

APPENDIX 6A TENDER DOCUMENT CHECKLIST

| PROJECT TITLE | | | | | File Ref.: |
|-----------------|--|-----------|--------------|-----------------|--|
| | | | | | Estimate Contract Sum: |
| | | | | | Allocation/ Funder: |
| | | | | | Tender Type: |
| Action by | Name of Officer | Send Date | Receipt Date | Completion Date | |
| PO 1 | | | | | |
| PO 2 | | | | | |
| QA ² | | | | | |
| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
| 1.0 | <u>Cover Page Format and registration of Tender Nos.</u> The correct procedure is adopted. | | | | Tick (✓) after checking |
| 2.0 | Notice of Tender | | | | |
| 2.1 | Correct Head and Subhead | | | | Ref.: SPP 16/1993 |
| 2.2 | Correct class of Contractor. | | | | |
| 2.3 | State the type of companies which are eligible to participate, base on the estimated value of the tender | | | | 1. Ref.: SPP 5/2007 – Eligibility of Contractors. ³ |
| 2.4 | To state if tender is only for Bumiputera Contractors. | | | | |
| 2.5 | Correct place of buying tender. | | | | |
| 2.6 | Amount of documentation fee ⁴ and in whose name to be made, is stated. | | | | |
| 2.7 | Site visit – date, time & place stated. To state if compulsory | | | | |
| 2.8 | Date, time and place for closing of tender is stated. | | | | |

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| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|----------|---|-----|-----|-----------------|--|
| 3.0 | Instructions to Tenderers | | | | |
| 3.1 | Where and when tender closes. | | | | |
| 3.2 | Amount and other particulars of Tender Deposit (for International Contracts only) | | | | |
| 3.3 | Include clause on information regarding tenderer's Financial and Technical Capacity if tender is >RM1.0m. | | | | Ref.: SP JPS. UB. 3/1994 |
| 3.4 | If funded by international body, ensure that their guidelines for procurement are complied with. | | | | |
| 3.5 | Include clause regarding correction of errors for internationally funded tenders. | | | | |
| 4.0 | <u>Form of Contract</u> | | | | |
| 4.1 | Use correct form. | | | | |
| 4.2 | <u>Articles of Agreement</u> The following to be filled in: <u>1 Paragraph 1</u> | | | | |
| | (i) Name of Government. | | | | For Federal Projects - Government of Malaysia. |
| | (ii) Description of intended Works. | | | | For State Projects - Name of relevant State. |
| | (iii) Drawing nos/as stated in list of drawings. | | | | |

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| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|-----------------|--|-----|-----|-----------------|--------------------------|
| 4.2 (Cont'd) | <p>4.2.2 <u>Clause 2(e)</u></p> <p>Special Provisions to Conditions of Contract.</p> <p>(i) Advance Payment clause</p> <p>(ii) Variation of Price clause</p> <p>(iii) Performance Bond in the Form of Performance Guarantee Sum</p> <p>(iv) Performance Bond in the Form of Performance Guarantee Sum</p> <p>Choose relevant one only</p> <p>4.2.3 <u>Clause 2(I) – New Clause</u></p> <p>Amendments to PWD Forms.</p> | | | | |
| 4.3 | <p><u>Conditions of Contract</u></p> <p>The following to be filled in:</p> <p>4.3.1 <u>Clause 1(a)(i)</u></p> <p>Same as item 4.2.2 and 4.2.3</p> <p>4.3.2 <u>Clause 1(a)(iv)</u></p> <p>Check designation of S.O. is correct.</p> <p>4.3.3 <u>Clause 26(d) (203A only)</u></p> <p>Delete this clause if funded by International body.</p> | | | | Ref.: SP JPS Bil. 1/2003 |
| 4.4 | <p>Appendix to Conditions of Contract</p> <p>The following to be filled in:</p> <p>4.4.1 <u>Clause 3(a)(i)</u></p> <p>Clauses 40 and 43 and Clauses 51, 52 and 54 are designated to the correct Officers.</p> | | | | Ref.: SP JPS Bil. 1/2003 |

