatan Veterinar Negeri Selangor Darul Ehsan	RM 158,957.00	4 December 2017
5.	Kerja-Kerja Membekal Dan Membina 5 Buah Papan Tanda Berbumbung (Post Banner) Di Sekitar Kawasan Taman Lestari Putra Dan Lestari Perdana, Seri Kembangan,Selangor.	Majlis Perbandaran Subang Jaya	RM 19,710.00	22 November 2017
6.	Kerja-Kerja Membekal Dan Memasang Lampu Limpah Di Taman Permainan Puteri 11, Bandar Puteri Puchong Untuk Jkp Zon 16, Majlis Perbandaran Subang Jaya, Selangor	Majlis Perbandaran Subang Jaya	RM 19,864.40	9 October 2017
7.	Kerja-Kerja Membina Dan Mewujudkan Bilik Kebal Dan Mengubahsuai Bilik Fail Di Tingkat 6, Tingkat 4 dan Aras G Serta Kerja-Kerja Berkaitan Di Bangunan Mahkamah Syariah Sultan Idris, Shah Alam Selangor Darul Ehsan	Jabatan Kehakiman Syariah Slangor Darul Ehsan	RM 73,379.00	15 September 2017

18.	Kerja-Kerja Membekal Dan Memasang Lampu Jenis Teknologi Solar Di Gelanggang Futsal Usj 4, Subang Jaya	Majlis Perbandaran Subang Jaya	RM 18,868.00	4 September 2017
19.	Kerja-Kerja Baikpulih Dan Penyelenggaraan System Loji Dan Pam Kumbahan Di Pusat Kegiatan Masyarakat (PKM) A Kuala Selangor, Selangor Darul Ehsan	Jkr selangor	RM 53,200.00	24 April 2017
20.	Kerja-Kerja Pembersihan Longkang Besar Di Bandar Kinrara 2/7, 4/2, 5/8e, Dan Jalan Kinrara 6f, Selangor Darul Ehsan	Majlis Perbandaran Subang Jaya	RM 281,422.00	4 June 2017
21.	Kerja-Kerja Penyelenggaraan Kolam Takungan Banjir Taman Mesra Serta Kerja Lain Yang Berkaitan Di Shah Alam, Daerah Petaling, Selangor	Jabatan Pengairan Dan Saliran Daerah Petaling	RM 18,300.00	11 May 2017
22.	Cadangan Kerja-Kerja Membuka, Membuang, Membekal Dan Menukar Baru Pintu Pagar Keluar Sertakerja-Kerja Berkaitan Untuk Dewan Kompleks Sukan Dander Utama	Majlis Bandaraya Petaling Jaya	RM 19,990.00	17 September 2018
23.	Kerja-Kerja Penyelenggaraan Tahunan Pejabat Cawangan Mpsj Bp 5 Tahun 2018 Untu Majlis Perbandaran Subang Jaya, Selangor Darul Ehsan	Majlis Perbandaran Subang Jaya	RM 212,000.00	31 October 2018
24.	Cadangan Membekal, Memasang Dan Menyiapkan Wire Rope Safety Barrier Serta Lain Lain Kerja Berkaitan Di Sekitar Petaling Jaya	Majlis Bandaraya Petaling Jaya	RM 92,099.00	13 June 2018
25.	Cadangan Kerja Pembaikan Kalis Air Dan Kerja Berkaitan Di Mumbung Konkrit Bangunan 8, Sirim Berhad	Sirim	RM 66,970.00	12 January 2018
26.	Kerja-Kerja Penyelenggaraan Dan Pembaikan Kecil Di Ruang Makan Pejabat Timbalan Setiausaha Kerjaan Negeri (Pembangunan) Negeri Selangor, Tingkat 13 , Bangunan Sultan Salahuddin Abdul Aziz Shah	Pejabat Setiausaha Kerajaa Negeri Selangor	RM 19,310.80	19 December 2018
27.	Kerja-Kerja Pembaikan Longkang Besar Dan Lain-Lain Kerja Yang Berkaitan Di Jalan Tpp 1/34, Taman Perindustrian Puchong, Puchong, Selangor Darul Ehsan	Majlis Perbandaran Subang Jaya	RM 103,235.00	8 January 2019

28	Kerja-Kerja Menurap Semula Permukaan Jalan Yang Rosak Dan Lain-Lain Kerja Yang Berkaitan Di Sebahagian Lorong 9 Kampung Merbau Sempak Di Dalam Daerah Petaling	Pejabat Daerah Dan Tanah Petaling	RM 31,096.00	2 July 2019
29.	Kerja-Kerja Penyelenggaraan Anggerik Inn, JPPRO Di Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA)	Politeknik Sultan Salahuddin Abdul Aziz Shah	RM 48,500.00	18 February 2019
30.	Cadangan Menurap Semula Jalan Secara 'Mill & Pave' Dan Lain-Lain Kerja Yang Berkaitan Di Jalan Kg Selamat 1, Jalan Kg Selamat 2, Jalan Kg Selamat 3, Jalan Kg Selamat 4, Jalan Kg Selamat 4a , Jalan Kg Selamat 5, Jalan Kg Selamat 5a, Jalan Kg Selamat 6, Jalan Kg Selamat 7, Jalan Kg Selamat 8, Jalan Kg Selamat 9, Pju 5, Kota Damansara Petaling Jaya	Majlis Bandaraya Petaling Jaya	RM 148,370.00	11 June 2019

