

## PREPARATION OF TENDER DOCUMENTS

Flowchart	Description	Action By	Reference
1	1. Estimated cost of works qualifies it for tender process, and instruction from PjH to proceed is received.	PT	
2	2. Prepare front-end sections.	PO	<i>Tender Document Checklist</i>
3	3. Prepare Summary of Tender / Bills of Quantities	PO	
4	4. Forward queries (if any) to Design Team for comments	PO	
5	5. Edit Summary of Tender / Bills of Quantities	PO	
6	6. Check that document is complete and in proper order	PO	
7	7. Convene Design Team / OS coordination meeting necessary	PO	
8	8. Incorporate comments or changes, and prepare final Tender Document	PO	
9	9. Quality Audit	BUBK	
10	10. Tender Document ready for printing and issue	PO	

### Preparation of Tender Documents

Note: Sample of Tender Document

## 6 PREPARATION OF TENDER DOCUMENTS

### 6.1 INTRODUCTION

This chapter provides:

- The guidelines on the preparation of tender documents.

### 6.2 PROCEDURES

Step	Procedures / Tasks	Action By / Reference
1	<p><b>Generally</b></p> <p>The tender documents should contain accurate information and definitive scope of works.</p> <p>This minimises ambiguity, and reduces the need for variations during construction stage. This may also reduce the risks of disputes arising from discrepancies in or between the documents.</p> <p>(a) Ascertain that the estimated cost of works qualifies it for tender process</p> <ul style="list-style-type: none"> <li>• For tender, the estimated cost of works is more than RM200,000.</li> <li>• If less than RM200,000 – refer <u>Guidelines on Preparation for Quotation Document</u></li> </ul> <p>(b) Ascertain the procurement route agreed</p> <ul style="list-style-type: none"> <li>▪ Conventional (with quantities)</li> <li>▪ Conventional (without quantities)</li> <li>▪ Design and Build</li> <li>▪ Special project.</li> </ul> <p>(c) Commence preparation of tender documents upon receipt of instruction to proceed from the Project Head</p>	<p>For information</p> <p>Action By: PT</p> <p>AP 171 &amp; AP 181</p> <p>See Chapter 3 – Procurement - Overview</p>

## PREPARATION OF TENDER DOCUMENTS

Step	Procedures / Tasks	Action By / Reference
2	<b>Prepare Front End Sections</b>	Action By: Ir/Sr
	<p>(a) Collate and prepare the documents required for the Tender Document in accordance with the DID requirements and standardized format. Ensure that the documents:</p> <ul style="list-style-type: none"> <li>▪ Clearly and concisely defined the works to be executed.</li> <li>▪ Are consistent with one another and free of ambiguity.</li> <li>▪ Have included and highlighted all the bye-laws and Authorities requirements.</li> <li>▪ Comply with the latest policies and circulars.</li> </ul> <p>(b) Draft the tender documents from the standard DID documents.</p> <p>(c) Prepare/compile specifications for the Tender Document.</p> <p>(d) Prepare Notice of Tender and/or Letter of Invitation to Tenderers, for insertion into the tender document: Please refer Chapter 7 [Invitation and Receipt of Tender].</p> <p>(e) Use the <u>Tender Document Checklist</u> as guidance.</p> <p>(f) Agree with the Design Team</p> <ul style="list-style-type: none"> <li>▪ Programme for receipt of information, request for progressive release of drawings</li> <li>▪ System of numbering drawings</li> <li>▪ Numbers of sets required</li> <li>▪ Revision notation</li> <li>▪ Items to be covered by Prime Cost or Provisional Sums.</li> </ul> <p>(g) Obtain/register the tender/contract number, and insert on the cover page. Ensure that the correct format/code is used, with reference to:</p> <ul style="list-style-type: none"> <li>• Federal/State funded project</li> <li>• The state in which the project is carried out</li> <li>• Code for types of works / Division</li> <li>• Running Number</li> <li>• Year</li> </ul> <p>e.g. "JPS/P/J/S/1/99" for Federal funded project, administered in Johor for drainage works/Division, being the first tender for year 1999. Re-tendered works uses the old tender number, with the words "Tawaran Semula" appended at the end. Note that sub-contracts shall follow the main contract number.</p>	<i>Refer Sections 6.5 &amp; 6.6</i>

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2a	<p><u>Design and Built Pre-bid Documents</u></p> <p>(a) For design-and-build projects, the Pre-bid documents are documents prepared in anticipation of contractor's proposal (or 'bid').</p> <p>It includes the Government's needs statement (or requirements). The Contractor's proposal must comply with the requirements set out in the Pre-bid Document.</p> <p>(b) Collate and prepare the Pre-bid Documents in accordance with the DID requirements and standardized format. Ensure that:</p> <ul style="list-style-type: none"> <li>• The Government's Needs Statement clearly identifies the design criteria including performance criteria (and specifications, if applicable) for the works, and the purposes of the works.</li> <li>• The Pre-bid Documents are consistent with one another and free of ambiguity.</li> <li>• Comply with the latest policies and circulars.</li> </ul> <p>(c) Draft the tender documents from the standard DID documents.</p> <p>(d) Prepare Notice of Tender and/or Letter of Invitation to Tenderers, for insertion into the tender document: Please refer Chapter 7 [Invitation and Receipt of Tender].</p>	<p>For information</p> <p>Action By: PO</p>
3, 4 & 5	<p><u>Design Team Coordination Meeting</u></p> <p>Prepare the Bills of Quantities / Summary of Tender – refer <u>Tender Document Checklist</u>.</p> <p>Forward queries, if any, to the Design Team for comments or clarification.</p> <p>Incorporate all comments and/or clarification, as appropriate.</p> <p>The completed Bills / Summary should be edited and checked by a senior QS/Engr.</p>	<p>Action By: PO</p>
6	<p><u>Check that Document is Complete and In Proper Order</u></p> <p>Check through the documents, and ensure that it is complete and in proper order.</p> <p>Cross references, if any, should be correctly referred.</p>	<p>Action By: PO</p>

## PREPARATION OF TENDER DOCUMENTS

Step	Procedures / Tasks	Action By / Reference
7	<p><b>Convene Design Team And Ir/Sr Coordination Meeting, If Necessary</b></p> <p>If necessary, arrange coordination meeting between Design Team and PO, to answer queries on the drawings and/or specifications, or give comments and clarifications on the tender document.</p>	Action By: PO
8	<p><b>Incorporate comments or changes and prepares final Tender Document</b></p> <p>Incorporate all comments or changes to the tender document.</p>	Action By: PO
9	<p><b>Quality Audit</b></p> <p>Forward a full set of the finalised Tender Document, together with the Tender Document Checklist to the BUBK for quality audit.</p>	Action By: PO /BUBK
10	<p><b>Tender Document Ready For Printing And Issue To Tenderers</b></p> <p>Arrange for the printing the required number of sets of the Tender document.</p> <p>Arrange for the display of the Tender Table Document.</p> <p>Issue invitation to tenderers : Please refer to Chapter 7 [Invitation and Receipt of Tender].</p>	Action By: PO