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| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|-----------------|---|-----|-----|-----------------|---------------|
| 4.4 (Cont'd) | <p>4.4.2 <u>Clause 3(a)(ii)</u></p> <p>Powers to approve Variations in accordance with latest Treasury and JPS circulars</p> <p>4.4.3 <u>Clause 33</u></p> <p>Minimum insurance coverage is sufficient⁵</p> <p>4.4.4 <u>Clause 33(a) and 36(b)</u></p> <p>Amount of excess – Nil</p> <p>4.4.5 <u>Clause 34</u></p> <p>Not used.</p> <p>4.4.6 <u>Clause 36</u></p> <p>Insert the following 'Total Amount Insured' RM</p> <p>4.4.7 <u>Clause 38(b)</u></p> <p>Date for Possession – 'To be Determined'.</p> <p>4.4.8 <u>Clause 40</u></p> <p>Check if the rate of Liquidated and Ascertained Damages is reasonable⁶.</p> <p>4.4.9 <u>Clause 41</u></p> <p>Sectional Completion - To be filled if required.</p> <p>4.4.10 <u>Clause 45</u></p> <p>Defects Liability Period in accordance with Arahan Perbendaharaan 200.5(a).⁷</p> | | | | Ref.: AP202.2 |

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| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|-----------------|---|-----|-----|-----------------|---|
| 4.4 (Cont'd) | <p>4.4.11 <u>Clause 47(a)</u></p> <p>(i) Value of work done before First Interim Certificate will be issued 5% of Builder's work or RM100,000 whichever is lesser.</p> <p>(ii) Value of work done before each subsequent interim certificate will be issued – 15% of average monthly value of Builder's Work or ½ of the first interim payment, whichever is lesser.</p> <p>4.4.12 Period for honouring payment</p> | | | | Sufficient period to be stated but not less than 30 days. |
| 5.0 | <u>Special Provisions to Conditions of Contract</u> | | | | |
| 5.1 | <p><u>Advance Payment</u></p> <p>5.1.1 Use correct Special Provision.</p> | | | | |
| 5.2 | <p><u>Variation Of Price</u></p> <p>5.2.1 Use correct Special Provision / forms.</p> <p>5.2.2 Quantity of steel bars and cement are stated in Lampiran..... if required for the works.</p> <p>5.2.3 Forms for estimation of diesel consumption & bitumen are included.</p> <p>5.2.4 Complete the forms, and enter the relevant information</p> | | | | Ref.: SPP 3/2008 |

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| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|----------|--|-----|-----|-----------------|---|
| 5.3 | <p><u>Performance Bond in the Form of Performance Guarantee Sum</u></p> <p>5.3.1 Use correct Special Provision.</p> | | | | |
| 5.4 | <p><u>Restriction and Procedure on Use of Imported Good/Materials</u></p> <p>5.4.1 Use correct Special Provision.</p> | | | | |
| 5.5 | <p><u>Amendments to Standard PWD forms</u></p> <p>Use correct amendments.</p> | | | | |
| 6.0 | Form of Tender | | | | |
| 6.1 | Use the correct form. | | | | |
| 6.2 | <p>The following are filled in:-</p> <p>6.2.1 Title of tender</p> <p>6.2.2 List of drawings including checking the number of drawings against the List of Drawings.</p> <p>6.2.3 Completion period (fixed by Department).</p> <p>Ensure period of completion fixed by the Department is reasonable, taking into account factors like urgency, complexity and rainy periods.</p> <p>6.2.4 Prime Cost or Provisional Sums if applicable.</p> | | | | |
| 6.3 | Tender validity period is amended. | | | | <p>90 days for conventional contracts. 180 days for DB contracts.</p> |

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|----------|--|-----|-----|-----------------|----------|
| 6.4 | <p>Include as clause 7(e) the following phrase:-</p> <p>'Polisi Insurans Kerja atau Nota Liputan berserta dengan resit bagi premium yang telah dibayar'.</p> | | | | |
| 6.5 | <p>Conditions of Tendering</p> <p>(i) Clause 1 (c) - Second line to be deleted if funded by International body.</p> <p>(ii) Clause 8 - Amend Tender Validity period.</p> <p>(iii) Clause 10(e) - Insert as per item 6.4 above.</p> | | | | |
| 7.0 | <p><u>Letter of Acceptance</u></p> | | | | |
| 7.1 | <p>Use correct form.</p> | | | | |
| 7.2 | <p>List of addresses where copies to be sent is correct.</p> | | | | |
| 8.0 | <p><u>Specifications</u></p> | | | | |
| 8.1 | <p><u>Scope of Works.</u></p> <p>To correspond to works indicated on site plan and measured in B.Q./Summary of Tender.</p> | | | | |
| 8.2 | <p>Technical specifications are provided for all items of work and are comprehensive, clear, appropriate and relevant to the works.</p> | | | | |
| 8.3 | <p>Cross References and Page Nos. are correct.</p> | | | | |
| 8.4 | <p>Addendum Specification prepared for specific works (for Lump Sum contract only)</p> | | | | |