CHAPTER 3.0

CASE STUDY

Majlis Bandaraya Petaling Jaya (MBPJ) plan to upgrade their landscape area and offer all the contractors with suitable grade by Selangor Tender Online Advertisement: Project name: “Cadangan Menaiktaraf Laman MBPJ Dan Kerja-kerja Berkaitan Untuk Tetuan Majlis Bandaraya Petaling Jaya ”. Refer Appendix I, the area of the project.(Refer Appendix I)

This project has been offered to grade 3 (G3) company since 7th September 2018 until its latest closing date which is 12th November 2018 . Before this, the submission date had been set on 4th October 2018. But due to some reasons, which one of the reason is some pages been changes and need to be replace with Addenda 2, the submission date had been drag.

Other than that, this project located Petaling Jaya, Selangor. The client for this project is Majlis Bandaraya Petaling Jaya (MBPJ). Jauhari Juara Enterprise will be act as a contractor and the sub - contractor for this contractor is Firaz Construction which will supply the materials and machinery needed in the site along the construction at Petaling Jaya, Selangor.

According to the tender description, this project is one of the government projects. In recognition of the challenge and the importance of reducing the landscape level in the country has approved the implementation of MBPJ with objective of the program to reduce the site project.

3.1 Content of Tender Document

3.1.1 Instruction for Tenderer

Section A contains 21 sub-sections that will explain about the documents and the projects. By referring appendix A, it will show the content for the documents. Tenderers are required to read thoroughly and understand the instruction that prepared by the council. By reading the instructions, tenderer can use it as guidelines before completing the document and projects. If the document tender did not have enough pages or missed pages, tenderers need to refer the office that prepared this tender and asked them for complete tender to avoid any problem during completing document. (Refer appendix A)

3.1.2 Tender Forms

By sign this tender form, the tenderer agreed on completing the project before get the works. Every works and cost needed including transport, materials that stated in the tender must be supply by contractors. It is also shows that the people who sign the tender agree on the terms and conditions for this tender. Besides tender form, this section also contains total amount the price by the tenderer for the projects. (Refer Appendix B)

3.1.3 Approval Agreement Letter

This form is an agreement made by two parties between clients and tenderer which tenderer agree on to accept the tender offer with amount given based on the terms and conditions. (Refer Appendix C)

3.1.4 Conditions of Contracts, Addendum and Provision Of Contract Terms

This section divided to three which are condition of contracts, addendum and provision of contract terms.

1. Condition of contracts was the most important in the document because all the contract written by clients refer and similar with PWD. (Refer Appendix D)
2. Addenda used for correction, clarification, additional or deletions documents. (Refer Appendix E)
3. Provision of contract terms was the form that given advance payment on works contract between the tenderer and the clients. (Refer Appendix F)
- 4.

3.1.5 Specifications

This section is the thickest section compared to the others section. By the way, in this section its contained general information about the tender which include project information, scope of works, construction plan and supply of materials etc. (Refer Appendix G)

3.1.6 Summary Bills of Quantities

Appendix H showed the example of bill of quantities summary and the rate price in bill of quantities. This form be complete either by QS Sub-contractor or staff of the company and the rate and amount will be based on the BQ that been submit to the QS. Signature of witness will be sign by the person who is in charged for the tender along with director of the company signature and stamp are mandatory in the summary bill of quantities. (Refer Appendix H)

3.1.7 List of Tender Drawing

This section just showed the contents for tender drawing. It shows the sample for tender drawing lists that contained in the tender document. The size for the drawing should be in A3 Format. (Refer Appendix I, J, K, L and M)

3.1.8 Checklist

The list of information forms that required tenderer to complete it. From their general information, bank facilities, bank report and statement, list of complete and current project, technical staff, plants and machineries owned or rental, integrity pact and etc. (Refer Appendix N)

3.2 Supporting Documents

3.2.1 Company Profile

Company profile are mandatory to be prepare by tenderers as the clients might can get more information. Company profile contains company background, owner's background, license such as SSM, CIDB, MOF, STB and others.

COMPANY PROFILE



Lot 135, Tingkat 1, Kompleks PKNS, 40000 Shah Alam, Selangor Darul Ehsan

Figure 3.1 Cover Page of Firaz Construction Company Profile

3.2.2 Letter Award

The function of provide letter award to convince the clients about the achievement that gain by the company. The tenderer can provide at least 5 years of completed project. Contractors usually provide more than 10 letter award for each document that want to be submit. This may help the company to get the works. The tenderers can attach the letter award in the company profile.

