



**PUSAT PEMBANGUNAN KAPASITI  
(PUSAT PEMBELAJARAN SEPANJANG HAYAT)  
KEMENTERIAN PENDIDIKAN**

**DOKUMEN SEBUTHARGA**

<b>TAJUK SEBUTHARGA:</b>	<b>“RENOVATION WORKS AT LOBBY AND CAREER GUIDANCE ROOM, PUSAT PEMBANGUNAN KAPASITI (PUSAT PEMBELAJARAN SEPANJANG HAYAT)”</b>
<b>BILANGAN SEBUTHARGA:</b>	<b>PPK/SEM/2020-2021/8</b>
<b>TARIKH BUKA:</b>	<b>ISNIN, 31HB OGOS 2020</b>
<b>TARIKH TUTUP:</b>	<b>SABTU, 12HB SEPTEMBER 2020 (TIDAK LEWAT JAM 2:00 PETANG)</b>



### SYARAT -SYARAT PENYERTAAN SEBUTHARGA

1. Syarikat atau penender hendaklah mengisi dokumen sebutharga dengan lengkap dan teratur serta menyatakan tajuk dan bilangan sebutharga dengan jelas diluar sampul surat yang ditutup rapi seperti di bawah:

**TAJUK SEBUTHARGA:**  
**BILANGAN SEBUTHARGA:**

**KEPADA:-**  
**PENGERUSI**  
**JAWATANKUASA SEBUTHARGA**  
**PUSAT PEMBANGUNAN KAPASITI (PUSAT PEMBELAJARAN SEPANJANG HAYAT)**  
**KEMENTERIAN PENDIDIKAN**  
**NEGARA BRUNEI DARUSSALAM**

2. Dokumen sebutharga yang lengkap dan telah ditutup rapi dalam sampul surat hendaklah dimasukkan ke dalam peti sebutharga yang telah dikhaskan ke alamat seperti di bawah:

**PETI SEBUTHARGA**  
**PUSAT PEMBANGUNAN KAPASITI (PUSAT PEMBELAJARAN SEPANJANG HAYAT)**  
**KEMENTERIAN PENDIDIKAN**  
**JLN 10 SELATAN, RPN LAMBAK KANAN, BC2315**  
**NEGARA BRUNEI DARUSSALAM**

3. Syarikat atau penender hendaklah menghadapkan dokumen sebutharga dengan memasukkan kedalam sampul surat yang ditutup rapi, tanpa mendedahkan identiti syarikat atau penender.
4. Syarikat atau penender yang gagal memasukkan dokumen sebutharga kedalam peti sebutharga yang dikhaskan selepas pukul 2:00 petang pada tarikh tutup sebutharga adalah dikira batal.
5. Syarikat atau penender yang tidak mengisi dengan lengkap dokumen sebutharga atau tidak memberikan keterangan dengan jelas akan dikira batal.
6. Syarikat yang ikut serta hendaklah memastikan jumlah harga tawaran / sebutharga pada "Bill of Quantity" dan borang sebutharga hendaklah kedua-duanya selaras. Harga tawaran yang tidak selaras adalah dikira batal.
7. Hanya pen berwarna **biru** dibenarkan untuk digunakan untuk mengisi dokumen sebutharga.
8. Jika ada terdapat sebarang perubahan di dalam dokumen sebutharga, syarikat tidak dibenarkan untuk menggunakan *blanco* / *tipex*. Jumlah yang salah atau sebarang pembetulan hendaklah dibetulkan dengan keterangan atau jumlah yang betul, **ditandatangani serta dibubuh cop syarikat** berkenaan.
9. Sebarang pertanyaan mengenai sebutharga ini bolehlah menghubungi **Unit Kewangan, Pusat Pembangunan Kapasiti (Pusat Pembelajaran Sepanjang Hayat)** di talian **8268087**.