PREPARATION OF TENDER DOCUMENTS

| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|----------|---|-----|-----|-----------------|---|
| 9.0 | Preamble | | | | |
| 9.1 | To check the unit of measurement as stated in the preamble is consistent with the measurement in the Bills for the various items. | | | | |
| 9.2 | The method of measurement is stated. | | | | |
| 9.3 | The method of measurement does not give rise to unnecessary or impractical maintenance of site records. | | | | |
| 9.4 | The general composition of the unit rate is stated. | | | | |
| 9.5 | No duplication in the measurement of items. | | | | |
| 10.0 | Bill of Quantities | | | | |
| 10.1 | A general look at the quantities to ensure no obvious mistakes. | | | | |
| 10.2 | All necessary dimensions are given | | | | |
| 10.3 | All necessary items are measured. | | | | No 'Rate Only' items. (Items without quantities). |
| 10.4 | P.C. Sum – to include item for Profit (%) and attendance (Lump Sum). | | | | No 'Contingency Sum' items. |
| 10.5 | Amounts for P.C and Provisional Sums stated in 'Amount' column. | | | | |
| 10.6 | Item descriptions are concise, consistent and accurate. | | | | |
| 10.7 | Item description to correspond to drawings and/or specification. | | | | |
| 10.8 | Cross References and Specification clause Nos. correct. | | | | |

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| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|----------|---|-----|-----|-----------------|---------------------|
| 10.9 | All sections of the Bill of Quantities are carried to the Summary. | | | | |
| 10.10 | Summary page provided. | | | | |
| 11.0 | <u>Summary of Tender (For Contract Based on Form JKR203)</u> | | | | |
| 11.1 | For Lump Sum items, statement on quantities should be avoided, otherwise ensure consistency with those stated in specifications and drawings. | | | | |
| 12.0 | Drawings | | | | |
| 12.1 | Drawings must be clear and up to date | | | | |
| 12.2 | Drawing Nos. tally with list of drawings. | | | | |
| 12.3 | Drawings for works based on Lump Sum tender must be complete and scope/extent of works are coloured if necessary | | | | |
| 13.0 | <u>Form of Guarantees for Performance Bond/Advance Payment</u> | | | | Ref.: SPP 5/2007 |
| 13.1 | Use correct form. | | | | |
| 13.2 | Latest list of Approved Banks & Insurance Companies attached | | | | |
| 14.0 | Informative Documents | | | | Ref.: SP JPS 3/1994 |
| 14.1 | All standard forms are incorporated | | | | |
| 14.2 | Form BA (Bank/Financial Institution Report) attached, not bound. | | | | |

PREPARATION OF TENDER DOCUMENTS

| Item No. | Description ¹ | PO1 | PO2 | QA ² | Comments |
|----------|--|-----|-----|-----------------|----------|
| 15.0 | General | | | | |
| 15.1 | All tender documents must be carefully prepared and complete so as to give effect to the expressed requirements of the Department. | | | | |
| 15.2 | The work to be executed must be clearly and concisely defined and specified, consistent with one another and free of ambiguity. | | | | |
| 15.3 | Documents must be free of inconsistencies and discrepancies between the various sections and the drawings. | | | | |
| 15.4 | Ensure that all bye-laws and Authorities requirements are included and highlighted in the tender documents: | | | | |
| 15.5 | Complies with the latest policies and circulars | | | | |

Signature of Checking Officer
Date of Completion of Task:

Signature of Verifying Officer
Date of Completion of Task:

Signature of Quality Auditor
Date of Completion of Task: