

## PROPOSAL/PROCUREMENT MANAGER



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### ACADEMIC QUALIFICATIONS

Bachelor's Degree In Electrical Engineering, Universiti Teknologi Malaysia (2007)

### SKILL PROFILES

- Microsoft Project
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

### PROFESSIONAL AFFILIATIONS

Registered Graduate Engineer with Board of Engineers, Malaysia

### WORKING EXPERIENCES

**Maser Marine Engineering Sdn Bhd**  
**January 2013 – Present**  
**Proposal Manager**

#### Duties and Responsibilities

- Responsible for Tender Pre-Qualification and Pre-Screening exercise.
- Review of Tender Documents: Invitation to Bid (ITB).
- Involve in preparation of Technical and Commercial Bid Package.
- Sourcing of personnel and equipment for project requirements.
- Project and contract requirements compliance and control.
- Responsible for company's sub-contracting.

- Maintain proposal database containing final versions of all proposals submitted.
- Responsible for communicating proposal status information to proposal team.

Involve in preparation for tender/contract documents for BC Petroleum Sdn Bhd of Project Provision of Manpower Services.

Involve in preparation for tender/contract documents for Sarawak SHELL Berhad of Provision of Provision Of Design, Supply, Installation, Testing And Commissioning Of E11-F13W And E11-F06 Microwave Systems

Involve in preparation for tender/contract documents for Sarawak SHELL Berhad, Provision To Supply And Upgrading Of Ups At Server Room In Shell KKOB Office (SSPC).

Involve in preparation for tender/contract documents for PETRONAS Carigali Sdn Bhd - Sarawak Operation, Provision Of Noise Exposure Monitoring (Area And Personal) For Petronas Carigali Sdn Bhd.

Involve in preparation for tender/contract documents for HESS, Provision Of Telecommunication System Maintenance Services.

Involve in preparation for tender/contract documents for PETRONAS Carigali Sdn Bhd – Peninsular Malaysia Operations, Provision Of Local Exhaust Ventilation (Lev) Assessment Services For PETRONAS Carigali Sdn Bhd.

## **KEY ACHIEVEMENTS**

### **Projects:**

#### **April 2017 – Present**

##### **Provision Of Inspection And Maintenance Services For Explosion-Protected (Ex) Equipment And Systems For Lundin Malaysia BV**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Attend techno-commercial meeting with client/end-user.

#### **April 2017 – Present**

##### **Provision Of Professional Assessment For RML Delivering Kinabalu Oilfields Full Potential**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Responsible to attend a Techno-Commercial Meeting with client.
- Outsource or request for support for Strategic Alliance Partner to support on the scope of works.

#### **February 2015 – March 2016**

##### **Provision of Engineering, Supply, Delivery, Installation, Testing and Commissioning of A54201A/B Air Dryer Sequence Valves, A54201A/B PLC and A51207 Demin System Sequence Valves for PSR-2 Rejuvenation Project.**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Attend techno-commercial meeting with client/end-user.
- Responsible to source, negotiate and purchase materials from local both local and overseas vendors.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project.
- In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.

**November 2014 - Present****Provision of Engineering, Procurement, Construction & Commissioning of MLNG Substation 17 Upgrade (MSU).**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Attend techno-commercial meeting with client/end-user.
- Assist Procurement Manager in monitoring and tracking procurement matters.
- Attend Procurement and Weekly Progress Meeting with Client/End-user.
- Involve in Technical Bid Evaluation, Commercial Negotiation and Kick-Off Meeting with suppliers.

**September 2014 – June 2015****Procurement, Construction And Commissioning (PCC) - Electrical & Instrumentation Work At Export Terminal Unit 4 And Common Area For PETRONAS Gas Berhad.**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Attend techno-commercial meeting with client/end-user.

**September 2014 – June 2015****Procurement, Construction And Commissioning (PCC) - Mechanical, Piping, Insulation And Civil Work At Export Terminal Unit 4 And Common Area For PETRONAS Gas Berhad.**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Attend techno-commercial meeting with client/end-user.

**June 2014 – June 2015****Provision of Supply, Fabrication, Installation, Construction and Commissioning of Sumandak SUDP-A Casing Blowdown Lines Rectification For Petronas Carigali Sdn Bhd**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.

**August 2013 – December 2013****Provision of Design, Supply, Replacement, Removal, Installation, Commission of 1 Unit of New 415VAC LV Switchboard LT-1, 1 Unit of New 415VAC LV Switchboard LT-3 and Accessories at Bayan-A Complex for Petronas Carigali Sdn Bhd Sarawak Operations**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.

**April 2013 – December 2015****Provision of Manpower Services for BC Petroleum Sdn Bhd**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.

**January 2013 – Present****Provision of Enclosed Temporary Refuge PFEER (Prevention of Fire Explosion & Emergency Response) Leak Test and Associated Services for SSB/SSPC**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Project and contract requirements compliance and control.

**November 2012 – Present****The Provision of The On Call Services For Internal Telecommunication Cable Plant Support and Maintenance Works for Petronas Offices**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.

**November 2012 – June 2014****Provision Of Service To Reverse Engineering One (1) Unit And Refurbish One (1) Of Expansion Turbine For Nitrogen Plant Et4820 & Et4830**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.

**August 2012 – March 2014****The Provision of Engineering, Procurement, Construction, Installation, Commissioning (EPCIC) to Upgrade and Refurbish Power Management System (PMS) for FSO ABU**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Responsible to attend a Techno-Commercial Meeting with client.
- Outsource or request for support for Strategic Alliance Partner to support on the scope of works.