## BAHAGIAN B

### BORANG SEBUTHARGA

Kepada:  
Pengerusi  
Jawatankuasa Sebutharga  
Pusat Pembangunan Kapasiti (Pusat Pembelajaran Sepanjang Hayat)  
Kementerian Pendidikan  
Negara Brunei Darussalam

Tuan / Puan,

<b>Tajuk Sebutharga:</b>	<b>“RENOVATION WORKS AT LOBBY AND CAREER GUIDANCE ROOM, PUSAT PEMBANGUNAN KAPASITI (PUSAT PEMBELAJARAN SEPANJANG HAYAT)”</b>
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<b>Bilangan Sebutharga:</b>	<b>PPK/SEM/2020-2021/8</b>
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Setelah meneliti dan memahami **syarat-syarat sebutharga dalam BAHAGIAN A, skop kerja dan spesifikasi dalam BAHAGIAN C, “Bill of Quantity” BAHAGIAN F** serta **LAMPIRAN - LAMPIRAN** yang lain, sukacita Saya, \_\_\_\_\_ (Pengerusi Syarikat) daripada \_\_\_\_\_ (Nama Syarikat) Syarikat Saya / kami menawarkan dengan harga berjumlah \_\_\_\_\_ B\$ \_\_\_\_\_

bagi kesemua kerja-kerja yang bertajuk diatas. Sebutharga ini sah sehingga \_\_\_\_\_ bulan (*Price validity date*). Kerajaan membekal / kerja-kerja pembinaan / kerja-kerja pembaikan / Perkhidmatan dan Pengendalian kursus, akan dapat dilaksanakan untuk selama \_\_\_\_\_ (hari / minggu / bulan).

Alamat Syarikat : \_\_\_\_\_

Alamat Persuratan: \_\_\_\_\_

Nombor Telefon: \_\_\_\_\_ (Pejabat) \_\_\_\_\_ (Telefon Bimbit)



**Tandatangan dan Cop Syarikat**



**SKOP DAN SPESIFIKASI**

The successful contractor / tenderer is require to follow and agree on the following scope of work and specification below:-

1. Renovation Works at Lobby and Career Guidance Room, Pusat Pembangunan Kapasiti (Pusat Pembelajaran Sepanjang Hayat) are as follows:

No.	Description	Quantity	Unit
<b>A.</b>	<b>Demolition and alterations work</b>		
	i) Remove existing reception counter and dispose offsite	1	Lot
	ii) Remove existing solid doors and dispose offsite including necessary plastering to affected surface for new door	2	Nos
	iii) Hack existing floor skirting and dispose offsite	1	Lot
<b>B.</b>	<b>Flooring</b>		
	<b>i) SPC Flooring</b> Supply and lay new 5 mm SPC vinyl flooring. (Level the Career Guidance room as lobby) Location: Lobby and Career Guidance room	95	Sqm
	<b>ii) Floor Screeding/ Leveling</b> Supply and install max 15 mm thick cement screeding to level the floor in provision for vinyl flooring Location: Career Guidance Room	3	Sqm
<b>C.</b>	<b>Wall</b>		
	<b>i) Back Wall</b> Construct plywood board partition consists of GI framing and layer with laminate finish Size: 4000 mm (L) x 100 mm (W) x 2740 mm (H) Location: Reception area	1	Lot
	<b>ii) Card Pass Wall</b> Construct plywood board partition consists of GI framing and layer with laminate finish Size: 450 mm (L) x 450 mm (W) x 2740 mm (H)	2	Lot
<b>D.</b>	<b>Painting Works</b>		
	i) Existing walls must be scrap, clean, putty and smooth before applying 1 undercoat and 2 coats of paint (abstract design) Location: Lobby and Career Guidance Room	80	Sqm
	ii) Redesign wall with upskilling and reskilling phrases and motivational quotes on 4 wall area. Location: Lobby and Career Guidance Room	4	Lot



