

PETROLIAM NASIONAL BERHAD (PETRONAS)

Tender Box No. 20,
Level 9, Tower 1,
PETRONAS Twin Towers,
Kuala Lumpur City Centre,
50088 Kuala Lumpur
Email : tendersecretariat.gfm@petronas.com.my

Our Ref. : CATEX/2019/GFM/1001/ KL PETROGAS -1

20 September 2019

**KL PETROGAS SDN. BHD.
NO 21-2 JALAN SEPAH PUTERI 5/1B
SERI UTAMA, KOTA DAMANSARA
47810 PETALING JAYA SELANGOR**

ATTN. : AZMI AZIZ

Dear Sir/Madam,

**TENDER NO. : CATEX/2019/GFM/1001
TENDER TITLE : PROVISION OF MAINTENANCE SERVICES FOR SINGLE POINT MOORING (SPM) AND SUPPLY OF MARINE HOSES FOR PETRONAS GROUP OF COMPANIES
SUBJECT : INVITATION TO BID**

PETRONAS is pleased to invite your company to bid/submit proposal for the above-mentioned tender as specified in the tender documents, for the following Option and/or Packages:

- 1) Option 2: Separate Package for Package A - Maintenance Services for Single Point Mooring (SPM)

Submission of proposal shall be strictly in accordance to the instructions stipulated in the attached Invitation to Bid Document.

Bidder is required to respond to the "INVITATION TO BID" letter by completing **Attachment A** on Bidder's company letterhead and email it to tendersecretariat.gfm@petronas.com.my by **26 September 2019 (Thursday), 1200 hours**. Failure to respond, may jeopardize your opportunity to participate in this tender.

Brief Participation Information

Usage of Secured Email Communication

For the purpose of this tender, PETRONAS will utilize secured email as means of communication and shall not be limited to the following:

- 1) Issuance of ITB document
- 2) Corrigendum/Addendum (where applicable)
- 3) ITB document clarification by Bidder/response by PETRONAS
- 4) Bid proposal clarification by PETRONAS/response by Bidder

Unless otherwise stated, please be informed that all future communication for this tender shall be via email and all documents sent **MUST** be encrypted. Please return the completed **Attachment B** via email to tendersecretariat.gfm@petronas.com.my by **26 September 2019 (Thursday), 1200 hours**.

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Note: Submission of TECHNICAL AND COMMERCIAL BID PROPOSAL/COST IMPACT via email is strictly prohibited.

Collection of Invitation to Bid Document

Bidder or Bidder's authorized representative is hereby invited to collect the ITB documents (softcopy version) as follows:

Date : 23 – 27 September 2019
Collection Time : 9.00 am to 4.30 pm
(close for lunch break from 12.30 pm to 2.30 pm)
Venue : GP Counter, Level 9, Tower 1, PETRONAS Twin Towers, KLCC

Note: 1. Please bring a copy of this invitation document to collect the tender documents.
2. Bidder is encouraged to collect as early as possible to ensure full understanding of the ITB document.

Bid Closing Date and Bid Proposal Submission

Kindly note that submission of the Bid proposal must be in accordance with the requirements as stated in the 'Instruction to Bidders' of the ITB Document.

Bidder shall strictly adhere to the Bid Closing Date and Time as stipulated below. PETRONAS reserves the right to disqualify any late submission of the Bid Proposal.

All proposals shall be **submitted to and received by PETRONAS** as follows:

Date : 21 October 2019 (Monday) – Bid Closing Date (BCD)
Time : Not later than 1200 hours
Address : Tender Box No. 20
Tender Counter, Level 9, Tower 1,
PETRONAS Twin Towers,
Kuala Lumpur City Centre
50088 Kuala Lumpur
Attention : Tender Secretariat, GFM
Subject : PROVISION OF MAINTENANCE SERVICES FOR SINGLE POINT MOORING (SPM) AND SUPPLY OF MARINE HOSES FOR PETRONAS GROUP OF COMPANIES (CATEX/2019/GFM/1001)

Bidder is encouraged to submit the proposal by hand, registered mail or by courier services marked "CONFIDENTIAL" on top left hand corner of the envelopes. All communications/correspondence with regards to bid preparation/clarification shall be made to Tender Secretariat via email to tendersecretariat.gfm@petronas.com.my.

Should the Bidder decline to participate in this tender, Bidder is required to return the ITB document immediately to PETRONAS at the above Bid Proposal Submission Address.

