



AGENSI KAUNSELING DAN PENGURUSAN KREDIT

**MINOR RENOVATION AT ITD & FACILITIES AREA
LEVEL 8, MAJU JUNCTION MALL,
JALAN SULTAN ISMAIL, 50250 KUALA LUMPUR**

(REF: AKPK/RFQ18/OCT01)

Request for Quotation [RFQ]

Issuer

Agensi Kaunseling Dan Pengurusan Kredit
Level 14, TH Perdana Towers
1001 Jalan Sultan Ismail
50250 Kuala Lumpur

ISSUE DATE : 5 October 2018
CLOSING DATE/TIME : 16 October 2018 / 12:30pm

1 INTRODUCTION

The purpose for this Request for Quotation (RFQ) is to enquire from the respective vendors to quote for 'minor renovation at ITD & facilities area' (Deliverables) as specified below.

2 SPECIFICATION

The specifications for the Deliverables in **Appendix D**.

3 DELIVERABLES

3.1 The location for the Deliverables to AKPK's office is at:

| No | Location | Address |
|----|---------------------------------|--|
| 1. | AKPK HQ (ITD & facilities area) | Level 8, Maju Junction Mall, 1001 Jalan Sultan Ismail, 50250 Kuala Lumpur. |

3.2 **Six (6) month** product warranty on all workmanship defects.

4 REQUIREMENTS

Interested vendors wishing to participate in this RFQ exercise are required to:

4.1 Provide the following information/documents:-

i) Quotations for the Deliverables.

4.2 Complete the company profile form in **Appendix C**

4.3 Attach relevant Suruhanjaya Syarikat Malaysia's (SSM) documents as follow:-

i) For Enterprise Company

- ✓ Company Profile
- ✓ Business Information
- ✓ Form D

ii) For Sendirian Berhad & Berhad Company

- ✓ Company Profile
- ✓ Memorandum and Articles of Association
- ✓ Business Information
- ✓ Form 49
- ✓ Form 9 (Sendirian Berhad) & Form 8 (Berhad)

4.4 Latest Audited Financial Statements

- 4.5 CIDB registration licence (minimum CIDB registration of G1 category B07)
- 4.6 Declaration of any relationship with AKPK Board members or Staff i.e. parents, spouse, children, siblings (if any)

5 METHOD OF SUBMISSION

By hand ONLY, proposals to this RFQ must be deposited in a sealed envelope into tender box at:

**Level 14, TH Perdana Tower,
1001, Jalan Sultan Ismail,
50250 Kuala Lumpur.**

The proposals to be submitted in a **separate cover, sealed envelope** and to be labelled clearly as follows:

i. Solution Proposal

“NOTE: DO NOT OPEN. SOLUTION PROPOSAL ENCLOSED FOR MINOR RENOVATION AT ITD & FACILITIES AREA LEVEL 8, MAJU JUNCTION MALL, RFQ# AKPK/RFQ18/OCT01 SUBMITTED BY [VENDOR’S NAME HERE]”

(Note: Should submit 2 sets of copies – 1 original, 1 photocopies in one envelope)

ii. Cost Proposal (Quotation)

“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR MINOR RENOVATION AT ITD & FACILITIES AREA LEVEL 8 MAJU JUNCTION MALL, RFQ# AKPK/RFQ18/OCT01 SUBMITTED BY [VENDOR’S NAME HERE]”

(Note: Should submit 2 sets of copies – 1 original, 1 photocopies in one envelope).

iii. Any submission of RFQ Proposal to be registered in our “Schedule of Tender for RFQ Submission” i.e Name of Company and Contact Details (Name, Designation, IC Number, H/P Number, Email Signature, etc)

6 AKPK's OFFICER IN-CHARGE

A. AKPK's Procurement officer in-charge:

1. Name : Nur Hayati Mat Salleh/Hadi Isma Che Wil
Contact No : 03-2610 5678/03-2610 5661
Email : procurement@akpk.org.my

B. AKPK's Technical officer in-charge:

1. Name : Ahmad Firdaus Mohamad Ariff
Contact No. : 03-2610 5665 / 019-268 5275
Email : firdaus@akpk.org.my
2. Name : Mohd Haffiz Talib
Contact No. : 03-2610 5660 / 019-717 6283
Email : mohdhaffiz.t@akpk.org.my

7 DATELINE OF SUBMISSION

- a. All quotations must reach us by / before **12.30pm** on **16 October 2018**.
- b. Tender received after the deadline and/or not comply with method of submission as above mentioned will be rejected.
- c. The vendor's proof of posting and/or submission by other means shall not be accepted as proof of receipt by AKPK.
- d. Document that are rejected or disqualified will be dispose-off at our end.
- e. Regardless of the method used for delivery, vendors shall be wholly responsible for the timely delivery of submitted proposal.