No.	Description	Quantity	Unit
<b>E.</b>	<b>Doors</b>		
	i) Single Leaf Tempered Swing Door Fabricate and install tempered glass single swing solid door including hinges and lockset Location: a) Director's Office – 2 pcs b) Deputy Director's Office – 3 pcs c) Career Guidance Room – 2 pcs	7	Pcs
	ii) Fabricate and install single swing aluminum frame glass door with aluminum frame glass panel Size: 1740 mm (L) x 2740 mm (H) Door size: 900 mm (L) x 2100 mm (H) Location: Entrance to office hallway	2	Nos
<b>F.</b>	<b>Sticker</b>		
	i) Supply and install perforated sticker  Location: Deputy Director's Window	24	Sqm
	ii) Supply and install privacy frosted stickers on Swing Door with labels  "Career Guidance Room" – 2 "Deputy Director (Academic)" – 1 "Deputy Director (Administration)" – 2 "Director" – 2 Entrance to office hallway – 2  Location: Door Entrance to office hallway, Career Guidance door, Deputy Director's doors, Director Doors	9	Units
<b>G.</b>	<b>Furniture</b>		
	i) Fabricate and install reception counter in plywood with lockable drawers, laminate finish. Size: 2800 mm (L) x 1200 mm (W) x 1000 mm (H) Location: Reception Counter	1	Lot
	ii) Supply and install customizable modular sofa.  Size 1: 1820mm (L) x 800 mm (W) x 750 mm (H)  Size 2: 1200 mm (L) x 800 mm (W) x 750 mm (H)  Location: Seating Area	1 1	Lot Lot
	iii) Fabricate and install coffee table in plywood, laminate finish with welded metal legs Size: 800 mm (L) x 600 mm (W) x 450 mm (H) Location: Seating Area	1	Lot



No.	Description	Quantity	Unit
	iv) Supply and install low back office chair with arm rest and durable castors Location: Reception Area	2	Nos
	v) Fabricate and install lockable swing door cabinets in plywood, laminate finish  Size 1: 2400 mm (L) x 400 mm (W) x 900 mm (H)  Size 2: 2400 mm (L) x 400 mm (W) x 1200 mm (H)  Location: Reception Area	1  1	Lot  Lot
	vi) Fabricate and install swing door cabinets in plywood with shelves, laminate finish Size: 1500 mm (L) x 400 mm (W) x 2700 mm (H) Location: Lobby	1	Lot
<b>H. Smart Access Control Pad</b>			
	i) Supply and install Smart Access Control – Pass card access on both swing door. Location: Door Entrance to Office Hallway	2	Nos
	ii) Supply access card for all staff to access Smart Access Control Pad.	30	Nos
	iii) Supply a manual exit system “Push to exit” button on both doors.	2	Nos
<b>I. Signage</b>			
	i) Supply and install acrylic cut out logo and text with backlit  Logo Size: 400 mm (L) x 400 mm (H)  Text Size: 1590 mm (L) x 350 mm (H)  Location: Reception Area	1  1	Lot  Lot
	ii) Fabricate and install RECEPTION text in laser cut text in plywood laminate finish Size: 679 mm (L) x 100 mm (H) Location: Reception Counter	1	Lot
<b>J. Electrical Works</b>			
	i) Supply and install power point using 2 x 2.5 mm <sup>2</sup> PVC cable + 2.5 mm <sup>2</sup> CPC in concealed PVC conduit c/w 2 x 13 Switch Socket Outlet (SSO) with necessary hacking to flooring	11	Nos



No.	Description	Quantity	Unit
	ii) Supply and install 65" Smart LED TV including powerpoint	2	Nos
	iii) Supply and install LED strip light (2.4 m L)	1	No
	iv) Supply and install mobile TV Stand	1	No

2. Participating company should check, inspect and be familiar with the site's condition. The successful company should have specialized team of workers for carrying out the works.
3. Participating company who wish to visit the premise shall contact the Contracting Officer Representative before coming into the premise. It is necessary for tenderers to visit the premise once the tender is out and must not exceed one week after the tender opening date for inspection of the site. The participating company may contact and make appointment with the following Contracting Officer Representative:
  - Muhammad Farid Hakkim bin Haji Kamarhan (+6738641157)
  - Mohammad Syazwan Bin Bahrin (+6738620119)
  - Office (+673-8324488 / +673-8268089)
4. The successful company shall execute and complete the work as per specification or scope of work to the satisfaction of the Contracting Officer Representative within a period of 30 days from the date of award of work.
5. The successful company shall clear away all waste and dispose it away from Pusat Pembangunan Kapasiti (Pusat Pembelajaran Sepanjang Hayat (PPSH)) and make sure the site area is clean once the work has been done.
6. The successful company is responsible for the safety of the workers and must follow the safety and health practices throughout the work. The Contracting Officer Representative and the HSSE Officer reserve the right to suspend the work when and where Contractor's safety and health practices are considered to be operating in an inadequate or non-complying manner.
7. Pusat Pembangunan Kapasiti (Pusat Pembelajaran Sepanjang Hayat (PPSH)) shall not be held responsible for any accidents that occur due to unsafe practice of the workers employed by the contractor to carry out the work.
8. The successful company shall provide all Personal Protective Equipment for the workers as the requirement of the work. All works will be stopped if a proper protection equipment is not found with the workers.
9. The successful company shall not leave the work area in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work and equipment.
10. Any equipment or work considered dangerous shall be immediately discontinued.
11. The successful company shall prepare the risk assessment before commencing the work.
12. The successful company shall guarantee that all work performed will be free from all defects in materials and that all installation will provide the capacities and characteristics specified.



13. The successful company shall inform and provide in writing the transportation details (vehicle registration number, driver's name, and date of delivery) to the Contracting Officer Representative at least a day in advance for material deliveries. The successful company shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID/ pass card with the company name on it.
14. There is no time extension if the work has not been done. However, under unforeseen site conditions, the contractor shall make proper representation to the Contracting Officer Representative with reasons for the delay upon which the extension of completion time may be allowed by the Contracting Officer Representative.
15. Pusat Pembangunan Kapasiti (Pusat Pembelajaran Sepanjang Hayat) is entitled to terminate the contract immediately if the Department does not satisfy with the quality of work.
16. Successful company cannot assign any other contractor / company to carry out this term contract without the Department's approval.
17. Price shall include:
  - i) Installation / services.
  - ii) Material, tools and machinery needed
  - iii) Delivery
  - iv) Warranty
  - v) Labour charges
  - vi) Design and concept charges
  - vii) Any Additional or hidden charges





**PENGAKUAN SYARIKAT / PENENDER**

<b>Bilangan Sebutharga</b> <i>Quotation Reference</i>	<b>PPK/SEM/2020-2021/8</b>
<b>Tajuk Sebutharga</b> <i>Quotation Title</i>	<b>“RENOVATION WORKS OF LOBBY AND CAREER GUIDANCE ROOM AT PUSAT PEMBANGUNAN KAPASITI (PUSAT PEMBELAJARAN SEPANJANG HAYAT)”</b>

**Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)**

*I/We (Fill in all the proprietor/shareholders' name below)*

<b>Bil.</b> <i>No.</i>	<b>Nama</b> <i>Name</i>	<b>Nombor Kad Pengenalan Brunei/Passpot Antarabangsa</b> <i>Brunei Identity Card/ International Passport Number</i>	<b>Warna</b> <i>Colour</i>	<b>Peratus (%) Saham</b> <i>Percentage (%) Share</i>	<b>Tandatangan</b> <i>Signature</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Beralamat/Address:** \_\_\_\_\_

\_\_\_\_\_



dengan ini membuat PENGAKUAN seperti berikut / make the following DECLARATION:

1. Saya/Kami yang bernama diatas,  
*I/We as the name stated above,*  
i adalah pemilik berdaftar sebuah Firma yang bernama  
*a registered proprietor of*

\_\_\_\_\_, (isikan nama Firma / fill in the firm's name)

dengan alamat perniagaan di,  
*with its place of business at* \_\_\_\_\_

(atau / or)

- ii adalah pemegang saham dalam sebuah Syarikat yang bernama  
*a shareholder in a Company,*

\_\_\_\_\_, dengan alamat berdaftar di /having its registered  
*address at*

yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;  
*which has submitted a Tender Proposal in the above mentioned project;*

2. iii Saya/Kami tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain; (sila lihat nota 3 dan 4 dibawah dan potong jika tidak berkenaan).  
*I/We do not own any other firm(s)/ Company(ies); (see notes 3 and 4 below and delete where appropriate).*
3. iv Saya/Kami adalah juga pemilik / pemegang saham dalam senarai Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran I.  
*I/We also the propretor / shareholder in the list of firm(s)/ Company(ies) described at Annex A.*

DAN saya/kami selanjutnya membuat PENGAKUAN bahawa sepanjang pengetahuan saya/kami, Firma (Firma-Firma)/ Syarikat (Syarikat-Syarikat) saya/kami yang dinyatakan dalam Lampiran 1 ini, tidak mengemukakan Tawaran untuk projek yang disebutkan diatas.

*AND I/We further DECLARE that to the best of my/our knowledge, none of my/our other firm(s)/Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.*

4. Saya/Kami juga membuat PENGAKUAN selanjutnya:  
*I/We also hereby DECLARE:*

- a. bahawa sepanjang pengetahuan saya/kami, isteri/suami saya/kami atau Firma (Firma-Firma) Syarikat (Syarikat-Syarikat) kepunyaan isteri/suami saya/kami, tidak menghadapkan Tawaran untuk projek yang disebutkan diatas;  
*that to the best of my/our knowledge, neither my/our spouse or his/her firm(s)/ Company(ies) have submitted a Tender Proposal for the above mentioned project ; and*



- b. bahawa saya/kami tidak berpakat sulit dengan Firma (Firma-Firma)/ Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapi Tawaran untuk projek yang disebutkan di atas.

*that I/We have not colluded with any other firm(s)/Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.*

5. Saya/kami seterusnya membuat PENGAKUAN bahawa pemilik-pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.

*I/We also DECLARE that neither I nor the other owner of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this tender, is/are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.*

(Atau / or)

Saya/Kami sedang berkhidmat dengan Kerajaan Kebawah Duli yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan sukacita disertakan surat kebenaran untuk berniaga daripada Jabatan Perdana Menteri.

*I/We DECLARE that I am/We are public officers and enclose herewith the letter of approval to engage in business issued by the Prime Minister's Office*

6. Saya/Kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, saya/kami akan melakukan kesalahan yang boleh didakwa dibawah Kanun Hukuman Jenayah Bab 182 yang disertakan di LAMPIRAN A.

*I/We fully aware that if I/We gave any information which is false, I/We committing an offence for which I/We liable to prosecution under the Penal Code. I/We also aware of Section 182 of the Penal Code reproduced below in Annex A.*

7. Saya/Kami juga difahamkan bahawa Firma / Syarikat saya/kami tidak akan dipertimbangkan bagi mengikuti Tawaran projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.

*I/We also understand that my/our firm/Company will be disqualified for this tender in the event any information given herein is found to be false.*

8. Saya/Kami memberi kuasa kepada \_\_\_\_\_ untuk menandatangani surat pengakuan ini sebagai pihak saya/kami sendiri dan sebagai wakil saya/kami untuk mengikatkan saya/kami dan Penender kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan ini.

*I/We hereby authorize \_\_\_\_\_ to sign this Tenderer's Declaration on my/our behalf and also on behalf of the Tenderer to bind ourselves and the Tenderer to the matters set out in this declaration.*

Pada hari ini \_\_\_\_\_ haribulan \_\_\_\_\_, 20 \_\_\_\_\_

Dated this day \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Nama dan Tandatangan)

(Name and Signature)

^ (Pemilik Syarikat / CEO /Pengarah)

(The Owner of Co / CEO / Director)

(Cop Syarikat)

(Company Stamp)



<sup>1</sup> Masukkan disini jika orang yang membuat pengakuan adalah pemilik atau adalah seorang pemilik berdaftar Syarikat atau Nama Perniagaan.

*Fill in here if an Owner of a Business Name*

<sup>1</sup> Masukkan disini jika orang yang membuat pengakuan adalah pemegang saham dalam sebuah Syarikat (Sdn Bhd)

*Fill in here if a shareholder in a Company ( Sdn Bhd )*

<sup>1</sup> Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma- Firma / Syarikat-Syarikat lain.

*If you DO NOT own other firms/Companies, please delete paragraph 3.*

<sup>1</sup> Potong perenggan 2 jika orang yang membuat pengakuan adalah pemilik atau pemegang saham dalam Firma-Firma / Syarikat-Syarikat lain.

*If you the Owner or Shareholder of other firms/Companies, please delete paragraph 2.*

<sup>1</sup> Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.

*Must be signed by the Owner of Co or CEO or Director.*



## **LAMPIRAN A**

### **ANNEX A**

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Firma (Firma-Firma) yang saya/kami menjadi pemiliknya seperti berikut:

*Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Firm(s) which I/We the proprietor of:*

No	Nama / Name	Firma / Firm
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Syarikat (Syarikat-Syarikat Sendirian Berhad) yang saya/kami menjadi pemiliknya seperti berikut:

*Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Company(ies) which I/We a shareholder of:*

No	Nama / Name	Syarikat / Company
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Bab 182 Kanun Hukuman Jenayah (Panggal 22 Undang-Undang Negara Brunei Darussalam)**  
*Sections 182 of the Penal Code (Cap 22 of the Laws of Brunei)*



**182. Barang siapa memberi kepada seseorang pegawai awam apa-apa maklumat yang diketahui atau dipercayai sebagai palsu, dengan maksud menyebabkan, atau dengan mengetahui bahawa kemungkinan akan menyebabkan pegawai awam tersebut:-**

*Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant;-*

(a) **Melakukan atau meninggalkan apa-apa perkara yang pegawai awam itu seharusnya tidak melakukan atau tidak meninggalkan sekiranya keadaan yang sebenar, berkenaan dengan hal yang dimaklumkan itu, telah diketahui; atau**

*To do or omit anything which such public servant ought not do or omit if the true state of facts respecting which such information is given were known by him; or*

(b) **Menggunakan kuasanya yang sah disisi undang-undang yang mendatangkan kecederaan atau gangguan kepada seseorang.**

*To use the lawful power of such public officer to the injury or annoyance of any person.*

**Akan menerima hukuman penjara sehingga 6 bulan atau didenda sebanyak \$4,000.00 atau dengan kedua-duanya.**

*shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.*

**Pengakuan Penender**

*Tenderer's Declaration*



## BAHAGIAN E

### PENGALAMAN SYARIKAT / PENENDER

Tajuk Sebutharga:	“RENOVATION WORKS OF LOBBY AND CAREER GUIDANCE ROOM AT PUSAT PEMBANGUNAN KAPASITI (PUSAT PEMBELAJARAN SEPANJANG HAYAT)”
Bilangan Sebutharga:	PPK/SEM/2020-2021/8

Disenaraikan projek-projek yang **selesai** dan **sedang** dilaksanakan oleh syarikat kami \_\_\_\_\_ (Nama syarikat).

BIL.	TAJUK PROJEK	NAMA JABATAN / KEMENTERIAN	TARIKH PROJEK BERMULA	TARIKH PROJEK BERAKHIR

*\* Sila lampirkan maklumat-maklumat yang berkaitan sekiranya ruang yang di sediakan tidak mencukupi*

Tandatangan Pengurus / Pengarah  
& Cop Syarikat



**BILL OF QUANTITY**

Tajuk Sebutharga: “RENOVATION WORKS OF LOBBY AND CAREER GUIDANCE ROOM AT PUSAT PEMBANGUNAN KAPASITI (PUSAT PEMBELAJARAN SEPANJANG HAYAT)”