**Maser Marine Engineering Sdn Bhd****November 2011 – January 2013****Assistant Proposal Manager****Duties and Responsibilities**

- Responsible for Tender Pre-Qualification and Pre-Screening exercise.
- Review of Tender Documents: Invitation to Bid (ITB)
- Involve in preparation of Technical and Commercial Bid Package.
- Sourcing of personnel and equipment for project requirements.
- Project and contract requirements compliance and control.
- Responsible for company's sub-contracting.

Involve in preparation for tender/contract documents for BC Petroleum Sdn Bhd. of Provision of Supply of EPV Topsides Process Equipment including HP and LP Separator, HP and LP Flare, Knock out Drum, Fuel Gas Scrubber & Filter Coalescer, HP and LP Water Hydroclone Package, Produced Water Degasser Vessel, Heat Exchanger and Flare System package.

Involve in preparation for tender/contract documents for The Proposed Upgrading Works Of UTP Gas District Cooling (GDC) Plant At Universiti Teknologi Petronas, Bandar Seri Iskandar, Perak Darul Ridzuan package.

Involve in preparation for tender/contract documents for BC Petroleum Sdn Bhd of the Provision of Offshore Drilling Supervisors and Logistics Coordinators package.

Involve in preparation for tender/contract documents for Kebangsaan Petroleum Operating Company Sdn Bhd for Provision of Enhancing, Development Content, Testing and Deployment for KPOC Corporate Sharepoint Portal Package

Involve in e-Bidding for tender/contract for PETRONAS Carigali Sdn Bhd – Sarawak Operations for Provision of Engineering, Procurement, Installation and Commissioning for MCOT CCTV package.

## **KEY ACHIEVEMENTS**

### **Projects:**

#### **June 2012 – September 2013**

##### **Provision of Engineering Design, Testing and Reproduction of Drawing for Onshore Administration Building for PETRONAS Carigali Sdn Bhd – Sarawak Operations**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Project and contract requirements compliance and control.

#### **June 2012 – October 2013**

##### **Provision of Engineering Detail Design of Mawar Block for PETRONAS Carigali Sdn Bhd – Sarawak Operations**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Project and contract requirements compliance and control.

#### **May 2012 – Present**

##### **Provision of Offshore Drilling Supervisors and Logistics Coordinators for BC Petroleum Sdn Bhd**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Project and contract requirements compliance and control.

#### **December 2011 – August 2013**

##### **Provision of Supply of EPV Topsides Process Equipment including HP and LP Separator, HP and LP Flare, Knock out Drum, Fuel Gas Scrubber & Filter Coalescer, HP and LP Water Hydroclone Package, Produced Water Degasser Vessel, Heat Exchanger and Flare System for BC Petroleum Sdn Bhd**

- Review of Tender Documents: Invitation to Bid (ITB); Request for Services (RFS); Work Orders.
- Responsible for preparation of Technical and Commercial Bid Package.
- Project and contract requirements compliance and control.

#### **December 2011 – Present**

##### **Provision Of Service Representative And Materials For Siemens S7 PLC Exxonmobil Exploration and Production Malaysia Inc.**

- Responsible to attend negotiation meeting with Client on Commercial and Technical Clarification.
- Responsible for preparation of Technical Clarification response.

#### **December 2011 – Present**

##### **Provision of Enhancing, Development Content, Testing and Deployment for KPOC Corporate Sharepoint Portal for Kebangsaan Petroleum Operating Company Sdn Bhd**

- Review of Request for Quotation (RFS).
- Responsible for preparation of Technical and Commercial Quotation.

**Panama Elektrik Sdn.Bhd./Tenbex Engineering Sdn.Bhd.**  
**(September 2007 – November 2011)**  
**Engineer**

Panama Elektrik Sdn.Bhd. – Experienced in supply the Main Switchboard and Feeder Pillar for JKR Project, TM Project and TNB Project.

Tenbex Engineering Sdn.Bhd. – Successfully supply the switchboard and being the premier vendor to Telekom Malaysia Berhad (TM) and TNB.

Engineer for the Panama Elektrik Sdn.Bhd. and Tenbex Engineering Sdn.Bhd.

- Responsible in preparing Tender Documents and Quotation bids (TM Project, TNB Project and others).
- Assist General Manager and Project Manager in monitoring and progress tracking job for new project in order to meet the project schedule.
- Attend project department / project meetings and provide minutes of meeting were required for action plans.
- Liaise and maintain a good relationship with existing and new customers via meetings, phone calls and emails.
- Assist General Manager to identify, determine and explore new product brand (components) for existing business.
- Present reports in written/oral formats to organization and board.
- Maintains records of correspondence and important discussions meetings.
- Responsible for daily administration of project.
- Responsible to secure the best price, highest quality and on-time delivery at the right quantity.
- Maintain accurate records for all clients contact.
- Be responsive to inquiries by customers and ability to resolve customer complaints.
- Preparing documentation for presentation or product introduction to potential clients.

## REFERENCES:

1.      Name                :    Raha Izlan bin Md Rejab  
         Position            :    Business Planning and Development  
         Company            :    Tenbex Engineering Sdn. Bhd.  
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         Email                :    izlan@tenbex.com.my
  
2.      Name                :    Hamdi bin Daud  
         Position            :    Manager, Electrical and Instrumentation Department  
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