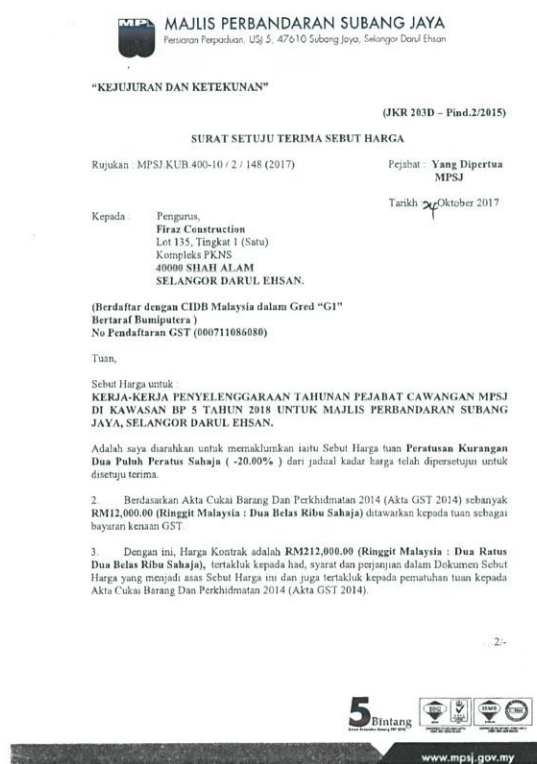



Figure 3.2 Letter Award

3.2.3 Bank Statement

Bank statement for 3 months latest provided to submit the tender documents to the clients. All the bank statement that attach in the company profile should get verification from the bank officer. If the tenderers provide incomplete bank statement or not enough 10% from the price of the projects that prepare by the clients, the tender documents might be disqualified or the chances to get the projects in high risk.



AFFIN BANK
AFFIN BANK BERHAD (504411)
BRANCH: 99

PSRAZ CONSTRUCTION
5-27-1A JALAN RAHAT M 15/1H
KOMPLEKS OTOMOBIL PERSEKUTUAN SELANGOR
SEKSYEN 15
40100 SERI ALAM

PAGE 1

NO. REKAB 户口号码 ACCOUNT NO.	10-099-000541-3
TARIKH PERATA 挂帐日期 STATEMENT DATE	31/07/19
TARAF TERIMA TERBUKA 寄帐附票日期 ALPUBUKE STATEMENT DATE	30/06/19
SALURAN KEMBALAHAN 淨額金額 BALANCE BROUGHT FORWARD	107,126.79

Tarikh 日期 Date	Saluran 通帳 Description	Masa Masuk 收入 DEBIT	Masa Mansuk 支出 CREDIT	Saluh 金 Balance
30/06/19	B/F00	.00	181126.79
1/07/19	INTERBANKGIRO DEBIT 0000100990218190 0002158319	1500.00	.00	179626.79
1/07/19	CIB BULK PAYMENT CORPORATE ID-EFT SERVICE CHARGE	.10	.00	179626.69
1/07/19	INTERBANKGIRO DEBIT 0000100990218190 0002158319	6680.40	.00	172946.29
1/07/19	CIB BULK PAYMENT CORPORATE ID-EFT SERVICE CHARGE	.50	.00	170945.79
1/07/19	AFT TO LOAN 000040230003027 4002000030027	936.00	.00	170009.79
1/07/19	STANDING INSTRUCTION FAZLUL RIZA BIN DAMARIN INTERBANKGIRO DEBIT 0000100990218190 0002180888	15300.00	.00	154709.79
1/07/19	CIB BULK PAYMENT CORPORATE ID-EFT SERVICE CHARGE	.00	.00	154709.59
8/07/19	CIB IBFT DEBIT APR & MAY 19 INSTANT TRANSFER RITTECH SALES	3278.77	.00	151430.82
8/07/19	CIB IBFT DEBIT HILLPARK JULY 2019 ZAFREEN SHAJIRA JOMPAY DEBIT 1971871000 67868994219070910387	1886.00	.00	152348.82
8/07/19	JOMPAY DEBIT 210042462507 67868994219070910407	18.86	.00	151456.16
8/07/19	TERAJA NASTORAL BERHAD CIB IBFT DEBIT	1125.00	.00	150331.16

Signature: [Blank]

Ulu: [Blank]

[Stamp]

Figure 3.3 Bank Statement

3.3 Common Mistakes Made by Tenderer and Solutions Taken to Solve The Problems During The Tendering Process.

In tendering, there will be problems that occur by the tenderer. But, the difference is tenderer might recognize the mistake and tenderer might not recognize the mistake that they did. Because, tenderer confidently think that they have complete the tender perfectly but indeed, they do not. There might be a slightly mistake that the tenderer did not even recognized. Below shown the list of problems which happened while filling up tender form and how to solve the problems. This is not a common problem to tenderer but more into company personal problem.

3.3.1 Problem in Measurement

Some company in construction did not have their own specialists for each works. Some company might have their own professionals, but some company will just hire a sub-contractor to be their Architect or Quantity Surveyor. This problem might be or might not affect the company work ability. The problem also because not specialist attend site visit to look around the area of the projects.

3.3.1.1 Solutions for The Problem in Measurement

The company needs to hire specialist for each works in order to do the measurement whenever the tender came in last minute. Besides, the company also can save their budget there, because the company did not have to pay for a subcontractor. Moreover, if the company chooses a sub-contractor to do the measurement, the rate that they give might not be accurate or guaranteed enough. So, in order to be safer and having precise rate, the company needs to hire their own specialists. The specialists should attend the site visit and detailing the area of the project by their own.