8 SITE VISIT AND BRIEFING

- a. A mandatory site visit and briefing will be held on **09 October 2018** and all prospective vendors or their representatives are required to attend the site visit.
- b. The vendors are required to assemble at **Briefing Room Level 8, Maju Junction Mall, 1001 Jalan Sultan Ismail, 50250 Kuala Lumpur 10.30am** on the stipulated date.

9 VALIDITY OF THE QUOTATION

- a. The validity of the quotation submitted is 120 calendar days;
- b. To provide additional service with the same specification and price within twelve (12) months (if require) after first purchase done; and
- c. All cost are inclusive SST, delivery charges & installation cost and all other taxes incidental to the Deliverables.

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APPENDIX A

A. SOLUTION PROPOSAL

1. VENDOR'S SOLUTION PROPOSAL

| No | Description | Tick (✓) | Envelope |
|----|---|----------|-------------------|
| 1 | Proposed Items Specifications (Product Brochure) | | Solution Proposal |
| 2 | Company Profile Form (Appendix C) | | |
| 3 | Business Registration Certificate | | |
| 4 | CIDB Registration Licence | | |
| 5 | Memorandum and Articles of Association | | |
| 6 | Corporate and Business Information Data (CBID) | | |
| 7 | Form D (Enterprise), Form 9 (Sendirian Berhad) & Form 8 (Berhad) | | |
| 8 | Form 49 (Sendirian Berhad & Berhad) | | |
| 9 | Latest Audited Financial Statements | | |
| 10 | Product Brochures | | |
| 11 | Declaration Letter of any Relationship with AKPK Board members / Staff (if any) | | |
| 12 | Appointment letter as a product reseller | | |

2. PERSON IN-CHARGE

| | |
|--|--|
| Name | |
| Designation | |
| Signature | |
| Email | |
| Contact Number (Off) Mobile Number (HP) | |
| Signature | |
| Date | |
| Company Stamp | |

APPENDIX B

1. VENDOR'S COST PROPOSAL

A. CHECKLIST

| No. | Description | Tick (✓) | Envelope |
|-----|---------------------------------------|----------|---------------|
| 1 | Official Quotation (must submit this) | | COST PROPOSAL |
| 2 | Cost Summary in Appendix B (B) | | |
| 3 | Bank Info | | |

B. COST SUMMARY - Details cost by Category

| NO | Description | Total Amount (RM) |
|---|--------------------------------|-------------------|
| 1. | Demolition & dismantling works | |
| 2. | New builders works | |
| 3. | M & E works | |
| 4. | Others | |
| 5. | Amount | |
| 6. | Sales & Services Tax (SST) | |
| 7. | Grand Total Cost | |
| (All cost are inclusive of delivery charges and other taxes incidental to the deliverables) | | |

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2. DELIVERY TIMEFRAME

| No | Description | Timeframe |
|----|--|-----------|
| 1 | Delivery of the Deliverables to complete the job in working days |days |

3. PAYMENT STRUCTURE

| No | Description |
|----|---|
| 1. | Preferred Payment Term i. Upon Delivery of Deliverables : 95% ii. Upon Completion of the Warranty (6 Month) : 5% (Please state if the payment term is not as per the above preferred term) |
| 2. | Manner of Payment i. Name of Bank : ii. Address of Bank : iii. Account number : iv. Account type : Current / Saving v. Account scheme : Conventional / Islamic |

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APPENDIX C**COMPANY PROFILE FORM**

This section covers generic company information that will provide a quick overview of the vendor/solution provider organization. Please fill in as much information as possible, and feel free to add additional information in the form of attachment.

i. Particulars of Company

| No | Items | Explanation |
|-----|--|-------------|
| 1. | Company Name | |
| 2. | Company Registration No. (for company registered in Malaysia) | |
| 3. | Business Address | |
| 4. | Correspondence Address (if different from the above business address) | |
| 5. | Telephone No. | |
| 6. | Fax No. | |
| 7. | Contact Person(s) | |
| | | |
| | | |
| 8. | Number of years in business operation | |
| 9. | Latest Audited Financial Statements (MM/YYYY) | |
| 10. | SSM Certification (e.g. Form 49. Form 9, etc.) | |
| 11. | CIDB Registration Licence | |

ii. Company's Directors

| No | Name of Directors | Position In Company | Period |
|----|-------------------|---------------------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

iii. Company's Current and Past Work Experience (latest 3 projects)

Please attach the list of similar contracts/projects performed by your company. **The list should be confined only to similar or related supply/services/works described in this RFQ document** and presented in the format specified below (please add more rows if not sufficient).

| No. | Client Name | Project Description | Completion Date |
|-----|-------------|---------------------|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

