

# WHAT IS TENDER?

Tender is :

- an offer to contractor to do the work for a certain amount of money
- incorporate time and other conditions required
- to carry out the contract requirements
- main reason is to complete a project
- The tender which is submitted by the contractor is generally based on a bill of quantities & specifications of the statement of work.

# Difference between TENDER & CONTRACT

## **TENDER**

- The term tender formally means an **invitation** to trade under the terms of **offer**.

## **CONTRACT**

- A contract is the term used when 2 parties have reached **agreement**.

# TENDER SYSTEM

- ✓ The process of **finalization** of contracts is achieved through the tender process.

## **Advantages of the Tender process**

- ✓ Most effective method of **locking** competitive rates.
- ✓ New technologies and options are received through open tender process.

# TENDER NOTICE

- ✓ The Tender Notice is a **brief description** of the job being tendered
- ✓ to be **published** in Newspapers and on the Internet.
- ✓ The Internet is a very **cost effective** way of publishing the tenders.



## KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI (MITI)

### KENYATAAN TENDER (MITI : 3/2012)

Tawaran adalah dipelawa kepada pembekal-pembekal tempatan yang berpengalaman dan berdaftar dengan Kementerian Kewangan di bawah kod bidang baru 210101, 210102, 210103, 210104, 210105, 210106 dan 210107 yang telah berkuat kuasa pada 17 Jun 2012, selaras dengan surat Edaran Kementerian Kewangan Malaysia rujukan KK/eP 10/188 Jld 7 (10), serta mempunyai kad pintar e-Perolehan bagi :

**TENDER BAGI PERKHIDMATAN PENYELENGGARAAN PERKAKASAN DAN PERISIAN PUSAT DATA MITI SERTA MIGRASI PUSAT DATA CYBERJAYA KE PUSAT DATA SEKTOR AWAM (PDSA) UNTUK KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI MALAYSIA (MITI)**

#### Butiran Tender:

Tarikh Iklan : 15 Ogos 2012 (Rabu)  
Taklimat Tender : 16 Ogos 2012 (Khamis) – 10.00 pagi  
Dewan Nilam, Tingkat 6, Blok 10, MITI  
Tarikh Tutup : 10 September 2012 (Isnin)

#### Syarat-Syarat Wajib Menyertai Tender:

- 1) Berdaftar dengan Kementerian Kewangan dalam kod bidang baru 210101, 210102, 210103, 210104, 210105, 210106 dan 210107 yang telah berkuat kuasa pada 17 Jun 2012
- 2) Menghadiri taklimat tender pada 16 Ogos 2012.
- 3) Mendapatkan nombor rujukan unik yang dijana oleh sistem e-Perolehan di Bahagian Kewangan, MITI dengan mengemukakan **SALINAN ASAL dan SALINAN FOTOSTAT** (tidak dikembalikan) dokumen-dokumen berikut :
  - (a) Sijil Akaun Pendaftaran Kontraktor dari Kementerian Kewangan; dan
  - (b) Sijil Akaun Pendaftaran Kontraktor Bumiputera dari Kementerian Kewangan (Jika Ada)
- 4) Tawaran Kewangan dan Tawaran Teknikal hendaklah dikunci masuk (**key-in**) ke dalam sistem e-Perolehan sebelum atau pada tarikh tutup tender pada 10 September 2012 jam 12.00 tengahari. Manakala, dokumen sokongan yang lain hendaklah dimasukkan ke peti tender yang dialamatkan kepada:-

**KETUA SETIAUSAHA  
KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI MALAYSIA  
(MITI)  
UNIT PEROLEHAN, BAHAGIAN KEWANGAN,  
TINGKAT 7 KIRI, BLOK 10  
KOMPLEK PEJABAT KERAJAAN JALAN DUTA,  
50622 KUALA LUMPUR.**

pada atau sebelum jam 12.00 tengah hari, 10 September 2012. Tawaran tender yang dikemukakan lewat dari tarikh dan masa tersebut melalui sistem e-Perolehan serta lewat menghantar dokumen seperti mana arahan tender tidak akan dipertimbangkan.

#### Sebarang pertanyaan mengenai urusan tender MITI 3/2012 boleh dirujuk kepada:

	e-mel	telefon
Encik Nizalene Deliza Husaini	nizalene@miti.gov.my	03-6200 0411
En. Mohd Fairus Mustapha	mohdfairus@miti.gov.my	03-6200 0414
En Ridzuan Alias	ridzuan@miti.gov.my	03-6200 0104

# Format of an ideal tender notice

1. Name of the Project.
2. Name & Address of the Company offering the tender.
3. Name of work, materials or services.
4. Place of work location.
5. Approximate estimated cost of work.
6. Earnest Money.
7. Period of completion.
8. Date on which the Tender Document sale commences.
9. Date and time up to which tender documents can be obtained.
10. The cost of tender documents.
11. Due date of submission
12. Eligibility Criteria

# TYPES OF TENDER

1. **Open** tender (tawaran terbuka)
2. **Close** tender (tawaran terhad) /  
Selective tender (tawaran terpilih)
3. Negotiated tender (tawaran  
perundingan)

# Open tender

- Bidding process that is **open to all** qualified bidders
- Tender usually **published** in the newspaper and internet
- chosen on the basis of **price** and **quality**.
- This is most effective way of obtaining many competitive rates.

# Open tender - advantages

- Any contractor can tender their work
- No favoritism occurred
- maximum competition
- No commitment( terikat) to tender, all tender received will be genuine.



# Open tender - disadvantages

- Client must bear **expensive cost** of tendering ( reproducing number of dwgs, bq etc.
- The wrong contractor may be chosen because they are from unknown background
- **Time consuming**

The lowest **tender** may not necessarily be a 'bargain'. Choosing a low **tender** may result in:

- POOR WORK – a large number of, or even permanent, defects may occur unless there is close supervision by the client's agent.
- POOR ORGANIZATION – late completion, specialist subcontractors delayed, etc.

# Limited / selective tender

## Limited tender

- Tender open to bidders in the **category stated in the notice only.**
- Example: limited tender is **for Bumiputra** bidders only.

## Selective tender

- A number of contractor of **known reputations** are selected by the design team to submit a price of the project.
- The contractor who submit **the lowest tender** is generally awarded the contract.
- The number chosen to bid under this tender is **little**
- they are chosen for their **expertise and experiences**

# Negotiated tender

- Under this method, only **one contractor** is approached
- normally because **the skills** of the contractor are such that the architect and other members of the design team needed from the contractor's specialist knowledge use for **design stage**
- **Following the completion of the design**, the contractor will price the bill of quantities and then enter into a **negotiation with the quantity surveyor**.

# Tender process

- iklan tawaran (**tender notice**)



- jemputan tawaran (**tender invitation**)



- pemilihan tawaran (**tender selection**)



- penerimaan tawaran (**tender award**)