3.3.2 Incomplete Client's Requirements

This problem always happens to few companies during tendering. In which the tenderer did not have few information that the client need. Kind of information or document needed by the client might be the company did not have their own machineries or plant. Thus they have to rent from machineries outlet for the things that the company needed along their project progression. This situation might be a bit cost to the company as they have to rent the machineries and paying the rent monthly or yearly according to both party agreements.

3.3.2.1 Solutions for Incomplete Client's Requirements

In tendering, client frequently asked for a list of machineries and plant. Some companies might have their own machineries and plant, and some companies also might not have any. For company that did not have any machineries or plants, they will just rent the machineries form machineries outlet. They usually rent the machineries during the project progress. This might be a bit handful because the company needs to pay for rent every month or year based on their agreement. In order to be more ease during construction, the company is indeed need to have their own machineries or plant for better work ability.

3.3.3 Last Minutes Submission

In tendering, last minute is not a healthy way to join a tender. Because, when the tender being submit last minute, everything will lead it wrong. Such as measurement, the company did not have any professionals or Quantity Surveyor, thus this will affect their measurement, the way to key in the price rate might not be accurate or whether it is too low or too high. In addition, the document needed also might be overlooked because of being rushing to submit the tender and did not arranged properly. Mandatory requirements such as signature, stamp of company and incomplete bank statement may lead the documents being disqualified.

3.3.3.1 Solutions for Last Minutes Submission

For document or company profiles it can be done and prepared early. Seem that all tender requirements asked the same thing from tenderer. But for bill of quantities, it cannot be done during last minute. By the way, some contractor or companies always do things on last minute. This causes inaccurate pricing. In order to avoid the inaccurate rate and pricing for measurement, tenderer have to do and complete the measurement earlier. Much better if it started completing the rate on the second day the tender being received by tenderer. If it is done early tenderer can re-check the rate and pricing again and again to avoid from mistook calculation. The contractors should check twice or more the documents especially mandatory requirements such as did not forget to sign the forms, stamp name and address of company and provide 3 months latest bank statement.

3.3.4 Documentation Out of Dated

Company or tenderer need to make sure that their document is always up to date to avoid from their document needed for tendering is lacking. Tenderer cannot prepare the document needed by the clients when their document is out of dated. This will make the clients out of lists from being evaluated by the client or client consultants.

3.3.4.1 Solutions for Documentation Out of Dated

The staffs in the company have to alert on the expiration date for any of their certification or license. Whether it is CIDB, MOF, SPAN, TNB, UPEN, financial report and etc. They should have a list for their certification date of expired. So the company will always alert on the expiration date. Besides, it is a good thing when the companies join any tender. They did not have to busying themselves to renew the license or certification on the day when receive the tender. The company just prepare and hands on the copy of the certification and ready to submit.

CHAPTER 4.0

CONCLUSION

4.1 Conclusion

In conclusion, this report had covered all of the objectives that being listed in Chapter 1 which is it was included the documentation processes of tender in theoretically and the actual process that involved along completing this tender or quotation in this landscape project that has been going on and listing out the problems and the way to overcome the problems that had been involved in this project.

Tender is a process in which the clients will offer to the business organizations or contractor to join for the bid. It is one complicated process in which the client consultants need to choose a potential contractor to do the project. The contractor itself must have a stable financial in order to carry out the work.

Finally, along this practical training and report, learned how to do the Bill of Quantities and how that project is going on after the process of tender had happen. Other than that, learned how to find the rate for preliminaries, civil and structures, mechanical and electrical and roadwork. Besides, gain some new things that how the document tender or quotation looks and also earned knowledge on how to fill tender form accordingly, preparing document that needed and also wrapping the tender and ready to be submit. The Bill of Quantities part is the most complicated thing to do when the company did not have any QS. Because, to find the rate by own and the pricing for the tender must not less or more than the pricing that the client required for. For the rate, we go through to some example of BQ. If the materials that are looking for is not stated in the BQ, then tenderer asked the client for supplier catalogue to contact them and asked for the quotation. Furthermore, learned how to contact with few Sub-Contractors for Bill of Quantities quotation such as road works, external works and mechanical and electrical.

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APPENDICES

APPENDIX A – INSTRUCTION FOR TENDERER

APPENDIX A

DOKUMEN INI HAK MILIK MAJLIS BANDARAYA PETALING JAYA.

MAJLIS BANDARAYA PETALING JAYA

ARAHAN KEPADA PENTENDER

1.0 Am

- 1.1 Arahan Kepada Pentender ini, dalam mana mempengaruhi pelaksanaan Kontrak, hendaklah menjadi sebahagian daripada Kontrak.

2.0 Tempoh Sah Tender

- 2.1 Tender-tender hendaklah terus sah selama tempoh **satu ratus dua puluh (120) hari** dari tarikh akhir penyerahan Tender dan Pentender tidak dibenarkan sama sekali menarik diri dalam tempoh tersebut. Pentender adalah diingatkan bahawa deposit tender tidak diperlukan untuk Tender ini. Seandainya Pentender menarik diri di dalam Tempoh Sah Tender atau sebarang tempoh yang dilanjutkan atau enggan menerima tender setelah ditawarkan kepadanya, tindakan disiplin akan diambil terhadapnya di dalam pendaftaran pentender sebagai Kontraktor dengan pihak kerajaan:

- (a) akan digantung selama dua (2) tahun bagi kesalahan pertama;
- (b) akan digantung selama lima (5) tahun bagi kesalahan kedua dan;
- (c) akan dibatalkan bagi kesalahan berikutnya.

3.0 Ringkasan Tender

- 3.1 Ringkasan Tender hendaklah dihargaikan dengan menggunakan **DAKWAT** yang tidak mudah luntur. Jumlah amaun yang dihargaikan dalam Ringkasan Tender oleh Pentender hendaklah sama dengan amaun yang dinyatakan di dalam Borang Tender.
- 3.2 Sebarang item yang tidak diisi harga oleh pentender akan dianggap termasuk dalam harga untuk item itu. Begitu juga bagi item yang tidak disenaraikan dalam Ringkasan Tender tetapi dikehendaki disempurnakan mengikut pelan-pelan, spesifikasi dan tambahannya/Syarat-syarat Kontrak, hendaklah dianggap termasuk dalam harga pukal (Lump sump Tendered Priced).
- 3.3 Pentender hendaklah melawat tapak, memeriksa spesifikasi dan pelan-pelan dengan teliti supaya mengetahui lingkungan kerja sebenarnya sebelum memberikan harga lawaran. Sekiranya timbul sebarang keraguan atau kekeliruan, pentender adalah dinasihatkan supaya berhubung dengan MAJLIS BANDARAYA PETALING JAYA.

AKP/1

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APPENDIX E

ADDENDA NO. 1 KEPADA SYARAT-SYARAT KONTRAK JKR 203/2034 SEMAKAN 10/23	
PINDAAN-PINDAAN	
1.	<p>Mula surat 14, Fasal 28(c)</p> <p>Tombakan selepas Fasal 28(c)(ii), Fasal baru 28(c)(iii) seperti berikut</p> <p>"Seorang yang enggan memberi kepada Kerajaan tanggung rugi sedemikian rupa atas terma dan syarat sebagaimana diperintahkan dalam Surat Jaminan Tanggung Rugi Kerajaan yang standard bagi Sub-Kontraktor Dinamakan (Barang JKR 203N7) atau bagi Pembekal Dinamakan (Barang JKR 203P7), mengikut mana yang berkenaan."</p>
2.	<p>Mula surat 14, Fasal 28(e)</p> <p>Batalkan Fasal 28(e) dan gantikan dengan Fasal 28(e) yang baru seperti berikut:</p> <p>"P.P. dalam mengeluarkan Perakuan Interim di bawah Fasal 47 atau Perakuan Muktamad di bawah Fasal 48 syarat-syarat ini, hendaklah menyatakan secara berasingan emuan bayaran interim atau bayaran muktamad yang kena dibayar kepada Top-100 Sub-kontraktor Dinamakan atau Pembekal Dinamakan yang mana emuan itu tertakluk kepada Fasal 28(f) syarat-syarat ini, hendaklah dibayar oleh Kerajaan terus kepada Sub-kontraktor Dinamakan atau Pembekal Dinamakan oleh Kerajaan hendaklah disifatkan sebagai bayaran yang telah dibuat oleh Kerajaan kepada Kontraktor di bawah Kontrak ini."</p>
3.	<p>Mula surat 14, Fasal 28(f)</p> <p>Batalkan Fasal 28(f) dan gantikan dengan Fasal 28(f) yang baru seperti berikut:</p> <p>"Tertakluk kepada Syarat-syarat berkaifan dalam sub-kontrak (Barang JKR 203N atau JKR 203P mengikut mana yang berkenaan), Kontraktor adalah berhak dibayar dan Kerajaan boleh membuat bayaran kepada Kontraktor dari jumlah wang yang kena dibayar kepada Sub-kontraktor Dinamakan atau Pembekal Dinamakan --</p> <p>(1) sebarang emuan yang telah dipotong oleh Kerajaan atau P.P. bagi pihaknya semasa mengawal selia sebarang hak di bawah kontrak, dari apa-apa jumlah wang yang kena dibayar kepada Kontraktor dan potongan sedemikian adalah berpucca khusus dari tindakan atau kemungkaran Sub-kontraktor Dinamakan atau Pembekal Dinamakan, pengkhidmat atau ejenya;</p>