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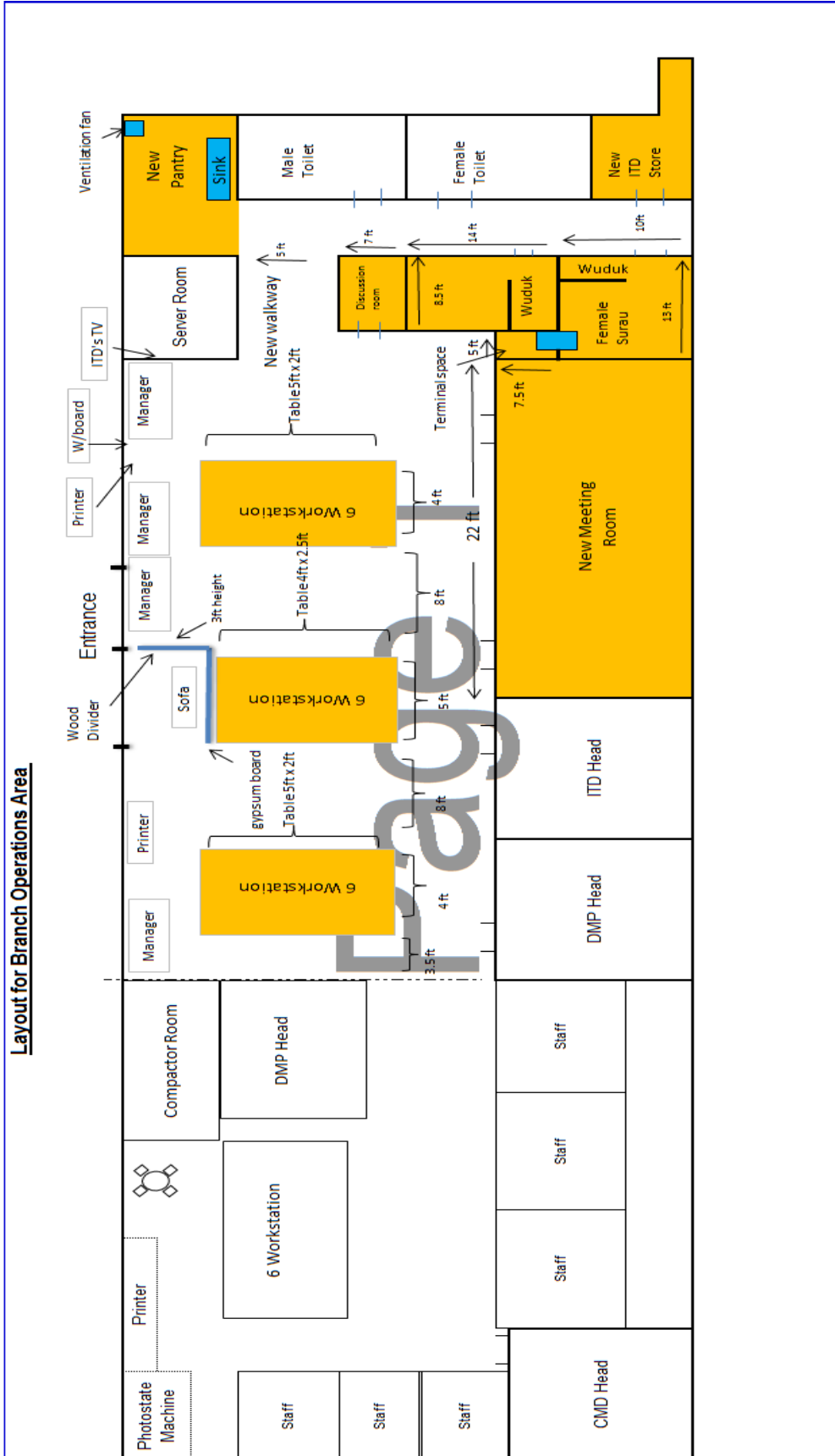
APPENDIX D

DETAILED REQUIREMENTS FOR MINOR RENOVATION AT ITD & FACILITIES AREA.