PETRONAS shall not be responsible for any expenses incurred by Bidder, incidental to or arising from the preparation, clarification and finalization of the Bid Proposal.

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Invitation to Bid Document Structure

This ITB document contain details as follows:

Volume I : Instructions to Bidder
Volume II : CONTRACT Form
Exhibit I : Scope of Works
Exhibit II : Specifications
Exhibit III : Contract Price
Exhibit IV : Obligation of Parties
Exhibit V : Health, Safety & Environment
Exhibit VI : Administrative Procedures

Should Bidder have any queries, kindly email to tendersecretariat.gfm@petronas.com.my.

Thank you.

Yours faithfully,
for **PETRONAS**

TENDER SECRETARIAT, GFM
E tendersecretariat.gfm@petronas.com.my.

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ATTACHMENT A

ON BIDDER'S LETTER HEAD

To : Tender Secretariat, GFM
Email: tendersecretariat.gfm@petronas.com.my.

Attention: Tender Secretariat, GFM

Dear Sir/Madam,

TENDER NO. : CATEX/2019/GFM/1001
TENDER TITLE : PROVISION OF MAINTENANCE SERVICES FOR SINGLE POINT MOORING (SPM) AND SUPPLY OF MARINE HOSES FOR PETRONAS GROUP OF COMPANIES
SUBJECT : ACKNOWLEDGEMENT RECEIPT & AUTHORIZED COMPANY REPRESENTATIVE

With reference to the above, we would like to acknowledge receipt of the above letter and would like to indicate as follows:-

Kindly tick (/) at the appropriate box

☐

We wish to confirm our participation for this tender.

☐

We are not able to participate in this tender due to the following reason(s):

Collection of ITB Documents

Bidder is required to send Representative to collect the ITB documents at GP counter. The details of our personnel are as below:

Name of Representative	NRIC No.	Mobile No.	Designation

☐

We wish to confirm on our compliance to usage of email for this tender package as per Terms & Conditions stated under Section 3 in **Attachment B**.

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ATTACHMENT B

SECTION 1: AUTHORIZED COMPANY REPRESENTATIVE PERSONAL PARTICULARS (MANDATORY FIELDS)			
FULL NAME (as in NRIC or Passport)			
NRIC/Passport No.			
Position/Designation			
Contact Number	Office No.		
	Mobile No.		
	Fax No.		
SECTION 2: COMPANY EMAIL			
Email Address:			
Maximum File Size Allowable for Transmission:			
SECTION 3: TERMS & CONDITIONS			
TERMS AND CONDITIONS GOVERNING COMMUNICATION VIA EMAIL <ol style="list-style-type: none"> 1. The authorized personnel shall be the single contact person between the PETRONAS and Bidder for this tender. 2. Bidder to ensure email address provided is registered under corporate domain. No public email domain is allowed. 3. Bidder to inform PETRONAS on the maximum allowable file size for incoming transmission of documents. PETRONAS' maximum allowable file size for incoming transmission is 10 MB. 4. Where applicable, PETRONAS will advise Bidder on the encryption requirement for document transmission. Should this become applicable, PETRONAS and Bidder is responsible to ensure all documents to be transmitted via email have to be encrypted with the <u>password given by PETRONAS</u> prior to transmission. Bidder shall receive a dedicated password from PETRONAS accordingly. 5. Please note, in any circumstances, where the delivery fails to reach Bidder for more than two (2) consecutive times due to email ID errors or other system related problems, PETRONAS will inform and advise Bidder accordingly. 			
<p>By signing this form;</p> <p>I have read, understood and will concur to the terms and conditions as stated above and agree to comply with the relevant parts of the PETRONAS' Code of Conduct and Business Ethics (COBE), Country Supplement, other applicable rules, regulations, policies, procedures, guidelines and requirement as updated by PETRONAS from time to time in the performance of their work or services for PETRONAS. Relevant information on PETRONAS' COBE can be found at PETRONAS website (http://www.petronas.com.my/about-us/governance/Pages/governance/code-of-conduct-business-ethics.aspx).</p> <p>I shall not, during the tendering exercise divulge or utilize any confidential information received, acquired, or prepared for the purpose of this tender and take all reasonable precautions to keep all such information CONFIDENTIAL and ensure INTEGRITY of this tender is duly uphold.</p>			
Signature		Date	
Company Representative's Name			
Company Stamp			