<p>Addenda No. 1, 2, 3, 4, 5, 6, 7 & 8 kepada Syarat-syarat Kontrak JKR 203/2034, Semakan 10/23, mengandungi 15 muka surat (termasuk muka surat 10) yang menjadi sebahagian daripada Kontrak tersebut dan hendaklah dibaca dan ditandakan sedemikian.</p>	
<p>Tandatangan Kontraktor</p> <p>..... Tandatangan Pegawai</p>	
<p>Nama Pemilik:</p> <p>No. K.P.:</p> <p>Atas Nama:</p> <p>Yang diberi kuasa dengan sepenuhnya untuk menandatangani untuk dan bagi pihak KERAJAAN</p>	<p>Nama Pemilik:</p> <p>Jawatan:</p> <p>Yang diberi kuasa dengan sepenuhnya untuk menandatangani untuk dan bagi pihak KERAJAAN</p>
<p>Meterai atau Cap Kontraktor:</p> <p>Saksi:</p> <p>Nama Pemilik:</p> <p>No. K.P.:</p> <p>Pekerjaan:</p> <p>Alamat:</p>	<p>Cop Meterai</p> <p>Saksi:</p> <p>Nama Pemilik:</p> <p>Jawatan:</p> <p>Alamat:</p>

APPENDIX G – SPECIFICATIONS

APPENDIX G

<p>M.B.P.L Standard Specification A SPECIFICATION FOR</p>		
<p>General Conditions</p> <p>Scope of The Contract.</p> <p>A.1. The contract is for supply of all tools, plants, labour, equipment and materials for complete construction of works in accordance with the specification and drawings and to the entire satisfaction of the S.O.</p> <p>A.2. The term 'Superintending Officer' or the initials S.O. tendering used hereinafter and in all contract documents shall mean the Municipal Engineer, Petaling Jaya and his shall mean the Municipal Petaling Jaya and his successors in office and also such persons as may be deputed by him in writing to act his behalf for the purpose of this contract.</p> <p>A.3. The work shall be carried out under the complete direction of the Municipal Engineers, Petaling Jaya or his representative, whose decision on all points in connection with the contract shall be final and binding on the Contractor.</p>	<p>Days and hours of works</p> <p>(c) The labourers shall be Federal Citizens comprise of various proportionately whenever possible.</p> <p>A.6. No work shall be done on:-</p> <p>(a) Any public holiday which is recognized in the district where this contract is being carried out, without the written permission of the S.O.</p> <p>(b) Between the hours of five in evening and seven the following morning without the written permission of the S.O.</p> <p>A.7. The Contractor shall set out the works and during the progress thereof he shall amend at his own cost any errors arising from inaccurate setting out unless the S.O. shall otherwise decide. Any assistance which the S.O. may render to the Contractor in setting out shall in no way relieve the Contractor of entire responsibility for the correctness of all setting out.</p> <p>A.8. The Contractor shall be responsible for the proper Measures of his labour force to the satisfaction on the Health Officer. He and shall comply with all the rules and regulations in force at the time in the municipality regarding health and housing Labour measures at site. He shall be responsible for all Municipality Fees, other charges or expenses incurred in connection with this work.</p>	<p>(c) Compliance with this clause shall not relieve the contractor of this responsibilities under the conditions of contract.</p>
<p>Superintending Officer Engineer.</p>	<p>Setting out</p>	
<p>Work to be carried out</p>	<p>Health Housing Contractor's</p>	
<p>Site inspection and access</p>	<p>Watching and Lighting</p>	
<p>Labour to be Employed on The works</p>	<p>A.4. (a) The Contractor shall be deemed to have inspected and examined the site and its surrounding and shall have satisfied himself before submitting his tender as to the nature of the ground, the form and nature of the site and the quantities and the nature of the work and material necessary, means of access and any other contingency likely to effect his tendered price as no claims for extras in this connection will be entertained.</p> <p>(b) The contractor shall make his own arrangements for the use of private roads or way leaves across private land and he shall indemnify the Municipality against any claims arising from his use of those access roads.</p> <p>A.5. (a) The Contractor shall employ in sufficient numbers to ensure the completion of the works within the allowed in the contract.</p> <p>(b) The Contractor shall increase the number of employees on receiving written instructions from S.O. to do so.</p>	

APPENDIX H – SUMMARY OF BILL QUANTITIES

APPENDIX H

MAJLIS BANDRAYA PETALING JAYA
RINGKASAN SENARAI KUANTITI

Tajuk: CADANGAN MENAIKTARAF LAMAN MBPJ DAN KERJA KERJA BERKAITAN UNTUK TETUAN MAJLIS BANDARAYA PETALING JAYA

BIL	PERKARA	JUMLAH (RM)
1.0	PRELIMINARIES	_____
2.0	KESELAMATAN, KESIHATAN PEKERJAAN DAN ALAM SEKITAR	_____
3.0	KERJA TANAH & SALIRAN	_____
4.0	HARDSCAPE	_____
5.0	M&E	_____
6.0	SOFTSCAPE	_____
7.0	PENYELENGGARAAN	_____
8.0	PROVISIONAL SUM	650,000.00
	JUMLAH KESELURUHAN	_____

Ringgit Malaysia

Tempoh Pembinaan : 32 minggu
Tempoh Penyelenggaraan : 24 minggu
Tempoh Siap Keseluruhan : 56 minggu

Tandatangan

Nama : _____ (Penender) _____ (Saksi)