Bil. Sebutharga: PPK/SEM/2020-2021/8

BIL	KETERANGAN	UNIT	KUANTITI	KADAR B\$	JUMLAH B\$
1.	i) Preliminaries – Labour, transformation, materials, access, hand tools, electrical, fuel and hydraulic powered driven tools, machinery and equipment necessary for safe, quality and timely execution of the following scope of works. Works shall include to reinstate existing features and fixtures to the affected surrounding area to match the existing, to remove existing material (if any), to make good to all work disturbed and to remove debris to contractor’s own dump site as per instruction and satisfactory	Lot	1		
	ii) Design and concept charges	Lot	1		
2.	<b>Demolition and alterations</b>				
	i) Remove existing reception counter and dispose offsite	Lot	1		
	ii) Remove existing solid doors and dispose offsite including necessary plastering to affected surface for new door	Nos	2		
	iii) Hack existing floor skirting and dispose offsite	Lot	1		
3.	<b>Flooring</b>				
	<b>i) SPC Flooring</b> Supply and lay new 5 mm SPC vinyl flooring. (Level the Career Guidance room as lobby) Location: Lobby and Career Guidance room	Sqm	95		
	<b>ii) Floor Screeding/ Leveling</b> Supply and install max 15 mm thick cement screeding to level the floor in provision for vinyl flooring Location: Career Guidance Room	Sqm	3		
				<b>Amount B\$</b>	





BIL	KETERANGAN	UNIT	KUANTITI	KADAR B\$	JUMLAH B\$
4.	<b>Wall</b>				
	i) <b>Back Wall</b> Construct plywood board partition consists of GI framing and layer with laminate finish Size: 4000 mm (L) x 100 mm (W) x 2740 mm (H) Location: Reception area	Lot	1		
	ii) <b>Card Pass Wall</b> Construct plywood board partition consists of GI framing and layer with laminate finish Size: 450 mm (L) x 450 mm (W) x 2740 mm (H)	Lot	2		
5.	<b>Painting Works</b>				
	i) Existing walls must be scrap, clean, putty and smooth before applying 1 undercoat and 2 coats of paint (abstract design) Location: Lobby and Career Guidance Room	Sqm	80		
	ii) Redesign wall with upskilling and reskilling phrases and motivational quotes on 4 wall area. Location: Lobby and Career Guidance Room	Lot	4		
6.	<b>Doors</b>				
	i) Single Leaf Tempered Swing Door Fabricate and install tempered glass single swing solid door including hinges and lockset  Location: a) Director's Office – 2 pcs b) Deputy Director's Office – 3 pcs c) Career Guidance Room – 2 pcs	Pcs	7		
	ii) Fabricate and install single swing aluminum frame glass door with aluminum frame glass panel Size: 1740 mm (L) x 2740 mm (H) Door size: 900 mm (L) x 2100 mm (H) Location: Entrance to office hallway	Nos	2		
7.	<b>Sticker</b>				
	i) Supply and install perforated sticker for windows  Location: Deputy Director's Room	Sqm	24		
	ii) Supply and install privacy frosted stickers on Swing Door with labels  "Career Guidance Room" - 2 "Deputy Director (Administration)" – 1 "Deputy Director (Academic)" – 2 "Director" - 2 Entrance to office hallway – 2  Location: Door Entrance to office, Director's doors Career Guidance door, Deputy Director's doors	Units	9		
<b>Amount B\$</b>					



