



INVITATION TO BID

**The Proposed Design, Construction and Completion of the I.D
Renovation Works for The Expansion of United Nations
Malaysia Office at Level 9, Menara PjH, Lot 2C2, Precinct 2,
Putrajaya.**

ITB No.: MyITB2022-005

Project: Common Service for Malaysia UN Agencies

Country: Malaysia

Issued on: 14 September 2022

Contents

Section 1. Letter of Invitation	4
Section 2. Instruction to Bidders.....	5
GENERAL PROVISIONS.....	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility.....	5
4. Conflict of Interests.....	6
B. PREPARATION OF BIDS.....	6
5. General Considerations.....	6
6. Cost of Preparation of Bid.....	7
7. Language.....	7
8. Documents Comprising the Bid.....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	7
10. Technical Bid Format and Content.....	7
11. Price Schedule.....	7
12. Bid Security.....	7
13. Currencies.....	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Bid.....	9
16. Bid Validity Period.....	9
17. Extension of Bid Validity Period.....	9
18. Clarification of Bid (from the Bidders).....	10
19. Amendment of Bids.....	10
20. Alternative Bids.....	10
21. Pre-Bid Conference.....	10
C. SUBMISSION AND OPENING OF BIDS.....	11
22. Submission.....	11
Hard copy (manual) submission.....	11
Email and eTendering submissions	11
23. Deadline for Submission of Bids and Late Bids	11
24. Withdrawal, Substitution, and Modification of Bids.....	12
25. Bid Opening	12
D. EVALUATION OF BIDS.....	12
26. Confidentiality.....	12
27. Evaluation of Bids	12
28. Preliminary Examination	13
29. Evaluation of Eligibility and Qualification	13
30. Evaluation of Technical Bid and prices	13
31. Due diligence	13
32. Clarification of Bids	14
33. Responsiveness of Bid	14
34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT.....	15
35. Right to Accept, Reject, Any or All Bids	15
36. Award Criteria	15
37. Debriefing	15
38. Right to Vary Requirements at the Time of Award	15
39. Contract Signature	15
40. Contract Type and General Terms and Conditions	15
41. Performance Security	15
42. Bank Guarantee for Advanced Payment	15
43. Liquidated Damages	16

44.	Payment Provisions	16
45.	Vendor Protest	16
46.	Other Provisions	16
Section 3. Bid Data Sheet		17
Section 4. Evaluation Criteria.....		22
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities		26
Section 5b: Other Related Requirements		43
Section 6: Returnable Bidding Forms / Checklist.....		46
Form A: Bid Submission Form.....		47
Form B: Bidder Information Form		48
Form C: Joint Venture/Consortium/Association Information Form.....		50
Form D: Eligibility and Qualification Form.....		51
Form E: Format of Technical Bid		53
Form F: Price Schedule Form.....		Error! Bookmark not defined.
Form G: Form of Bid Security		35

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to The Proposed Design, Construction and Completion of the I.D Renovation Works for The Expansion of United Nations Malaysia Office at Level 9, Menara PjH, Lot 2C2, Precinct 2, Putrajaya..

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule
 - o Form G: Form of Bid Security
- BOQ (Attached separately)
- ANNEX 1: MASTER LAYOUT PLAN
- ANNEX 2: WALL DOOR CODING
- ANNEX 3: DOOR SCHEDULE
- ANNEX 4: WALL SCHEDULE
- ANNEX 5: SCHEDULE OF WALL FINISHES
- ANNEX 6: SCHEDULE OF FLOOR FINISHES
- ANNEX 7: SCHEDULE OF WINDOW DRESSING
- ANNEX 8: SCHEDULE OF IRON MONGERIES

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by utilize the "Accept Invitation" function in eTendering system. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by: Malaysia Procurement Unit
Date: 15 September 2022

Section 2. Instruction to Bidders

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required</p>

	<p>by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by</p>

	<p>UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.

C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard (manual) submission copy	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNDP as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination including Eligibility Arithmetical check and ranking of bidders who passed preliminary examination by price. Qualification assessment (if pre-qualification was not done)

	<ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

be rejected.

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form

	<p>available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted</p> <p>The bidders are encouraged to attend the pre-bid conference to have a complete understanding of the Scope of Works and obtain information that may be necessary for preparing the bid.</p> <ul style="list-style-type: none"> • The pre-bid conference will be conducted: Date & Time : September 21, 2022 2:30 PM <p>Register for pre-bid conference at below link : https://undp.zoom.us/webinar/register/WN_m2243QBP_Rf-pNgB18XgePw </p> <ul style="list-style-type: none"> • Site visit will also be organized and all bidders are strongly encouraged to attend. Date : September 26, 2022; 10:30am onwards <p>Note: UNDP will provide the visit schedule accordingly. Please register with your company name and National ID.</p> <p>The UNDP focal point for the arrangement is: Procurement Unit E-mail: procurement.my@undp.org</p>
5	16	Bid Validity Period	90 days

6	13	Bid Security	<p>Required in the amount of MYR30,000.00 only</p> <p>In the name of UNDP Representative in Malaysia (Ringgit) External Account</p> <p>Bid Security Validity: Please note if the submitted bid security's validity is less than 90 days from the date of the bid submission deadline, the bid will be rejected.</p> <p>In case of extension of the bids, the bid security will be counted from the date of the initial bid submission deadline.</p> <p>Acceptable Forms of Bid Security:</p> <ul style="list-style-type: none"> ▪ Bank Guarantee as per the template provided in Form G: Form of Bid Security (See Form G for template) OR ▪ Bank-issued check/ Cashier's Check/ Certified Check <p>Note: Bids without bid security will neither be accepted nor be included in the evaluation process. Bid with a personal or uncertified Cheque will not be accepted.</p> <p>UNDP reserves the right to reject the bid security should the mentioned conditions be deemed unfulfilled</p> <p>A scanned copy of the bid security shall be submitted as part of the e-Tendering bid submission. The original of the Bid Security shall be delivered to the below address not later than 10 days after the submission deadline.</p> <p>UNDP Malaysia. Level 10, Menara PJH, 2 Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya, Malaysia</p>
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 10% of contract value
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.5% per calendar day</p> <p>Max. limit of delay : 30 Calendar Days</p> <p>Next course of action : Termination of the Contract</p>
9	40	Performance Security	Not Required
10	12	Currency of Bid	Malaysia Ringgit
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Procurement Unit E-mail address: procurement.my@undp.org</p> <p>Please specify the event ID in the subject of your email.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission unless UNDP determines that such an extension is necessary and communicates a new deadline to The Proposers.</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	<p>As indicated in eTendering system 30 September 2022, 12:00 AM (EST/EDT) Note that the system time zone is in EST/EDT (New York) time zone.</p> <p>The date and time visible on the main screen of the event (on the eTendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the E-Tendering portal and the system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior to or well before the closing time. Do not wait until the last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>
14	22	Allowable Manner of Submitting Bids	<p><input checked="" type="checkbox"/> e-Tendering</p> <p>Bids not send through eTendering system will not be considered.</p> <p>This procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must registered in the system.</p> <p>Visit this page for system user guides and videos in different languages: http://www.undp.org/content/undp/en/home/operations/procurement/business/procuremet-notices/resources/</p>
15	22	Bid Submission Address	https://etendering.partneragencies.org

			<u>Insert BU Code: MYS10</u> <u>Event ID number: 0000013660</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only and the Priced BBQ in excel format in addition to the signed and stamped PDF file ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Documents which are required in original (e.g. Bid Security) should be sent to the UNDP address from BDS no. 6 with a PDF copy submitted as part of the electronic submission. Other documents need to be uploaded directly in the system. UNDP reserves the rights to ask for originals during the evaluation.
17	25	Date, time and venue for the opening of bid	In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	<p>Lowest priced technically responsive, eligible and qualified bid.</p> <p>Award Criteria: Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements, and Lowest price offer of technically qualified/responsive Bid</p> <p>Evaluation Criteria: It will consist of 3 stages, namely stage of:</p> <ol style="list-style-type: none"> a. Preliminary Evaluation, Eligibility and Qualification Assessment. b. Technical Evaluation; and c. Financial Evaluation. <p>Please refer to the detailed evaluation criteria in ITB SECTION 4: EVALUATION CRITERIA.</p>
19		Expected date for commencement of Contract	<i>November 1, 2022</i>
20		Maximum expected duration of contract	3 months (12 weeks), starting from the date on which the Contractor is given Access to the Site and receive a notice from the UNDP to commence the Works including of obtaining the relevant Authority approval. Physical works at site shall only commence upon the Authority approval. and ending on the date of substantial completion of works state in the Certificate of Substantial Completion.
21	35	UNDP will award the contract to:	One Bidder based on technical qualification and offering the lowest price.
22	39	Type of Contract	Contract for Civil Works

			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	N/A

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period
- Valid business license (Relevant Business license is required i.e. construction)
- The bid BOQ with value for each component of the works is filled and provided;
- Company Profile, including relevant information to the works being procured;
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;
- Statement of Satisfactory Performance (Completion Certificates) from the Top 3 (three) Clients in terms of Contract Value MYR750,000 for the past 5 years (2017, 2018, 2019, 2020 & 2021);
- List of on-going contracts if any;
- Bid Technical Approach (Methodology) and Implementation Timeline in the form of a Gantt Chart, (MS Project or similar);
- The bidder's project team and organizational structure demonstrates the capacity of the bidder's core team to execute the works to the satisfaction of UNDP. Bidder shall ensure that all essential roles are filled with people of the required experience. CVs shall be submitted to verify the expertise and experience of the bidder's personnel;

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or	Form A: Bid

	receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation. ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Construction Industry Development Board Malaysia (CIDB) certified ▪ Export/Import Licenses, if applicable 	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 (five) years of relevant experience.	Form D: Qualification Form
	<p>Minimum 3 (three) contracts of value MYR750,000, nature and complexity implemented over the last 5 (five) years.</p> <ul style="list-style-type: none"> • Bidders to submit copies of work order or completion certificate with contact details of the clients • UNDP reserves the right to conduct reference checks with previous clients <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover² of MYR 1,500,000 for the last 5 years (2017, 2018, 2019, 2020 & 2021)</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

² Minimum annual turnover should be based on industry standards but modified to reflect market context (e.g. for construction works, it is around 2-3 times the expected value of works contracts).