Nama & Alamat Syarikat : _____

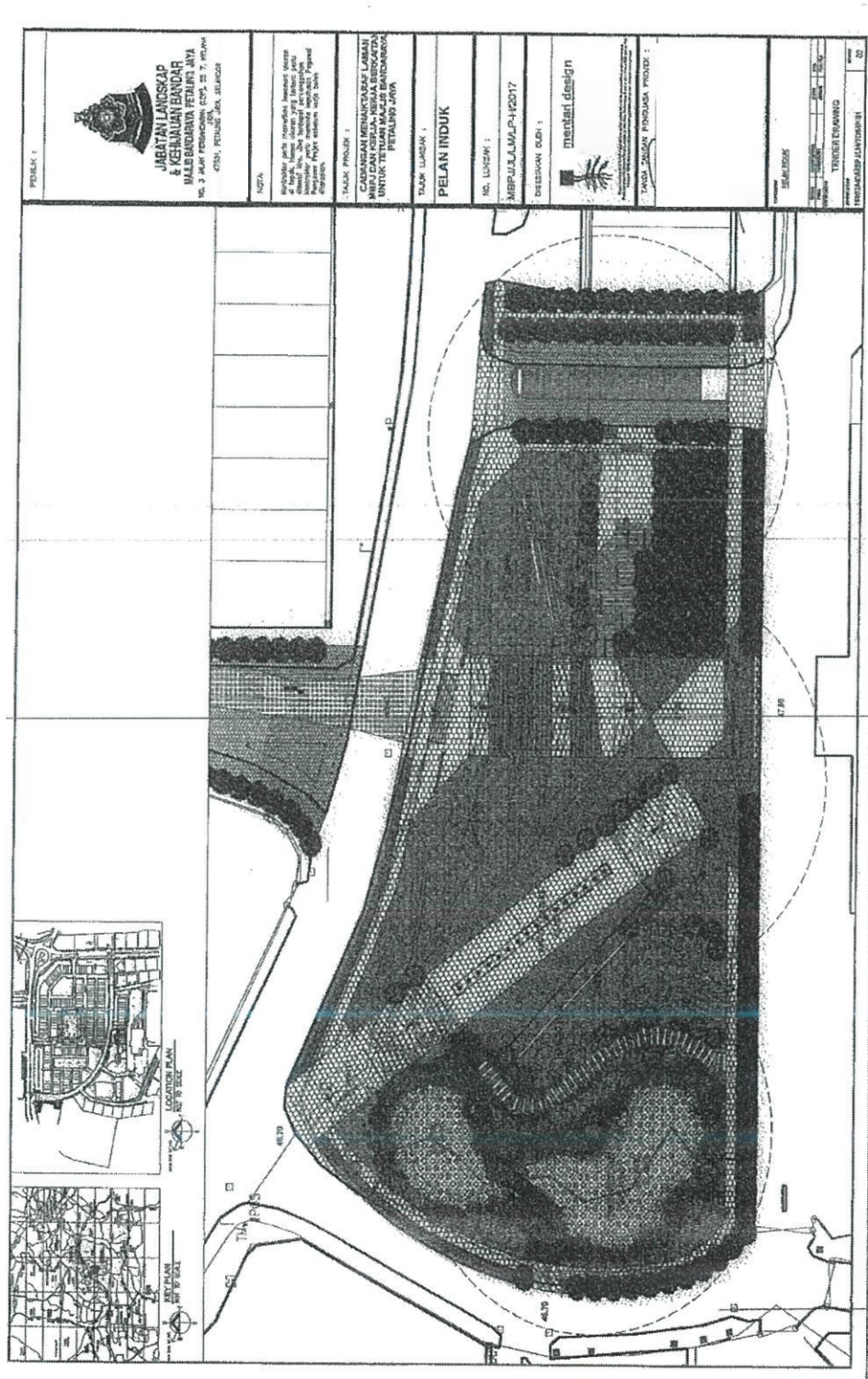
Telefon : _____ Telefon : _____

Tarikh : _____ Tarikh : _____

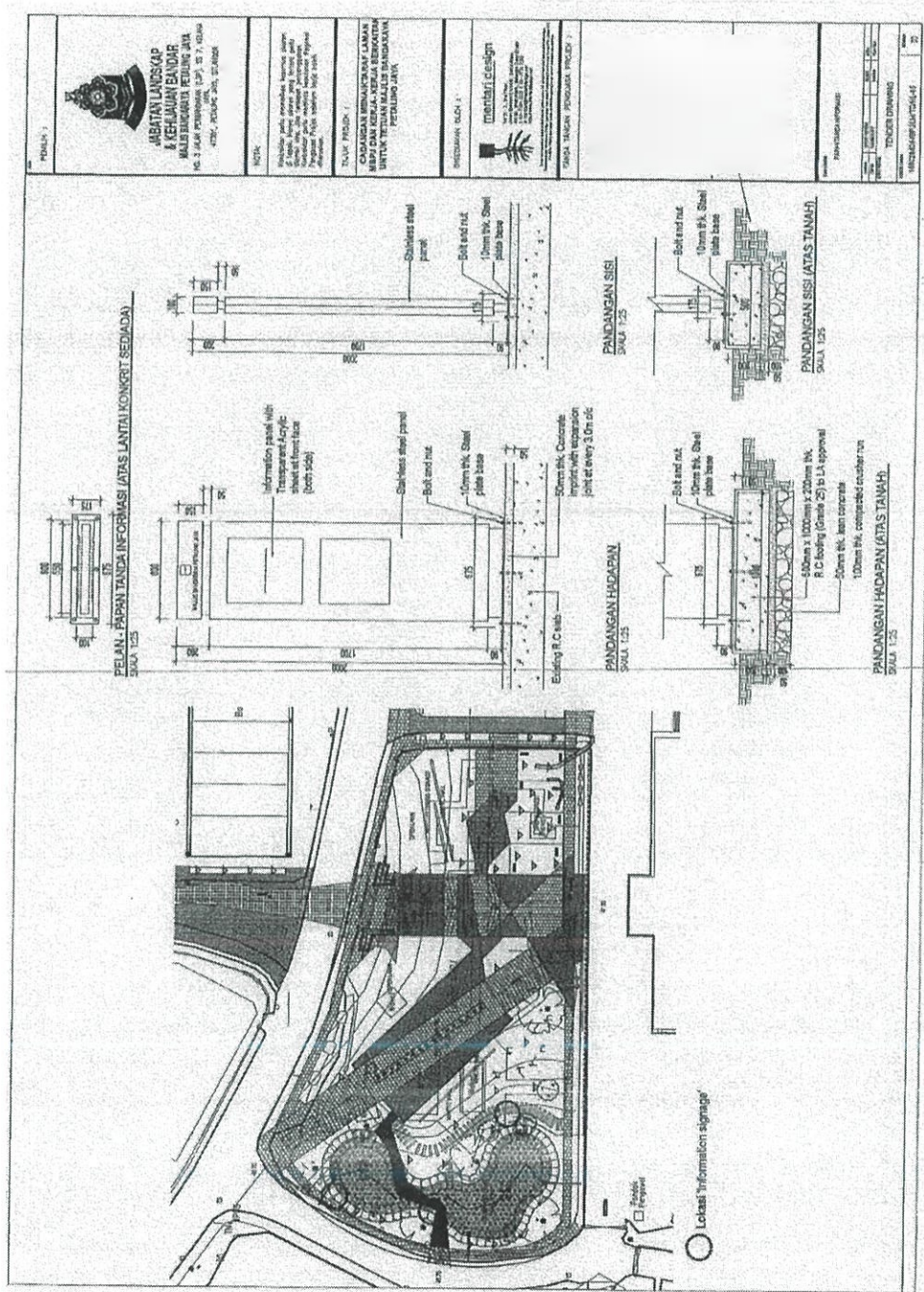
No. Akaun
Nama Bank
Cawangan

APPENDIX I – TENDER DRAWING

APPENDIX I



APPENDIX J



APPENDIX N

Pekeliling Perbendaharaan Malaysia

PK 2.2/2013 Lampiran 2.9

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

Sila Tandakan / Bagi Dokumen-Dokumen Yang Disertakan

Bil	Perkara / Dokumen	Untuk Ditanda Oleh Syarikat	Untuk Ditanda Oleh Jawatankuasa Pembuka Sebut harga / Tender
1.	Salinan Sijil Akuan Pendaftaran Dari Kementerian Kewangan (Bekalan / Perkhidmatan)	<input type="checkbox"/>	<input type="checkbox"/>
2	Sijil Akuan Bumiputera Dari Kementerian Kewangan (Bekalan / Perkhidmatan)	<input type="checkbox"/>	<input type="checkbox"/>
3	Salinan Sijil Akuan Pembuat Dari Kementerian Kewangan (Bekalan / Perkhidmatan)	<input type="checkbox"/>	<input type="checkbox"/>
4	Salinan Sijil Pendaftaran Dari Pusat Khidmat Kontraktor (Kerja)	<input type="checkbox"/>	<input type="checkbox"/>
5	Salinan Sijil Taraf Bumiputera Dari Pusat Khidmat Kontraktor (Kerja)	<input type="checkbox"/>	<input type="checkbox"/>
6	Sesalnan Sijil Pendaftaran Dari CIDB	<input type="checkbox"/>	<input type="checkbox"/>
7	Surat Kebenaran Khas Yang Dikeluarkan Oleh Pihak CIDB disertakan (sekiranya ada)	<input type="checkbox"/>	<input type="checkbox"/>
8	Borang Sebutharga Telah Diisi Dengan Lengkap (termasuk nilai tawaran dan tempoh siap) dan Ditandatangani	<input type="checkbox"/>	<input type="checkbox"/>
9	Borang Meklumat Penyebut Harga	<input type="checkbox"/>	<input type="checkbox"/>
10	Pematuhan Kepada Spesifikasi	<input type="checkbox"/>	<input type="checkbox"/>
11	Borang Penyerahan Contoh Dan Katalog (jika berkaitan)	<input type="checkbox"/>	<input type="checkbox"/>
12	Cedangan Penyelenggaraan / Penyelenggaraan (jika perlu)	<input type="checkbox"/>	<input type="checkbox"/>
13	Senarai Kakitangan Teknikal (jika berkaitan)	<input type="checkbox"/>	<input type="checkbox"/>