BIL	KETERANGAN	UNIT	KUANTITI	KADAR B\$	JUMLAH B\$
8.	<b>Furniture</b>				
	i) Fabricate and install reception counter in plywood with lockable drawers, laminate finish. Size: 2800 mm (L) x 1200 mm (W) x 1000 mm (H) Location: Reception Counter	Lot	1		
	ii) Supply and install customizable modular sofa.  Size 1: 1820 mm (L) x 800 mm (W) x 750 mm (H)  Size 2: 1200 mm (L) x 800 mm (W) x 750 mm (H)  Location: Seating Area	Lot  Lot	1  1		
	iii) Fabricate and install coffee table in plywood, laminate finish with welded metal legs Size: 800 mm (L) x 600 mm (W) x 450 mm (H) Location: Seating Area	Lot	1		
	iv) Supply and install low back office chair with arm rest and durable castors Location: Reception Area	Nos	2		
	v) Fabricate and install lockable swing door cabinets in plywood, laminate finish  Size 1: 2400 mm (L) x 400 mm (W) x 900 mm (H)  Size 2: 2400 mm (L) x 400 mm (W) x 1200 mm (H)  Location: Reception Area	Lot  Lot	1  1		
	vi) Fabricate and install swing door cabinets in plywood with shelves, laminate finish Size: 1500 mm (L) x 400 mm (W) x 2700 mm (H) Location: Lobby	Lot	1		
<b>Amount B\$</b>					



BIL	KETERANGAN	UNIT	KUANTITI	KADAR B\$	JUMLAH B\$
9.	<b>Smart Access Control Pad</b>				
	i) Supply and install Smart Access Control – Pass card access on both swing door. Location: Door Entrance to Office Hallway	Nos	2		
	ii) Supply access card for all staff to access Smart Access Control Pad.	Nos	30		
	iii) Supply a manual exit system “Push to exit” on both doors.	Nos	2		
10.	<b>Signage</b>				
	i) Supply and install acrylic cut out logo and text with backlit  Logo Size: 400 mm (L) x 400 mm (H)  Text Size: 1590 mm (L) x 350 mm (H)  Location: Reception Area	Lot	1		
		Lot	1		
	ii) Fabricate and install RECEPTION text in laser cut text in plywood laminate finish Size: 679 mm (L) x 100 mm (H) Location: Reception Counter	Lot	1		
11.	<b>Electrical Works</b>				
	i) Supply and install power point using 2 x 2.5 mm <sup>2</sup> PVC cable + 2.5 mm <sup>2</sup> CPC in concealed PVC conduit c/w 2x13 Switch Socket Outlet (SSO) with necessary hacking to flooring	Nos	11		
	ii) Supply and install 65” Smart LED TV including powerpoint	Nos	2		
	iii) Supply and install LED strip light (2.4 m L)	No	1		
	iv) Supply and install mobile TV Stand	No	1		
<b>Total Amount B\$</b>					



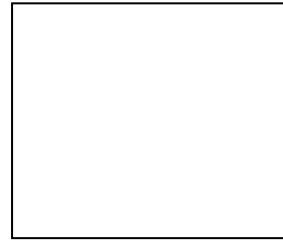
NAMA SYARIKAT: \_\_\_\_\_

ALAMAT SYARIKAT: \_\_\_\_\_

NAMA PENGURUS: \_\_\_\_\_

NO TELEFON: \_\_\_\_\_ (Pejabat) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Fax)

EMEL: \_\_\_\_\_



**TANDATANGAN DAN COP SYARIKAT**



**DOKUMEN YANG MESTI DISERTAKAN**

Sila sertakan satu salinan bagi semua dokumen-dokumen seperti yang dinyatakan dibawah:-

1.	1 Salinan Sijil Pendaftaran Syarikat 16 & 17 / Form X	
2.	1 Salinan Kad Pengenalan atau Paspot Pemilik Syarikat	
3.	Senarai pengalaman kerja-kerja yang pernah dilaksanakan / Sedang dilaksanakan / akan dilaksanakan di Jabatan-Jabatan Kerajaan / Kementerian atau Syarikat-syarikat.	
4.	1 Salinan Sijil sekurang-kurangnya Kelas I yang berdaftar yang masih sah dari Kementerian Pembangunan	
5.	1 salinan Lukisan dan reka bentuk yang berwarna bagi kerja-kerja pengubahsuaian bagi kawasan lobi dan bilik bimbingan bakat kerja di Pusat Pembangunan Kapasiti (Pusat Pembelajaran Sepanjang Hayat)	

**\* Sila tandakan ( ✓ ) pada mana-mana yang berkenaan**

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**Tandatangan Pengurus / Pengarah  
& Cop Syarikat**