| No | Requirement | Qty | Items workplace, no of power points, LAN and telephone points Required | | | | Additional Items to be provided | Remarks |
|-----------------------------------|---|-----|---|-------------|-----------|--------------------------------|---|---|
| LEVEL 8 MAJU JUNCTION MALL | | | | | | | | |
| A | ITD & Facilities Area | Qty | ITEM/LOCATION /DETAILS | Power Point | LAN Point | Telep hone Point/ printe r/fax | | |
| 1 | Workstations (Please refer Appendix E) | 18 | <ul style="list-style-type: none"> As recommendation by AKPK to get from AMOFFICE Sdn. Bhd. | 54 | 18 | 18 | <ul style="list-style-type: none"> New Table and office chairs 6 tables (4ft x 2.5ft) & 12 tables (5ft x 2ft) | <ul style="list-style-type: none"> power points, LAN points and Telephone line will be through stainless steel rod at every group/ island of workstation (refer layout plan) |
| 2 | Managers Workstations (Please refer Appendix E) | 4 | <ul style="list-style-type: none"> Refer layout plan | 12 | 4 | 4 | <ul style="list-style-type: none"> Re-allocate existing table from ITD room | On site measurement |
| 3 | Meeting Room | 1 | <ul style="list-style-type: none"> Re-allocate glass & door from existing meeting room to new area (Refer layout plan) | 6 | 2 | 1 | | <ul style="list-style-type: none"> Re-allocate existing projector bracket & screen projector Re-wiring HDMI & VGA projector cable (Existing cable) |
| 4 | Discussion Room | 1 | <ul style="list-style-type: none"> Refer layout plan | 3 | 1 | 1 | | On site measurement |
| 5 | Terminal Room/ Space | 1 | <ul style="list-style-type: none"> Refer layout plan | 8 | 4 | 1 | | On site measurement |
| 6 | Male Surau | 1 | <ul style="list-style-type: none"> Refer layout plan | 2 | 0 | 0 | <ul style="list-style-type: none"> Concrete wuduk area Provide Water Outflow & inflow | On site measurement |
| 7 | Female Surau | 1 | <ul style="list-style-type: none"> Refer layout plan | 2 | 0 | 0 | <ul style="list-style-type: none"> Concrete wuduk area Provide Water Outflow & inflow | On site measurement |

| | | | | | | | | |
|--------------------|--|---------------------|---|---|---|---|---|--|
| 5 | Pantry | 1 | <ul style="list-style-type: none"> Refer layout plan | 4 | 0 | 0 | <ul style="list-style-type: none"> Table Top & Sink (Solid surface type) Build in kitchen cabinet | <ul style="list-style-type: none"> Will use existing water inflow & outflow |
| 6 | ITD store | 1 | <ul style="list-style-type: none"> Refer layout plan | 4 | 2 | 1 | <ul style="list-style-type: none"> Build in file cabinet | On site measurement |
| OTHER WORKS | | | | | | | | |
| 1 | Air conditioning ducting outlet (centralised air-conditioning) | On site measurement | Inclusive air-conditioning grill for new point | | | | <ul style="list-style-type: none"> Re-allocate split unit type for new meeting room | <ul style="list-style-type: none"> Inclusive make good Return grill to be advice on site measurement |
| 2 | Lightings | On site measurement | <ul style="list-style-type: none"> Refer layout plan | | | | Inclusive wiring | Brand (Oppl) |
| 3 | Ventilation Fan | 3 | <ul style="list-style-type: none"> Refer layout plan (Pantry, Surau male & female) | | | | Inclusive wiring | <ul style="list-style-type: none"> Single Switch KDK brand |
| 4 | Relocate ITD TV | 2 | <ul style="list-style-type: none"> Refer layout plan | 6 | 3 | | | On site measurement |
| 5 | Partition at Entrance area | 2 | <ul style="list-style-type: none"> Refer layout plan | | | | | <ul style="list-style-type: none"> Wood & gypsum board |
| 6 | New Printer allocation | 2 | <ul style="list-style-type: none"> Refer layout plan | 2 | 2 | | | On site measurement |
| 7 | Painting for wall & ceiling | l/sum | <ul style="list-style-type: none"> Refer layout plan | | | | | On site measurement |
| 8 | Make good existing & affected area ceiling | l/sum | <ul style="list-style-type: none"> Refer layout plan | | | | | On site measurement |
| 9 | ICT equipments | l/sum | <ul style="list-style-type: none"> Refer layout plan | Inclusive network (server) & telephone (PABX system) installation & configuration work. | | | | |
| 10 | Renovation requirements | Compulsory | <ul style="list-style-type: none"> Renovation bond of RM5,000.00 New/ proposed layout plan (at least A3 size) | | | | | |

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APPENDIX E

Staffs Workstation.

Table Model: Groovy (Cluster 6) complete set with accessories

Brand: AMoffice

Person in charge: Ms. Qness tay

Phone No: 012 – 390 3806

**Office Address: Bangsar Branch, No. 25G & 25-1 & 26G 7 26-1,
Jalan Bangsar, 59100 Kuala Lumpur**

Sample:



Manager & Staff Chairs.

Chair Model: Fabric

Brand: AMoffice

Person in charge: Ms. Qness tay

Phone No: 012 – 390 3806

**Office Address: Bangsar Branch, No. 25G & 25-1 & 26G 7 26-1,
Jalan Bangsar, 59100 Kuala Lumpur**

Sample:



DECLARATION

We declare that all information on the company is true and correct; and there has been no deliberate suppression of facts, which are required in this form.

Signature _____

Name _____

Designation _____

Contact No. _____

Date _____

[END OF RFQ]