	<p>Applicants should provide key financial information by filling Form D: Financial Standing</p> <p>The Applicant shall provide certified copied of financial statements Balance Sheet and Income Statement, Profit and Loss, Cash Flow, notes to the Financial Statement for the past three (3) fiscal years. The financial statement shall:</p> <ul style="list-style-type: none"> a) Reflect the financial situation of the Applicant, and not parent of subsidiary firms; b) be complete, including all noted to the financial statements c) correspond to accounting periods already completed (no statement for partial periods shall be accepted) <p>The financial statements shall be audited by certified auditor. UNDP reserved the right to require from the Applicant during the evaluation process or at later stage additional evidence (e.g. audited financial balance sheets: to ensure that the financial statements are duly reflecting the financial state of the Applicant.</p>	
Technical Evaluation	<p>The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.</p> <p>Full compliance of Bid to the Technical Requirements. Documents to be submitted are as follows:</p> <p>A description of the technical approach and methodology proposed for the execution of works must be submitted. This approach and methodology should provide details on how the bidder intends to organize and execute the works as well as ensure the quality, timelines and warranty period.</p> <p>Health, safety and environmental management program. Based on the particulat and specific work under this contract, the bidder must provide a separate safety manual and also a separate environmental management program, where all the safety and security procedures that will be followed on site during the implementation of works should be explained in detail.</p> <p>Time for Completion and a detailed specified schedule of works must be provided.</p> <p>Bidder's internal technical and quality assurance review.</p> <p>Management Structure and Key Personnel:-</p> <ul style="list-style-type: none"> a) Project Manager/ Civil Engineers - shall have a University Degree in Civil engineering, with a minimum of 5 years relevant experience in a similar project; 	Form E: Technical Bid Form

	<p>b) Site Project Manager / Construction Supervisor – shall have a minimum of 5 years relevant experience in a similar project;</p> <p>c) Electrical engineer with a minimum of 5 years relevant experience in a similar project.</p> <p>The bidder shall provide CV and certified copies of Certificates (professional license/ professional exam certificates) to prove the qualification of key personnel.</p>	
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	Form F: Price Schedule Form

Note: All the forms must be submitted as per the template provided in the solicitation documents and no deviation should be made.

UNDP reserved the rights to request additional documentation to the Bidders to substantiate their offers if deemed necessary before taking the final decision.

Section 5a: Schedule of Requirements and Bill of Quantities

A. PROJECT BACKGROUND

With the expansion of UN Agencies in Malaysia at Putrajaya UN House, the current office space is not able to accommodate the expected increase of UN personnel. Therefore, UN Malaysia is renting an office space in Lot 2C2 (Menara PJH) approximate of 7,350 sqft. The site location was at Menara PJH, Lot 2C2, Precinct 2 Wilayah Persekutuan Putrajaya which was certified as a GBI Building with **GOLD RATING** index.

The Consultant/Contractor is to undertake the design, construction, supervision, testing and commissioning and completion of the “The Proposed Design, Construction and Completion of the I.D Renovation Works for The Expansion of United Nations Malaysia Office at Level 9, Menara PJH, Lot 2C2, Precinct 2, Putrajaya.”.

B. SCOPE OF WORK & REQUIREMENT

The Works to be executed under this Contract shall be the Contractor for The Proposed Design, Construction and Completion of the I.D Renovation Works for The Expansion of United Nations Malaysia Office at Level 9, Menara PJH, Lot 2C2, Precinct 2, Putrajaya.

The overall contract period shall be for a period of Twelve (12) weeks including of obtaining the relevant Authority approval. Physical works at site shall only commence upon the Authority approval.

The scope of services shall include the following stages:

- i. Preliminaries
- ii. Submission drawing to local authority prior the renovation works (BOMBA & PJC) ;
- iii. Production of Submission Drawings to the client’s approval.
- iv. Drywall and doors (inclusive the finishes)
- v. Electrical & Mechanical works, i.e air conditioning, small power outlets, reconfigure the existing A/C services (extended MEP)
- vi. Site Supervision and Coordination;
- vii. Production of complete document for Certificate of Practical Completion.
- viii. Defect Liability Period until Completion of Making Good Defect (CMGD)

Upon the site possession, the Contractor shall examine the existing site condition in order to prepare the shop drawings including layout plan, the color scheme proposed and sample boards within two (2) week for United Nations Development Programme (UNDP) and approval. The Contractor require to coordinate with their appointed Architect which is doing the submission of all relevant drawings to the relevant Authorities’ for approval i.e Bomba, PJC, etc. The Contractor shall also prepare and submit to PJH and UNDP the Technical Specification, Method Statements, Material samples, all relevant certificates and warranties.

The Contractor shall comply with all the following requirements:-

- a) Renovations Guideline,
- b) Safety & Health Special Condition for ID Fit-out Contractors;
- c) Green Building Index Guideline;
- d) Testing and Commissioning;
- e) Authority Requirement

The Contractor is to note that the 2C2 building shall be in compliance to **Green Building Index (GBI)** with **GOLD RATING**. It is imperative that the fit-out guidelines in the Green Lease Guide are followed to ensure that the requirement for GBI Gold rating is adhered to in order to maintain the renewable certification. The Contractor shall co-ordinate and supervises all matters pertaining to the implementation of all integrated works particularly those of the other Contractors under different packages.

The Scope of Work has been prepared without the benefit of complete Architectural and Engineering drawings and Specifications but with the understanding that the intent is for the contractor to provide a complete job in every respect. It is understood that the Drawings are to be treated as “scope documents” which indicate the general scope of the Works in terms of the Architectural design concept, the overall dimensions, the type of structural, mechanical, utility and other systems and an outline of major architectural elements. As “scope documents”, the Drawings do not necessarily indicate or describe all items required for the full performance and proper completion of the Works and may not be coordinated with each other.

Without prejudice to the generality of the Conditions of Contract, the current edition of all relevant specifications issued shall be the minimum acceptable standard of materials, equipment and workmanship that are furnished under technical specification and design briefs. Where attention is drawn to particular standard, it will not relieve the Contractor of the obligations to comply with all other applicable standards. The Contractor represents that he is familiar with and has expertise in the performance of large premium quality fit-out projects of this nature and will utilize this expertise to finalize design and prepare all necessary fabrication drawings. The Contractor shall coordinate the drawings and specifications with field conditions and report any divergence to UNDP Representative in writing. Where there is deviation found in the Technical Conditions from the industry norm of the specification to achieve full performance, the Contractor is to inform the UNDP's Representative in writing.

The Contractor must actively seek clarification of any points which he considers unclear within the documents. In the absence of such inquires the Contractor will be deemed to have fully understood and to have included for the full scope of work within his tender price. The Contractor shall check and examine the drawings and the accompanying quotation documents to satisfy him that all information necessary for preparing his quotation has been provided. Report any missing drawings to the UNDP.

The Contractor shall be fully responsible for the work and performance of the works under this Contract and shall be responsible for ensuring his works are executed in accordance with the Conditions of Contract. The Contractor is required to arrange his program schedule to suit the overall program schedule to the approval of UNDP. The Contractor is to be responsible to assemble and re-install the existing furniture and to make good for any damages incurred during the movement at the designated area

The Contractor is to note that works shall include in the Contract Sum, inter-alia, the cost in connection with the followings:-

- a) Supplying all setting out information; giving all necessary dimensions and taking responsibility for their accuracy;
- b) Making available temporary power supply required for the execution of the Works (connection to temporary supply including distribution cable shall be the contractors). Ensure that supplies

- are to be at a location on site convenient for connection by sub-contractor;
- c) Assisting in arranging for source of any special power supplies required by their Contractors for starting, testing, adjusting balancing and Electrical installations.
 - d) Taking full responsibility for covering and protecting against all loss or damage to all executed and partly executed Contractor's work and all materials and goods properly brought on site for inclusion into the Works whether or not included in any certificate including keeping and rectifying all necessary joint record thereof.
 - e) The provision of all necessary labour and supervision required to carry out the works including both productive and non-productive overtime;
 - f) Mobilization costs, general overheads, profit and attendance for the works;
 - g) Unloading, getting in, storing and all handling and hoisting of his materials, plant and tool into the required position;
 - h) The provision, erection, maintenance and removal of all his temporary office and storage accommodation including paying all assessment and other charges;
 - i) Connection to temporary power suppliers, made available by The Contractor for the execution of the works, supplying and running distribution cables, leads and electrical gear required and for paying all current consumed;
 - j) Provide all necessary temporary electricity, telecommunication and water supply including deposit and charges where necessary including providing and maintaining all temporary and completed furniture and systems within the site vicinity as specified in the logistics conditions
 - k) Arrangement and provision of all fuel, gas, steam, special power supplies and all their services that may be required for the starting, testing, adjusting, balancing and commissioning of his installation. The Nominated Design & Build Contractor shall also be responsible for the provision of meters or sub-meters if required to register the current consumed and pay for all current or fuel consumed;
 - l) Preparation of design, calculations. submittals, shop drawings, manuals and all other close-out documentation as defined under the Purchase Order works;
 - m) Testing, commissioning and handover and training (where applicable) for a complete and fully operational system;
 - n) Taking full responsibility of any loss of, or damage to his plant, tools, equipment and other property on the site;
 - o) Import duties and local taxes for all items associated with the Works;
 - p) Keeping work free from accumulation of rubbish and debris at all times as the progress of the work permits and at the completion of the work. The Contractors shall clear and remove all rubbish and debris from his premises to the final points as directed by the UNDP's or building owner for his final disposal and carting away from site.
 - q) The Contractor shall construct protection to existing floor finishes and maintain access to site. The access is to be allowed for use by other nominated subcontractors (if any). Provide and maintaining all temporary passageway as specified in the logistics conditions.

Where attention is drawn to a particular requirement, it shall not relieve the Contractor of the obligation to comply with all other applicable requirement.

C. DESIGN BRIEF

i. General Requirements

- a) The Interior Design requirements are described in UNDP's design brief with standard guidelines related UNDP's Requirements, technical specifications and drawings. All these sections are to be read collectively as they form the total design requirements intended.
- b) The Contractor shall adhere strictly to these design brief, and specifications in terms of general requirements and allocation budget per unit but not limited to the spatial requirements, finishes, performance and features
- c) The Contractor shall provide the kind of materials and workmanship as described in the Specifications. The quality of material and workmanship described in the Specifications are the minimum standard expected from the Contractor and the Contractor is required to comply or to provide alternative materials of higher standard.
- d) The Contractor is responsible for producing and submitting for comment and approval to the UNDP's Representative all shop drawings, constructions drawings and other information related to the building works. The contractor also is responsible to check and ensure that all the shop drawings or construction drawings have been coordinated with all the relevant scope and trades prior to submitting to UNDP's Representative for approval.

ii. Design Objective

- a) The Contractor is to propose a design appropriate with the position, culture and grandeur befitting for The Proposed Design, Construction and Completion of the I.D Renovation Works for The Expansion of United Nation Malaysia Office at Level 9, Menara PjH, Lot 2C2, Precinct 2, Putrajaya.
- b) The design shall infuse and take into account modern contemporary, timeless and elegant yet comfortable and spacious arrangement of interior layout. To follow Green Building Index (GBI) criteria and highlighting design proposals based on modern and contemporary detailing and treatment.
 - Design which reflects International trend, modern and contemporary.
 - To define, design and considering the Green Buildings Interior Contexts in term of Space Planning, Schematic Design Concept and Material Selections which can be referred to Green Building Index (GBI) for Non-Residential criteria (Indoor Environmental Quality i.e. EQ4 & EQ12).
 - International image incorporating local architectural motifs, materials and products that complement the architectural aesthetic of the building.
 - To design and create friendly user environment that enhances productivity with regards to high level of comfort and facilities in conjunction with current and future user's requirements but place functionality as priority.
 - Provide facilities which are easy to maintain, modern information technology capability in a paper less environment, electronic and telecommunication system and to provide latest security concept and system.
 - A design that meets the latest relevant international and local building standards, codes and authorities.
 - To optimize utilization of local finishes, materials, standards of construction and workmanship and such other elements.

- A design that is efficient in terms of space planning that can be subsequently modified with minimal disruption and cost.
- A design that uses material and systems that are environmentally friendly.

iii. Design Concept

Upon receipt and after deliberating the user's requirements as in the attached documents, the contractor/designer shall provide a design that caters the very needs of the users and to generate other office related spaces to complement the requirements.

The Contractor shall provide pertinent information and to illustrated design methodology and progression prior to deriving the final conceptual layout to indicate the types and quality of finishes, wall construction, workstation and furniture, modern office automation, materials and furnishings to complement the desired internal treatment.

iv. Space Planning

- a) The layout shall indicate wall permutation and proposed open and closed office layout, support spaces, work area and workstation layout in conjunction to the preferred working relationship consequent to the adjacency study, furniture and others.
- b) The layout shall establish in general the types and quality of finishes, work area and workstation sizes, office automation to be implemented, furniture, furnishings and others.
 - Work area and workstation, closed offices, common services, special spaces and others.
 - Relation to ceiling grid configuration, standard and special lighting and glass mullion.
 - Information technology, power and signal plans showing preferred outlet location in conjunction with the work area and workstation, closed offices, common spaces, special spaces and others
 - Coordination with approved architectural drawings prepared by other.
 - The Contractor shall at all-time comply with all governing local code and Malaysian Standard. Indicate fire exit location and relation to the fire escape layout.

c) Optimum Utilization of Space

- i. Closed office
To review current and make recommendation for closed office in relation to job function, entitlement and others.
- ii. Open Plan Office System
To establish work area and workstation sizes, standard and modularity. The sizes shall be based on entitlement and job function. Technical work space may be slightly larger where individuals typically work with large drawings and charts.

d) Flexible Office Design and Facilities

The Contractor shall examine the viability of open plan office as means to accommodate future changes and expansion for easy reconfiguration with low cost impact. The space

may employ less fixed architectural elements and be predominantly be open plan office systems.

- i. To incorporate current and projected staff strength.
- ii. Space Forecasting
- iii. Circulation Factor

The Contractor shall recommend the most feasible circulation factor wherever applicable. General Office area may have a larger factor to accommodate the additional circulation required in open planning. Enclosed spaces may have smaller factor since the areas require less circulation.

e) User Group's Requirement

Based on the information gathered from the attached users' document, the Consultant shall generate other office related support spaces, as being part of the actual office and operational requirements.

- i. Machine Area
- ii. Pantry
- iii. Utility Room

f) Adjacency

To establish adjacency matrix study to determine the most preferred location and placement as required by the user groups within the department/unit. The Contractor shall provide internal adjacency proposal based on past experience, rationale and projects of similar nature taking into account the highly security requirements of the area.

g) Closed Office and General Office Design Concept

The Contractor shall examine and recommend the types of office environment deemed appropriate derived from assumption of the function stated in the users' document.

- Open office and closed office environment
- Flexible design and facilities
- Furniture and equipment

The Contractor shall recommend work area and workstation sizes based on the users' document.

- Employee Grade
- Entitlement
- Circulation Factor
- Job Function

h) Common Services

The floor common service facilities can be classified as being the areas that provide support services and constitute as part of the office area.

- i. Machine Area
- ii. Pantry
- iii. Discussion Room

The Contractor shall provide study and make recommendation the types of common service facilities deemed appropriate derived from assumption of the function stated in the users' document.

In cases where the information was not provided, the Contractor shall recommend allocating a space in anticipation of future needs based on acceptable percentage and from past experience and projects.

i) Services and Finished

The selection and recommendation for the types of services and finishes will be based on the following criteria:-

- Flexibility
- Modularity
- Mobility
- Durability
- Cost Implication
- Frequency and type of usage of area
- Others

j) Closed Offices and General Offices

i. Space Planning

To fit in required spaces based on the user's requirements into the architectural floor plan and in line with other base building elements.

ii. Classification of Spaces of Interest

- Utility Room
- Discussion cum Training Room

The consultant/contractor shall advise, prepare a conceptual layout setting for in brief the objective of the space planning and shall address impacts as a result of the other building elements.

- Architectural - Building grids, floor to floor heights
- Structural - Sizes and location, cores
- MEP - A/C duct, outlets, sprinklers
- Lighting - Lighting Management System
- Building Security System /card access
- ICT/telephone
- Structured Cablings
- Card Access Point
- Signage

k) Finishes Requirements

i. The requirements for the finishes and types of services shall be based on the following criteria;

- High quality & durability.
- The availability of product.

- Cost implications.
 - Preference to the local product.
 - Modularity & Mobility
 - Frequency and type of usage of area
 - Mineral Fibre Gypsum Board.
 - Carpet tile
 - Timber Paneling and Glass Wall Treatment
 - Graphic Mural Sticker
 - Others
- ii. The others recommended services specifications for the office area are as follows:-
- Zone light distribution/integration with Building Control System (LEMS)
 - Zone A/C distribution/integration with Building Control System
 - Sprinklers in accordance to code
 - Restricted area/security system/integration with Building Security System
 - Telecommunication

I) Design Requirements

- i. The quality of standard performance of the areas shall be considered as the followings:
- Any wall termination to the perimeter curtain wall must be in approved materials finishes and treatment and comply with the rooms acoustic requirements. Any cut hole which corresponds with window pelmet to be filled with partition board as per UNDP's Representative's approval.
 - Locations of floor service outlet boxes are to be flexible enough to take into consideration the locations of the loose furniture, customized furniture and wall.
 - The Contractor shall construct the room sizes and facilities based on the room sizes.
 - All architectural wall, column and door which terminated to ID Wall and complete as a room/area, the finishes shall be 'book' match to ID finishes in that respective room.
 - Locations of the floor outlet service boxes MUST NOT be in the middle of corridors / hallways / passageways, under furniture, in the center of the rooms and any other areas as determined by the UNDP's Representative.
 - Any discrepancy between the drawings, design brief and specifications should be referred to the UNDP's Representative for further clarification and instruction. The UNDP's Representative shall make the final decision as to which requirements prevails.
 - The Consultant/contractor is responsible for producing and submitting all the related shop drawings prior approval from the UNDP's Representative.
 - All shop drawings submission shall be complete and fit for review:

- a. Drawings - Coordination drawings and must be coordinated with the existing building services not limited to the architectural, M&E and related System Services shall be signed by Certified Engineer (PE).
- b. Related documents - To be submitted with drawings list, technical specifications, method statement, sample, etc.
- The contractor is to provide or adjusted the necessary requirements for mechanical and electrical not limited to KELUAR sign, emergency light, firefighting system and its associated works to comply with the Local Authority requirements i.e Jabatan BOMBA Putrajaya and Perbadanan Putrajaya prior to the Certificate of Compliance and Completion (CCC) issuance.
- The contractor is to ensure the fire protection system requirements meets the compliance to the CCC inspection and to obtain the certificate as per agreed timeline.
- All services on ceiling shall be coordinated and integrated with the existing ceiling design, finishes and pattern.
- Provision of floor drop and waterproofing membrane to be provided for all the wet areas as per indicated in the drawings and specifications.
- The contractor is responsible to propose the material to fill and sealed any gap where the termination between floors and curtain walls.

m) Mockup

- i. Documents submittals shall not be limited to material samples, product catalogue, method statement and others necessary supportive documents prior to the mockup installation must be approved by UNDP's Representative.
- ii. The Contractor is required to prepare sample or mock up OR catalogue as requested by the UNDP's Representative and not limited to the items/areas:
 - Wall Finished
 - Window Dressing
- iii. Once completed and approved in writing by the UNDP's Representative this mockup shall become the basic standard to the items or areas similarly.

v. Mechanical Design

a) Air Conditioning

- Existing system for centralized air conditioning been provided. The contractor needs to re-arrange the outlet and inlet suitable with the room requirements. Design will be based on constant air volume (CAV) system with free return using the ceiling plenum. The contractor will be responsible in designing and supply of the following:
 - Short return duct (free return)
 - Quantity capacity and configuration of supply diffuser and return grills
 - Volume dampers and air balancing of duct
 - Thermostat and control
 - Balancing of chilled water supply & return if required

- Before commencement of work, contractor need to submit material catalogues, shop drawings and design calculation to the client for verification and approval.
- Capacity and quantity of split unit system area shown in the bill of quantity and drawings. Contractor to ensure to the system to be installed are complete inclusive of gas and drain piping, insulation, electrical control panel and other related equipment and accessories

b) Fire protection System

- Current design was based on open ceiling concept
- The contractor will be responsible to modify the sprinkler. Reposition (if required) of the sprinkler, detectors, call-point, sounder and any other fire detector and modules shall be based on new fire layout / boundry / ID Fit-Out in accordance to UBBL and BOMBA requirement and shall be under the contractor scope of work and responsibility.
- If required, any additional fire points and modules must be linked to the existing main fire alarm panel and under the contractor scope of work and responsibility inclusive of reprogramming the fire alarm panel if required.

c) Cold Water & Sanitary Plumbing

- The contractor to provide cold water supply connection and sanitary plumbing discharge to pantry. The contractor to design accordingly so that tapping point are from the nearest existing system.
- The contractor shall also terminate and capped unutilized existing cold water supply and sanitary plumbing point properly.
- The contractor shall supply and install sleeves where pipers penetrate through walls, floors, etc. All exposed piping within occupied rooms shall be heavily chrome plated. Escutcheons shall be installed to the point of penetration by pipes or fittings at walls or ceiling where exposed to view.
- The contractor shall supply and install all necessary pipes supports, hangers, anchors, guides or required for proper support.
- The work shall be inspected and tested during installation at agreed stages.
- All works which will be concealed shall be tested before it is finally enclosed.
- A final test shall be made upon completion for soundness and performance to the satisfaction of UNDP and the Building Maintenance Contractor.

vi. Electrical Design

a) Lighting System

- Adequate lighting shall be installed, and the illumination levels shall generally be in accordance with design criteria, the IES Codes, MS 1525, and the current standard of engineering practice for intelligent building and acceptable to the UNDP.
- The lighting systems shall be designed by arrangement of alternating circuits, proper grouping of lighting switches, separate switching etc. so that unnecessary light fittings can be switched off if so desired and also be interfaced with the BCS. Light switching zoning shall generally follow the VAV boxes zoning on spatial design. Manual overriding switches shall be provided for all lighting circuits as per lighting BCS switching zones.

- Unless otherwise stated, generally, luminaires shall follow ID requirements.
Luminaires shall be of the following types:
 - Recessed LED downlights and LED concealed light fittings at all plaster ceiling area and ceiling coves complete with LED driver. Photometric data for the luminaires shall be made available and submitted to E.R.
- Maintained exit lights (Keluar sign) and self-contained emergency lights of fluorescent type with minimum three hours battery (rechargeable) reserve shall be provided for all areas in accordance with the requirements of the Jabatan Bomba dan Penyelamat / PJ Corp and Uniform Building By-Laws and British Standard on required illumination level.
- Exits lights (Keluar signs) shall be of the following types:
 - a) Slim type 2 X 13W self-contained high temperature rated sealed NickelCadmium battery.
 - b) Surface mounted for areas without false ceiling and suspended ceiling.
 - c) Recessed mounted for areas with false ceiling and suspended ceiling.
 - d) Complete with Bomba approval certificate.
- Suitable self-contained emergency lights with sufficient lighting level for normal operation and with minimum three hours battery reserve shall be installed in all areas.
- The 1 x 8w Fluo. Emergency lights shall be of the following types:
 - Surface mounted for areas without false ceiling and suspended ceiling e.g. staircase etc.
 - Recessed mounted for areas with false and suspended ceiling.
 - Recessed halogen down light type for plaster ceiling and/or Bomba approved power pack type suitable for use with down lights.
 - Complete with Bomba approval certificate.
- PL Lamps installed in administrative areas and etc. shall be of deluxe type with colour temperature of approximately 4000 degrees K.
- High frequency electronic ballast shall be used for fluorescent light fittings at other areas must be suitable for the electrical characteristics of the supply circuits to which they are to be connected and which are suitable for opening the specified lamps.
- Where applicable air slots shall be incorporated in the light fittings for return air of air-conditioning system.
- All decorative switches shall be as per ID's requirements and/or selection

b) Lighting System

- Adequate lighting shall be installed, and the illumination levels shall generally be in accordance with design criteria, the IES Codes, MS 1525, and the current standard of engineering practice for intelligent building and acceptable to the UNDP.
- The lighting systems shall be designed by arrangement of alternating circuits, proper grouping of lighting switches, separate switching etc. so that unnecessary light fittings can be switched off if so desired and also be interfaced with the BCS. Light switching zoning shall generally follow the VAV boxes zoning on spatial design. Manual overriding switches shall be provided for all lighting circuits as per lighting BCS switching zones.
- Unless otherwise stated, generally, luminaires shall follow ID requirements.
Luminaires shall be of the following types:
 - a. Recessed LED downlights and LED concealed light fittings at all plaster ceiling area and ceiling coves complete with LED driver. Photometric data for the luminaires shall be made available and submitted to UNDP.

- Maintained exit lights (Keluar sign) and self-contained emergency lights of fluorescent type with minimum three hours battery (rechargeable) reserve shall be provided for all areas in accordance with the requirements of the Jabatan Bomba dan Penyelamat / PJ Corp and Uniform Building By-Laws and British Standard on required illumination level.
- Exits lights (Keluar signs) shall be of the following types:
 - a. Slim type 2 X 13W self-contained high temperature rated sealed Nickel Cadmium battery.
 - b. Surface mounted for areas without false ceiling and suspended ceiling.
 - c. Recessed mounted for areas with false ceiling and suspended ceiling.
 - d. Complete with Bomba approval certificate.
- Suitable self-contained emergency lights with sufficient lighting level for normal operation and with minimum three hours battery reserve shall be installed in all areas.
- The 1 x 8w Fluo. Emergency lights shall be of the following types:
 - a. Surface mounted for areas without false ceiling and suspended ceiling e.g. staircase etc.
 - b. Recessed mounted for areas with false and suspended ceiling.
 - c. Recessed halogen down light type for plaster ceiling and/or Bomba approved power pack type suitable for use with down lights.
 - d. Complete with Bomba approval certificate.
- PL Lamps installed in administrative areas and etc. shall be of deluxe type with colour temperature of approximately 4000 degrees K.
- High frequency electronic ballast shall be used for fluorescent light fittings at other areas must be suitable for the electrical characteristics of the supply circuits to which they are to be connected and which are suitable for opening the specified lamps.
- Where applicable air slots shall be incorporated in the light fittings for return air of air-conditioning system.
- All decorative switches shall be as per ID's requirements and/or selection.

c) Lighting Switches, Switch Socket Outlets (SSO) and Isolators

- Lighting switches shall be mounted at 1300mm above finished floor level (AFFL) or to match existing lighting switches level.
- In multiple gangs of lighting switches, separation shall be provided to ensure that no flash over shall happen during switching. Notices shall be provided to forewarn users of presence of 3 phases 415V in these lighting switch panels. Maximum of 8 gang shall be used for flush plate type; others shall be of stainless steel and brushed finish grid switch system. Mimic diagram showing the switching zone shall be installed near switch location
- Small power requirements shall be provided for all computers/workstations, photocopier machine, meeting room, IT room. Adequate switch socket outlets shall be provided for general usage including AC split unit, pantry and etc.
- The number of switch socket outlets (SSO) to be provided for the various areas are as follows:
 - Workstations: Minimum 3 nos SSO or as indicated inside ID drawings (whichever is higher) – universal faceplate with USB
 - Meeting Room: Minimum 2 nos of SSO on the walls and 3 nos SSO per table or as indicated inside ID drawings (whichever is higher)
 - Pantry : Minimum 3 no of SSO per room

- Photocopier machine: Minimum 2 nos of SSO per area
- Isolators supplied for equipment shall have sufficient current ratings of equipment.
- Dedicated essential power supply (circuit/cabling) is to be provided for AC split unit required power supply. The dedicated circuit/cabling shall be from the essential DB.
- No SSO shall be installed on drywall / system wall. Service box shall be placed below table with computer and furniture that required SSO
- The contractor shall ensure that power requirement for all active equipment of the voice/data system is provided such as network switches, equipment racks and key phone system

d) Public Address Systems

- Generally, in area with ceiling recessed ceiling mounted speakers shall be installed. Relocation of existing speakers is anticipated to suit ID's requirements.
- The PA zoning for this area is to be programmed and linked to the building's PA system. Local volume control units with overriding shall be provided including separate control for receptionist stations and other rooms/areas where required by UNDP Volume control shall be rated to suit the number of speakers controlled.
- The system shall be capable of delivering the following sound pressure level at the designed areas.
 - a. Capable of delivering at least 10dBA above the ambient noise level.
 - b. Min. 72 dBA for emergency announcement
 - c. It shall be assumed that the ambient noise in the offices and general areas is not less than 70dB.
- To tone the sound pressure level, a local volume control shall be provided. The listening level shall be taken to be 0.8 m above floor level.
- The system shall comply with the relevant Code of Practice and local authority requirement. For emergency announcement, the Contractor shall liaise with the BOMBA (Local Fire Department) to confirm the location of speakers

e) Building Security Systems

- BSS equipment power supply shall be fed from an Uninterruptable Power Supply (UPS) that is separate from the building UPS system. Battery autonomy shall provide a minimum of sixty (60) minutes of backup power, sized based on the maximum demand of the BSS equipment. Electrical power supply feeding the UPS shall be from building critical loads of the electrical power supply.
- All cablings for the BSS such as power supply, control signals, monitoring signals, etc. and shall be installed in concealed conduits of trunkings not readily accessible to provide protection against tampering with the system.
- The contractor shall ensure that power requirement for all active BSS equipment's are provided. The BSS equipment's such as CCTV camera, DVR/NVR, Card Access, keypad will be provided by the Tenant. Hence, the Contractor is to ensure smooth co-ordination during installation and testing & commissioning.

f) Interface with Fire Alarm System

- Marshalling boxes shall be installed in the BSS/BSC risers. These marshalling boxes shall complete with a labeled terminal strip. The purpose of the marshalling boxes is to provide a signal from the FAS to release all CAMS controlled doors during an alarm condition. The sequence for these signals shall be consistent with the authority approved Emergency Response Plan (ERP).
- The signal from the FAS shall directly cause the deactivation of the 4 electromagnetic locks (EML) using a release relay wired in series along the power cable to the EMLs. The contractor shall NOT utilize the CAMS system to deactivate the EMLs to unlock the doors during an emergency condition. Each marshalling box shall be wired to individual control modules or series input-output devices of the FAS and the release relay.

D. BILL OF QUANTITIES (BOQ)

Items	Description	Unit	Quantity
1	GENERAL CONDITIONS & PRELIMINARIES <u>Important Notes:</u> All proposed material/finishes are subject to UNDP's Approval prior to installation. Contractor to prepare material and detail design to meet the design intend as per UNDP's design requirement as stated in Design Brief and Scope of Works. Prices shall include Testing & Commissioning and liaison coordination with Building Owner, Authorities, Utilities Companies, Renovation Guidelines, Safety & Health Special Conditions for ID Fit Out Contractors and other regulatory bodies. Prices shall include all other parts deemed necessary for the successful completion of the Works. Any discrepancy between the design brief, scope of works, specifications and drawings, should be referred to the UNDP's for further clarification and instruction.		
A	<u>Insurances</u> To procure and maintain Third Party Liability Workmen's Compensation (including foreign workers) and Contractor's All Risk Insurance, etc. as mentioned in the Contract.		
B	<u>Safety and Health Requirement</u> Temporary plywood and plastic sheet protection to corridor walkway, loading lift and completed floor and wall finishes including the protection for the completed existing finishes in the work area.		
C	To provide all plant, equipment, scaffolding and tools necessary to carry put the works.		
D	COVID-19 - to provide necessary requirements in compliance with Kementerian Kesihatan Malaysia & Majlis Keselamatan Negara Standard Operating Procedure (SOP) at renovation / construction area.		
E	<u>Sample and Mock-up</u> The Contractor is required to prepare product sample or catalogue as requested by the UNDP's Representative.		
F	<u>Final Cleaning</u> To provide clean and clear away all debris from site during construction period and upon completion of project (cost including lorry transportation).		
G	<u>Testing and Commissioning</u> Testing, commissioning & handover complete with checklist and inspection form and training (where applicable) for a complete and fully operational system		
H	<u>Planning and Scheduling</u> The successful contractor is required to submit work programme in primavera/microsoft project to identify the critical path of the project within two (2) weeks from the Award date for acceptance by the UNDP.		
I	<u>Site Management</u> The successful contractor is required to submit their organisation chart within		

		one (1) week from the Award date showing full and detailed list of his Site Supervisory staff for the project for the approval of UNDP. Such list shall include relevant details of each staff member including his function, position, duties, qualification, experience, age and employment with the contractor. The provision of such organization chart and UNDP's approval thereof shall not limit the contractor's responsibilities and obligations in respect of adequate staffing at site of the works and in the event additional staff are considered necessary to properly and effectively supervise the execution of the works, the contractor shall provide such staff at no extra cost to UNDP.		
	J	To provide all necessary labour and supervision required to carry out the works including both productive and non-productive overtime and obtaining the necessary permit for extended working hours.		
	K	<u>Authority Approval</u> The contractor shall responsible for the application and obtaining if the renovation approval and certificate of compliance & completion (CCC) from the authorities i.e BOMBA & PjC and including paying the necessary fees/charges and to coordinate with the appointed consultant/architect.		
	L	To prepare the design, calculations, schematic drawings not limited to electrical and sanitary plumbing submittals, shop drawing, method statement and other related documents to be endorsed by certified PE.		
	M	<u>Design Fees</u> Design & site supervision fee (exclusive of 6% Government Service Tax)		
	N	To prepare the design, calculations, submittals, shop drawings in A1 size, man and all other close out documents as defined under the document.		

GENERAL

The Scope of Works described herewith are provided for GUIDANCE ONLY. The Contractor shall examine the drawings, specifications, visit the site, inspect the existing premises and satisfy himself on the actual extent of the Contract Works.

Refer to the Annexes for reference on the coding.

2 INTERNAL WALLS AND PARTITIONS

	A	Demolish and removing existing partition and others including making good to surface of ceiling soffit and floor as necessary. Take away all debris to contractor's dump area.	M2	26
	B	Full height up to ceiling level acoustic drywall partition (DWA1) complete with framing & acoustic insulation, 75mm ht. MDF timber skirting in spray paint and other necessary accessories as per manufacturer's specification and finish layer undercoat of emulsion paint & final layer finish of specified emulsion paint - WF1 (colour to be subject to UNDP approval) for both side and as per drawings and specification.	M2	310
	C	Half Glass Partition (WG1); 10mm thick tempered glass and normal drywall below complete with framing and accessories, 75mm ht. MDF timber skirting in spray paint and other necessary accessories as per manufacturer's specification and finish with layer undercoat of emulsion paint & final layer finish of specified emulsion paint - WF1 (colour to be subject to UNDP approval) and as per drawings and specification.	M2	260
	D	Prepare and apply one (1) finishing coat of emulsion paint to existing wall and	M2	308

		column (DWE1), 75mm ht. MDF skirting in spray paint all in accordance to manufacturer's instruction.		
3	INTERNAL DOORS			
	A	To dismantle existing double leaf door size 1800mm x 2100mm and frame including all other necessary and accessories; making good where necessary and take away all debris to contractor's dump area.	No	1
	B	To supply and install double leaf 12mm thk. frameless tempered glass door (DGD1) complete with selected door handle and ironmongery; overall door size 1800mm x 2100mm high and finish with selected materials as per specification and to refer door schedule	No	2
	C	To supply and install single leaf 12mm thk. frameless tempered glass door (DGS1) complete with selected door handle and ironmongery; overall door size 1000mm x 2100mm high and finish with selected materials as per specification and to refer door schedule	No	22
	D	To supply and install double leaf timber flush door including frame (Type DFD1) complete with selected door handle and ironmongery; overall door size 1800mm x 2100mm high and finish with selected materials as per specification	No	1
	E	To supply and install frameless glass sliding door (DGL1) complete with selected door handle and ironmongery; overall door size 1100mm x 2100mm high and finish with selected materials as per specification and to refer door schedule	No	1
	F	To supply and install folded door (DSF1) complete with selected door handle and ironmongery; overall door size 1000mm x 2100mm high and finish with selected materials as per specification	No	1
4	INTERNAL CEILING FINISHES			
	A	Making good existing fibre board overall size 1200mm x 600mm where necessary area; all as described and site condition.	LS	
5	WINDOW DRESSING			
	To supply and install the window dressing including all necessary accessories based on the technical specification; all to UNDP's approval.			
	A	To supply and install roller blind (RB1) complete with all necessary rail & tracks as per manufacturer detail at all perimeter window panel.	M	90
6	ELECTRICAL SERVICES			
	Notes: <ul style="list-style-type: none"> All SSOs requirement at all levels shall be tapped from the existing Distribution Board (DB). If requires, the Contractor shall upgrade or add new MSB to the existing DB accordingly. The existing Floor Service Boxes (FSBs) are manufactured and supplied by POWERPLAN. Thus, all SSOs which are to be installed inside FSB shall comply to POWERPLAN requirement, complete with SSO holder plate. 			
	1	<u>Switch Socket Outlet (SSO)</u>		
	A	3 nos of 13A SSO install at each workstation, complete with 3 nos of 13A SSO faceplate, back box, wiring cables to the existing DB, conduit and labelling	No.	56
	B	1 no of 13A SSO install on the wall, complete with 1 no. of 13A SSO faceplate, back box, wiring cables to the existing DB, conduit and labelling.	No.	25
	C	Upgrading of existing DB for new SSO (if necessary).	No.	1
	2	<u>Lighting System</u>		
	D	New lighting switch cabling complete with faceplate at all rooms (Brand: to	LS	1

		follow existing brand i.e: Shneider or approved equivalent).		
	E	To supply and install LMS components (to match approved equivalent manufacturer). i) Binary Output 10A (8/12/16 fold) ii) EIB Signal Cabling	No M	2 150
	F	Reprogramming, testing & commissioning of LMS and connect the LMS to the existing building's control system.	LS	1
	G	Re-arrange existing & additional light fittings to suit room/partioning requirement link to existing system including cabling and programming works.	LS	1
	H	"KELUAR" sign fitting and cabling works as per approved authority submission	LS	5
7	MECHANICAL SERVICES			
	1	<u>Air Conditioning</u>		
	A	<u>Instrumentation</u> To rearrange / additional diffuser (Inlet & Outlet), thermostat, duct and VAV to suit room/partitioning requirement link to existing system inclusive of cabling, balancing and programming works.	Lot	1
8	EXTENDED MEP			
	1	<u>Sprinkler Works</u>		
	A	To dismantle, relocate, reinstall and make good existing sprinkler to suit ID room's layout and to meet BOMBA's Requirements.	LS	1
	B	Service charges by Building's Owner to drain and to refill sprinkler piping system	LS	1
	2	<u>Ceiling Works</u>		
	C	To dismantle, re-install, make good or replace of the existing suspended ceiling tees and panels, due to sprinkler relocation works as described above.	LS	1
	3	<u>Relocation of Floor Service Box (FSB)</u>		
	D	To dismantle and re-install of existing FSB due to site condition, i.e clashes with wall, workstation and furniture, the area converted to wet area i.e toilet, pantry, ablution.	LS	1

E. Management Structure and Key Personnel:-

- i. **Project Manager/ Civil Engineers** - shall have a University Degree in Civil engineering, with a minimum of 5 years relevant experience in a similar project.
- ii. **Site Project Manager / Construction Supervisor** – shall have a minimum of 5 years relevant experience in a similar project; .
- iii. **Electrical engineer** with a minimum of 5 years relevant experience in a similar project.

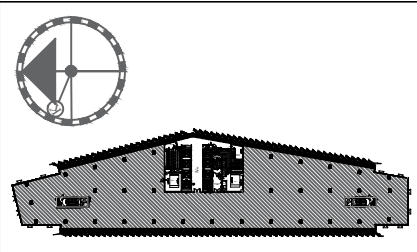
The bidder shall provide certified copies of Certificates (professional license/ professional exam certificates) to prove the qualification of key personnel.

Annexes

Annex	Specifications	Code
1	Master Layout Plan	
2	Wall Door Coding	
3	Door Schedule	
4	Wall Schedule	
5	Schedule of Wall Finishes	
	a Wall Paint	WF1
	b 3M Frosted Sticker	WF2
6	Schedule of Floor Finishes	
	a Vinyl Tiles	VN1
7	Schedule of Window Dressing	
	a Roller Blind	RB1
8	Schedule of Iron Mongeries	
	a Door Hinges	HG1
	b Door Handle	DH1
	c Mortise Sashlock	MSL1
	d Door Closer	DC1
	e Floor Spring	FS1
	f Bottom Patch Fitting	BP1
	g Top Patch Fitting	TP1
	h Patch Lock	PL1
	i Door Handle	DH2
	j Door Stopper	DS1

This drawing is Copyright. Contractor must check dimensions on site. Only figured dimensions are to be used. Discrepancies must be reported immediately to the United Nations Development Programme (UNDP) before proceeding.

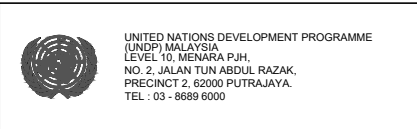
KEY PLAN



PROJECT TITLE

THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA

CLIENT / END USER



DRAWING TITLE

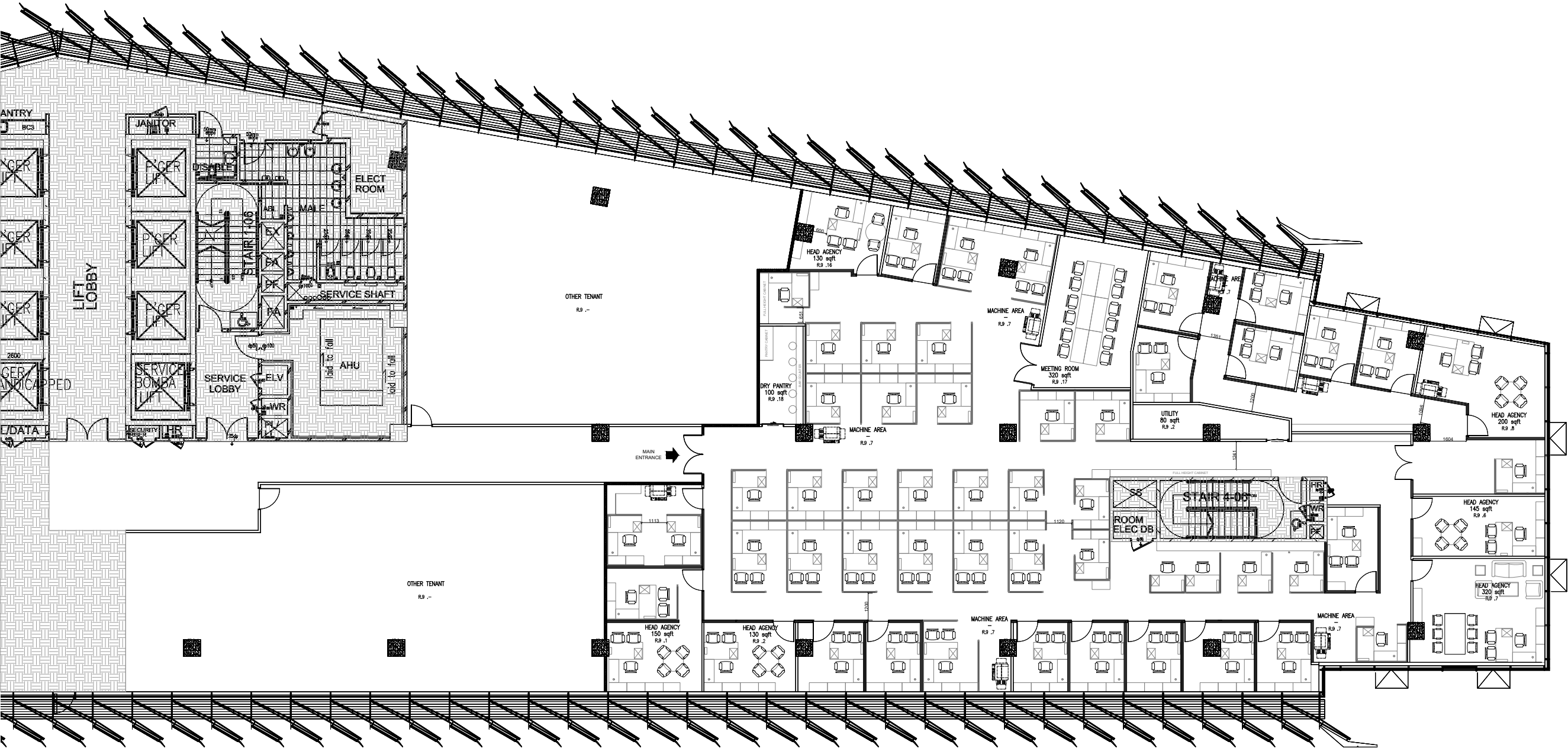
LOT - 2C2
LEVEL 9
GENERAL LAYOUT PLAN

REVISION	DATE	NOTE

TENDER DRAWING

SCALE	AS SHOWN	DATE	September 2022
DRAWN BY	UNDP	CHECKED BY	UNDP

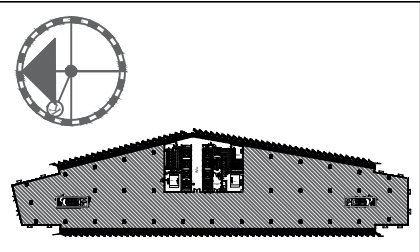
TENDER NUMBER	-	DRAWING STATUS	TD	REVISION	0
PROJECT NUMBER	ID - 2019_05				
DRAWING NUMBER	2C2/UNDPITQ/A/01				



Annex 2: Wall Door Coding

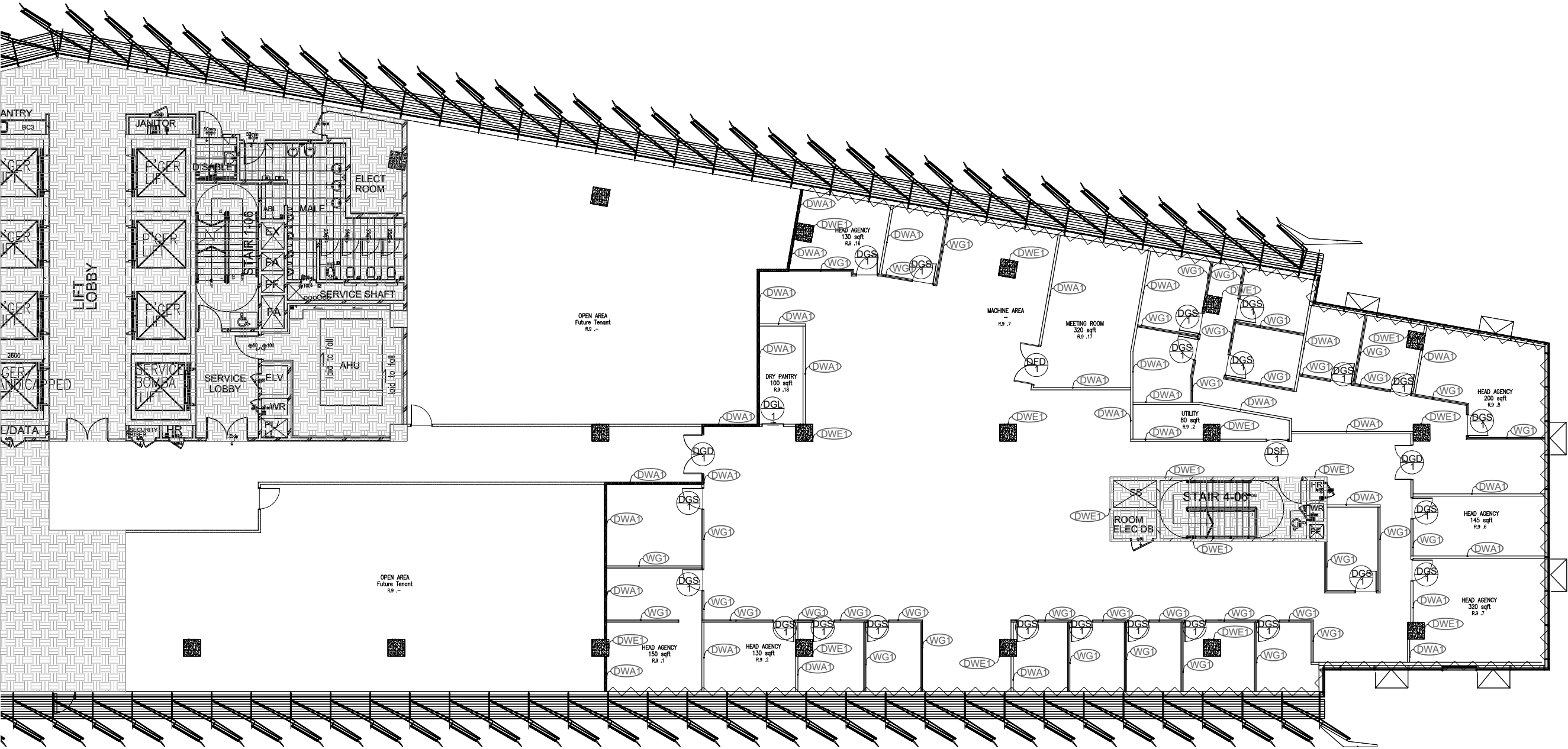
This drawing is Copyright. Contractor must check dimensions on site. Only figured dimensions are to be used. Discrepancies must be reported immediately to United Nations Development Programme (UNDP) before proceeding.

KEY PLAN

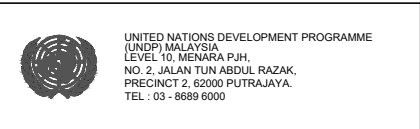


PROJECT TITLE

THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA



CLIENT / END USER



DRAWING TITLE

LOT - 2C2
LEVEL 9
FLOOR, WALL & DOOR FINISHES CODING
LAYOUT PLAN

REVISION	DATE	NOTE

TENDER DRAWING			
SCALE	AS SHOWN	DATE	September 2022
DRAWN BY	UNDP	CHECKED BY	UNDP

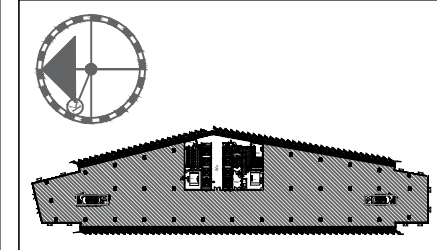
TENDER NUMBER	-			REVISION 0
PROJECT NUMBER	ID - 2019_05	DRAWING STATUS	TD	
DRAWING NUMBER	2C2/UNDP/ITQ/A/02			

LEGENDS							
WALL TYPE		DOOR TYPE		FLOOR FINISH		WINDOW DRESSING	
CODE	SPECIFICATION	CODE	SPECIFICATION	CODE	SPECIFICATION	CODE	SPECIFICATION
DWA1	sel. acoustic drywall in painted finish & skirting at both side	DGD1	sel. frameless double glass door complete with accessories	VN1	sel. vinyl tiles to refer tech. spec.	~~~~~	sel. roller blind to tech. spec. (RB1)
DWE1	sel. existing R.C wall & column in painted finish, skirting at both side	DGS1	sel. frameless single glass door complete with accessories				
WG1	sel. half glass drywall in painted finish & skirting at both side	DFD1	sel. double flush door complete with accessories				
DRW1	sel. drywall in painted finish & skirting at both side	DSF1	sel. foldable door complete with accessories				
		DGL1	sel. sliding glass door complete with accessories				

Annex 3: Door Schedule

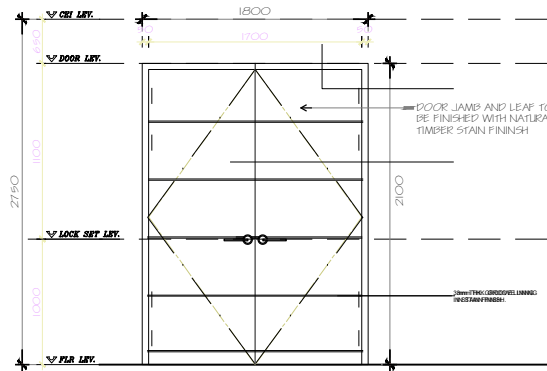
This drawing is Copyright. Contractor must check dimensions on site. Only figured dimensions are to be used. Discrepancies must be reported immediately to United Nations Development Programme (UNDP) before proceeding.

KEY PLAN

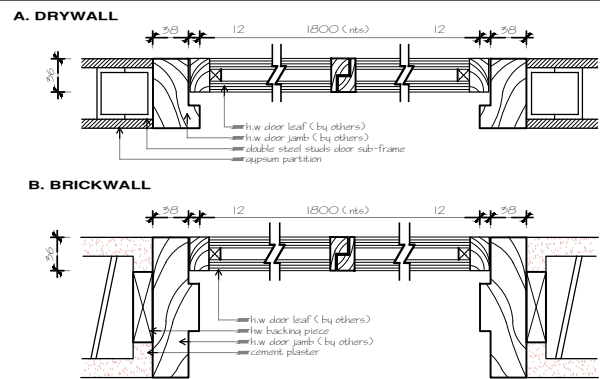


PROJECT TITLE

THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA



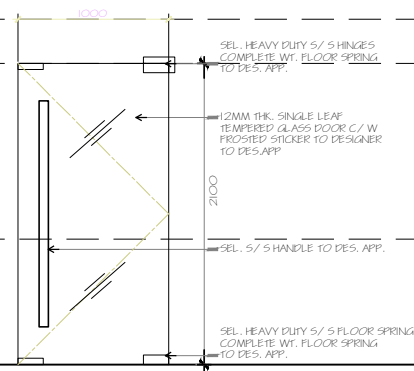
SCALE 1:30



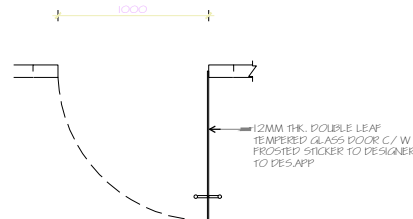
SCALE 1:75



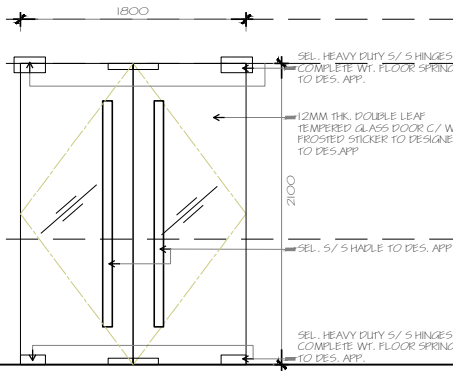
**1800MM x 2100MM SELECTED TIMBER FLUSH
DOOR TO DES. APP.**



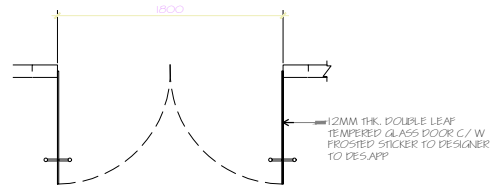
SCALE 1:30



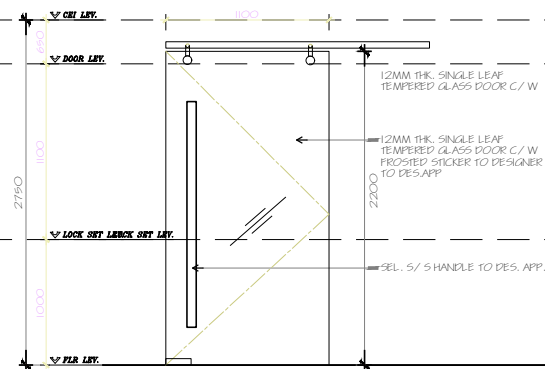
**1000MM x 2100MM SELECTED FRAMELESS
GLASS DOOR TO DES. APP.**



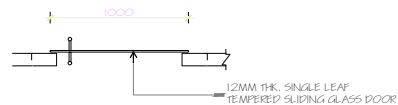
SCALE 1:30



1800MM x 2100MM SELECTED FRAMELESS GLASS DOOR TO DES. APP.



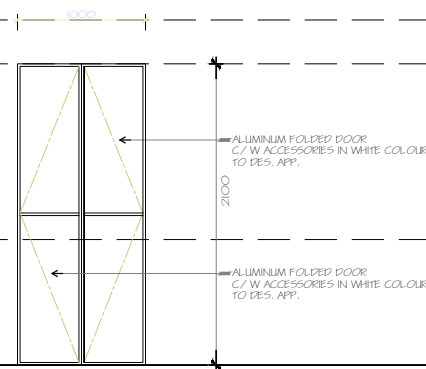
SCALE 1:30



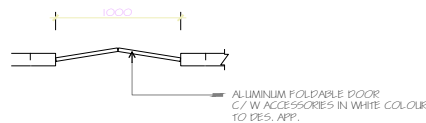
SCALE 1:75



**1100MM x 2100MM SELECTED FRAMELESS
SLIDING GLASS DOOR TO DES. APP.**



SCALE 1:30



SCALE 1:75



SELECTED FOLDED DOOR TO DES. APP.

IRON MONGERIES SCHEDULE				
SINGLE LEAF FLUSH / HARDWOOD DOOR				
HARDWARE	CODE	DESCRIPTION OF IRONMONGERIES		QUANTITY
HINGES	HG1	H-STEEEL 3" X 1 1/2" x 3/8" STAINLESS STEEL WEDGE WITH 2 BALL BEARING SYSTEM. EPOCHENOR & BOLT THROUGH FRINGS TO APPROVE OR EQUIVALENT		4 NOS
DOOR HANDLE	DH1	STAINLESS STEEL LEVER HANDLE ON ROSE WITH RENOVISED CLIP LOCKING SYSTEM. EPOCHENOR & BOLT THROUGH FRINGS TO APPROVE OR EQUIVALENT		1 SET
MORTISE LOCK	MSL1	MORTISE SASH LOCK, DIN 18251-1 WITH ROUND FOREND IN STAINLESS STEEL TO APPROVE OR EQUIVALENT		1 SET
DOOR CLOSER	DC1	CAM-ACTION, SLIDE ARM, HOLD OPEN (EN 1154, CE MARK) DOOR CLOSER TO APPROVE OR EQUIVALENT		1 NOS
DOOR STOPPER	DS1	MAGNETIC DOOR STOPPER FIX TO FLOOR AND DOOR LEAF		1 NOS
DOUBLE LEAF FLUSH / HARDWOOD DOOR				
HARDWARE	CODE	DESCRIPTION OF IRONMONGERIES		QUANTITY
HINGES	HQ1	H-STEEEL 3" X 5" X 3/8" x 288 STAINLESS STEEL WEDGE WITH 2 BALL BEARING SYSTEM. EPOCHENOR & BOLT THROUGH FRINGS TO APPROVE OR EQUIVALENT		8 NOS
DOOR HANDLE	DH1	STAINLESS STEEL LEVER HANDLE ON ROSE WITH RENOVISED CLIP LOCKING SYSTEM. EPOCHENOR & BOLT THROUGH FRINGS TO APPROVE OR EQUIVALENT		2 SET
MORTISE LOCK	MSL1	MORTISE SASH LOCK, DIN 18251-1 WITH ROUND FOREND IN STAINLESS STEEL TO APPROVE OR EQUIVALENT		2 SET
DOOR CLOSER	DC1	CAM-ACTION, SLIDE ARM, HOLD OPEN (EN 1154, CE MARK) DOOR CLOSER TO APPROVE OR EQUIVALENT		2 NOS
FLUSH BOLT	FLB1	H-STEEEL 6" & 12" STAINLESS STEEL FLT FLUSHBOLT TO APPROVE OR EQUIVALENT		2 NOS
DOOR STOPPER	DS1	MAGNETIC DOOR STOPPER FIX TO FLOOR AND DOOR LEAF		2 NOS
SINGLE LEAF FRAMELESS GLASS DOOR				
HARDWARE	CODE	DESCRIPTION OF IRONMONGERIES		QUANTITY
FLOOR SPRING	FS1	FULLY CONTROLLED CLOSING ACTION WITH SPEED ADJUSTMENT FOR THE RANGE 1 DEGREE TO 30 DEGREE TO 5 DEGREE (OTHER DIRECTION)		1 SET
BOTTOM PATCH	BP1	BOTTOM PATCH FITTING IN STAINLESS STEEL, FINISH COMPLETE WITH REQUIRED MECHANISM AS PER MANUFACTURER DETAILS		1 SET
TOP PATCH	TP1	TOP PATCH FITTING IN STAINLESS STEEL, FINISH COMPLETE WITH REQUIRED MECHANISM AS PER MANUFACTURER DETAILS		1 SET
PATCH LOCK	PL1	PATCH LOCK IN STAINLESS STEEL, FINISH COMPLETE WITH REQUIRED MECHANISM AS PER MANUFACTURER DETAILS		1 SET
DOOR HANDLE	DH2	HORIZONTAL BAR IN 30mm DIAMETER WIRELESS, 200mm LENGTH (MINIMUM) COMPLETE WITH REQUIRED MECHANISM & ACCESSORIES AS PER MANUFACTURER DETAIL		1 PAIR
DOUBLE LEAF FRAMELESS GLASS DOOR				
HARDWARE	CODE	DESCRIPTION OF IRONMONGERIES		QUANTITY
FLOOR SPRING	FS1	FULLY CONTROLLED CLOSING ACTION WITH SPEED ADJUSTMENT FOR THE RANGE 1 DEGREE TO 30 DEGREE TO 5 DEGREE (OTHER DIRECTION)		2 SET
BOTTOM PATCH	BP1	BOTTOM PATCH FITTING IN STAINLESS STEEL, FINISH COMPLETE WITH REQUIRED MECHANISM AS PER MANUFACTURER DETAILS		2 SET
TOP PATCH	TP1	TOP PATCH FITTING IN STAINLESS STEEL, FINISH COMPLETE WITH REQUIRED MECHANISM AS PER MANUFACTURER DETAILS		2 SET
PATCH LOCK	PL1	PATCH LOCK IN STAINLESS STEEL, FINISH COMPLETE WITH REQUIRED MECHANISM AS PER MANUFACTURER DETAILS		2 SET
DOOR HANDLE	DH2	HORIZONTAL BAR IN 30mm DIAMETER WIRELESS, 300mm LENGTH (MINIMUM) COMPLETE WITH REQUIRED MECHANISM & ACCESSORIES AS PER MANUFACTURER DETAIL		2 PAIR
DOUBLE LEAF FIRE RATED DOOR				
HARDWARE	CODE	DESCRIPTION OF IRONMONGERIES		QUANTITY
HINGES	HG1	H-STEEEL 3" X 1 1/2" x 3/8" STAINLESS STEEL WEDGE WITH 2 BALL BEARING SYSTEM. EPOCHENOR & BOLT THROUGH FRINGS TO APPROVE OR EQUIVALENT		8 NOS
DOOR HANDLE	DH1	STAINLESS STEEL LEVER HANDLE ON ROSE WITH RENOVISED CLIP LOCKING SYSTEM. EPOCHENOR & BOLT THROUGH FRINGS TO APPROVE OR EQUIVALENT		2 SET
MORTISE LOCK	MSL1	MORTISE SASH LOCK, DIN 18251-1 WITH ROUND FOREND IN STAINLESS STEEL TO APPROVE OR EQUIVALENT		2 SET
DOOR CLOSER	DC1	CAM-ACTION, SLIDE ARM, HOLD OPEN (EN 1154, CE MARK) DOOR CLOSER TO APPROVE OR EQUIVALENT		2 NOS
FLUSH BOLT	FLB1	H-STEEEL 6" & 12" STAINLESS STEEL FLT FLUSHBOLT TO APPROVE OR EQUIVALENT		2 NOS
DOOR STOPPER	DS1	MAGNETIC DOOR STOPPER FIX TO FLOOR AND DOOR LEAF		2 NOS
DOOR SELECTOR	DS1	H-STEEEL DOOR SELECTOR TO APPROVE OR EQUIVALENT		1 NOS
CHAIN RELEASE	MR1	MAGNETIC CHAIN RELEASE		2 NOS

B

DOOR SCHEDULE

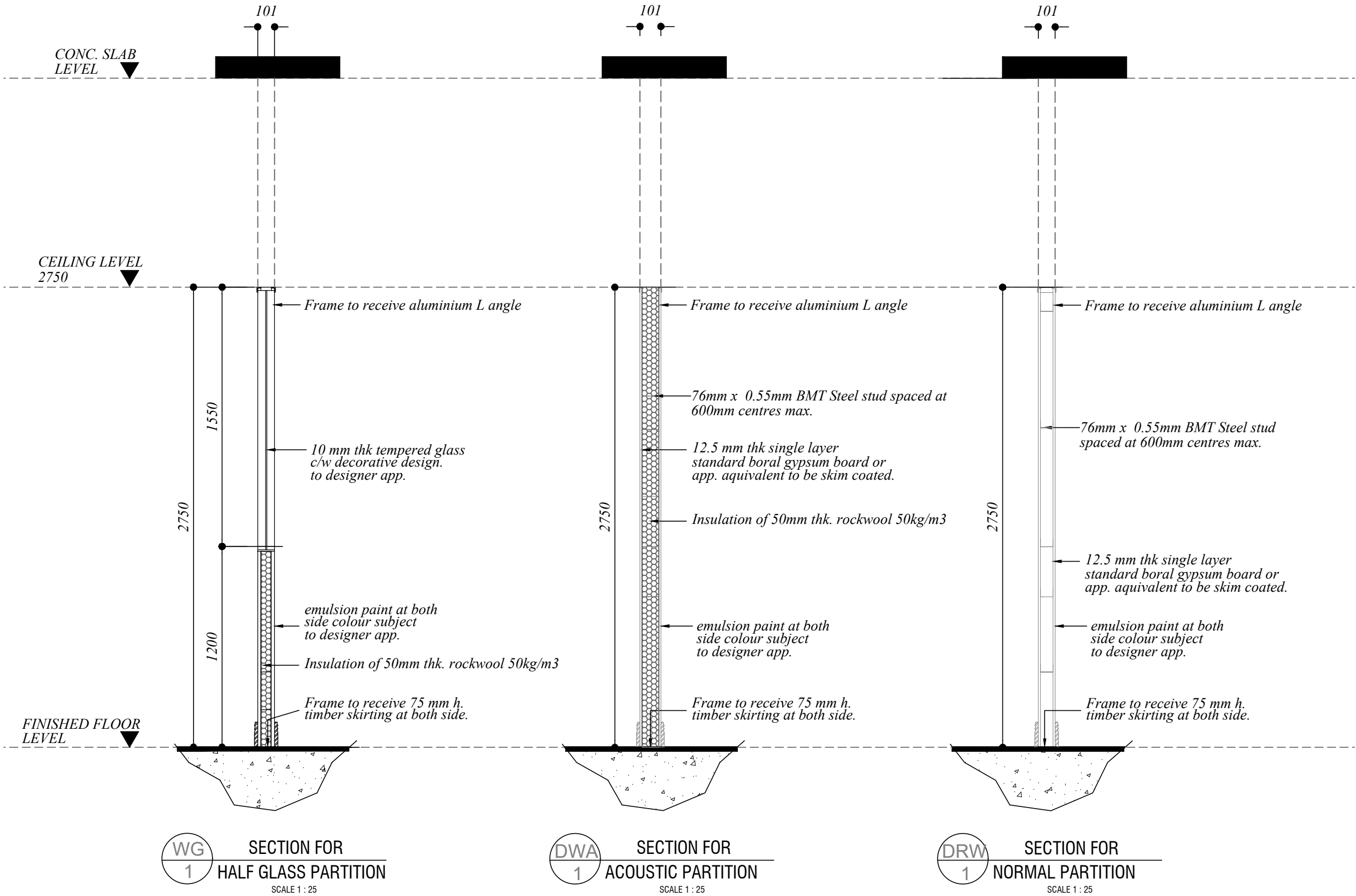
SCALE - AS SHOWN

TENDER DRAWING

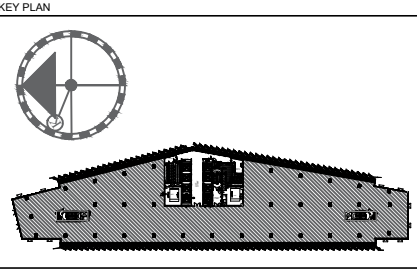
SCALE	AS SHOWN	DATE	September 2022
DRAWN BY	UNDP	CHECKED BY	UNDP

TENDER NUMBER	-			
PROJECT NUMBER	ID - 2019_05	DRAWING STATUS	TD	REVISION
DRAWING NUMBER	2C2/UNDP/ITQ/B/03			0

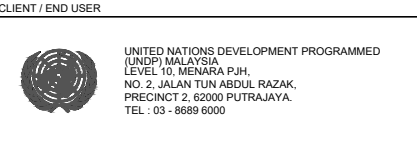
Annex 4: Wall Schedule



This drawing is Copyright. Contractor must check dimensions on site. Only figured dimensions are to be used. Discrepancies must be reported immediately to United Nations Development Programme (UNDP) before proceeding.



PROJECT TITLE
THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA



DRAWING TITLE
LOT - 2C2
LEVEL 9
WALL SCHEDULE

REVISION	DATE	NOTE

TENDER DRAWING			
SCALE	AS SHOWN	DATE	September 2022
DRAWN BY	UNDP	CHECKED BY	UNDP

TENDER NUMBER	-			REVISION 0
PROJECT NUMBER	ID - 2019_05	DRAWING STATUS	TD	
DRAWING NUMBER	2C2/UNDP/ITQ/C/04			



WALL SCHEDULE
SCALE - AS SHOWN


ANNEX 5: SCHEDULE OF WALL FINISHES

PROJECT : THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE
INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS
MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2,
PUTRAJAYA

REVISION : R0

ITEM	DESCRIPTION	CODE	AREA	REMARKS
1	WALL PAINT	WF1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
2	3M FROSTED STICKER	WF2	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION

TECHNICAL SPECIFICATION

PROJECT	:	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT	:	2C2, PRECINCT 2	WF1	
SUBJECT	:	WALL FINISHES		
AREA	:	UN HOUSE AT LEVEL 9		Ref. Code
				SHOP DRAWING REQUIRED
			0	SAMPLE REQUIRED
<div></div> <p>With less exposure to harmful compounds and chemicals, low-VOC levels.</p> <p>emits less odour and fumes during application so a room remains just as comfortable to be in.</p> <p>Tested by TUV SUD PSB. Containing no formaldehyde, no added lead and mercury, the Series must be GreenLabel certified and meets the BCA GreenMark building criteria.</p> <p>The excellent features is Anti-Bacteria provides superb resistance to most common strains of bacteria and is designed to improve indoor air quality and hygiene.</p> <p>Environmentally friendly with low-VOC properties, its acrylic premium quality offers excellent washability and weatherabilty range.</p>				
DESCRIPTION		WALL PAINT		
COLOUR		Light Grey / Subject to the alteration by ID's or Client's Approval		
MANUFACTURE		Dulux, Jotun, Nippon Paint, Local or Approved Equivalent		
NOTE	:	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation		

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	WF2	
SUBJECT :	WALL FINISHES		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		•	SAMPLE REQUIRED



DESCRIPTION	3M FROSTED STICKER AT GLASS PANEL
COLOUR	As Shown / Subject to the alteration by ID's or Client's Approval
PATTERN	Subject to the alteration by Client's Approval
MANUFACTURE	Local or Approved Equivalent
NOTE :	Upon awarded contract, the contractor is required to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation

ANNEX 6: SCHEDULE OF FLOOR FINISHES

PROJECT : THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE
INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS
MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2,
PUTRAJAYA

REVISION : R0

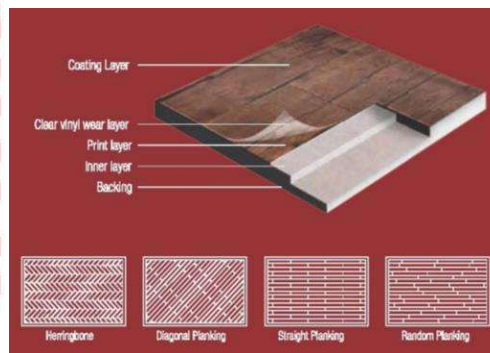
ITEM	DESCRIPTION	CODE	AREA	REMARKS
1	VINYL TILES	VN1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	VN1	
SUBJECT :	FLOOR FINISHES		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		0	SAMPLE REQUIRED



	Standard	NATURAL CREATIONS®		
CHARACTERISTICS				
Type of floor covering	EN 649	Luxury Vinyl Tile		
Manufactured in		Asia		
Polyethylene reinforced		Yes		
SAFETY CRITERIA				
Fire resistance / Flammability	ASTM E848, Class 1 ASTM E852	Critical radiant flux: 0.45 watt/m² (Spec for optical smoke density <450)		
GENERAL PROPERTIES				
Overall thickness	EN 428	2.0mm	2.5mm	3.0mm
Wear layer thickness	EN 429	0.3mm	0.5mm	0.5mm
Size		Plastic: 1945mm X 1219.4mm 328.6mm X 1219.4mm Tile: 407.4mm X 407.4mm 407.4mm X 391.4mm		
Wear resistance	EN 649	Group T		
Residual indentation	EN 433	≤0.1mm		
Dimensional stability	EN 434	≤0.20%		
Curling after 24h	EN 434	≤2mm		



Picture shown as reference only. Final product are subject to Contractor Proposal.

DESCRIPTION	VINYL FLOORING
COLOUR	As shown / Subject to the alteration by ID's or client approval
MANUFACTURE	Local or Approved Equivalent
NOTE :	Upon awarded contract, the contractor is required to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation

ANNEX 7: SCHEDULE OF WINDOW DRESSING

PROJECT : THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE
INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS
MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2,
PUTRAJAYA

REVISION : R0

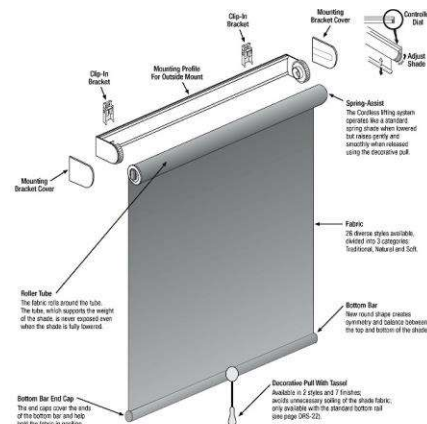
ITEM	DESCRIPTION	CODE	AREA	REMARKS
1	ROLLER BLIND	RB1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	RB1	
SUBJECT :	WINDOW DRESSING		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		0	SAMPLE REQUIRED



- Long life expectancy and easy to maintain.
- Eliminate glare while maintaining unobstructive view to the outside scenery.
- Control of workstation screen reflections.
- Reduce heat gain-excellent thermal comfort.
- Considerable energy saving-recude cost.
- Protection against UV.
- Description :
- Vertical Roller Blind with steel side cables/tracks guides design for installation on slant building glass windows.
- The system come with ;
 - a) Stainless steel mounting brackets.
 - b) Diameter 3 or 4mm stainless steel cable, complete with stainless steel fork swage turnbuckle and accessories.
 - c) Round Extruded aluminium bottom rail, diameter 35 or 42mm, adequately weighted with a zinc plated iron bar and end caps for use with the cable guides.
 - d) Roller tube : 1.25mm thk galvanised steel tube O70 (crank) with slot for mounting fabric.
 - e) Manual version : Crank operated, – Gear ratio 1:11
- Strong and heavy duty support & complete accessories.



DESCRIPTION	ROLLER BLIND
COLOUR	GREY
MANUFACTURE	Local or Approved Equivalent
NOTE :	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation

ANNEX 8: SCHEDULE OF IRON MONGERIES

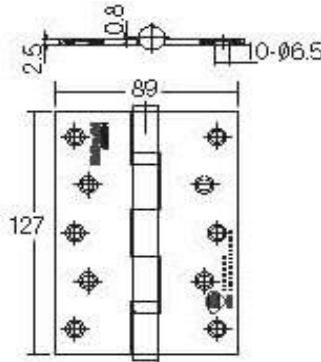
PROJECT : THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE
INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS
MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2,
PUTRAJAYA

REVISION : R0

ITEM	DESCRIPTION	CODE	AREA	REMARKS
1	DOOR HINGES	HG1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
2	DOOR HANDLE	DH1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
3	MORTISE SASH LOCK	MSL1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
4	DOOR CLOSER	DC1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
5	FLOOR SPRING	FS1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
6	TOP PATCH FITTING	TP1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
7	BOTTOM PATCH FITTING	BP1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
8	PATCH LOCK	PL1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
9	DOOR HANDLE	DH2	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION
10	DOOR STOPPER	DS1	UN HOUSE AT LEVEL 9	AS PER DRAWING INDICATION

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	HG1	
SUBJECT :	IRON MONGERIES		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		●	SAMPLE REQUIRED



TECHNICAL INFORMATION	
Material :	Stainless Steel SUS304
Door Weight maximum	100kg
Door Width maximum	1250mm
Sizes (mm)	127 x 89 x 2.5mm
BS EN 1935:2002	Tested By Sirim
Pass Durability Test	200,000 Cycles Test
Corrosion Resistance	240 Hours
Ball Bearing	2 Ball Bearing

Picture shown as reference only. Final product are subject to Contractor Proposal.

DESCRIPTION	HINGES WITH 2 BALL BEARINGS		
COLOUR	STAINLESS STEEL		
SIZE	5" x 3.5" x 3mm		
MANUFACTURE	Dorma, Local or Approved Equivalent (Contractor to Proposed)		
NOTE :	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation		

TECHNICAL SPECIFICATION

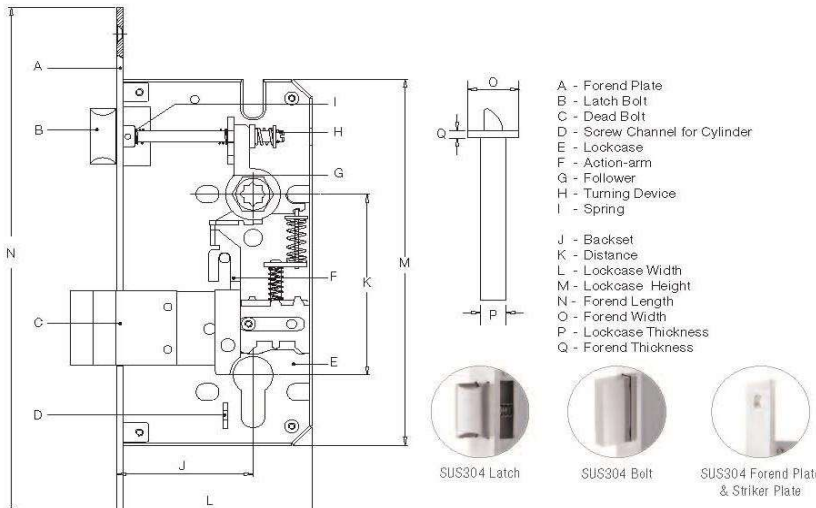
PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	DH1	
SUBJECT :	IRON MONGERIES		
AREA :	UN AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		•	SAMPLE REQUIRED



Picture shown as reference only. Final product are subject to Contractor Proposal.

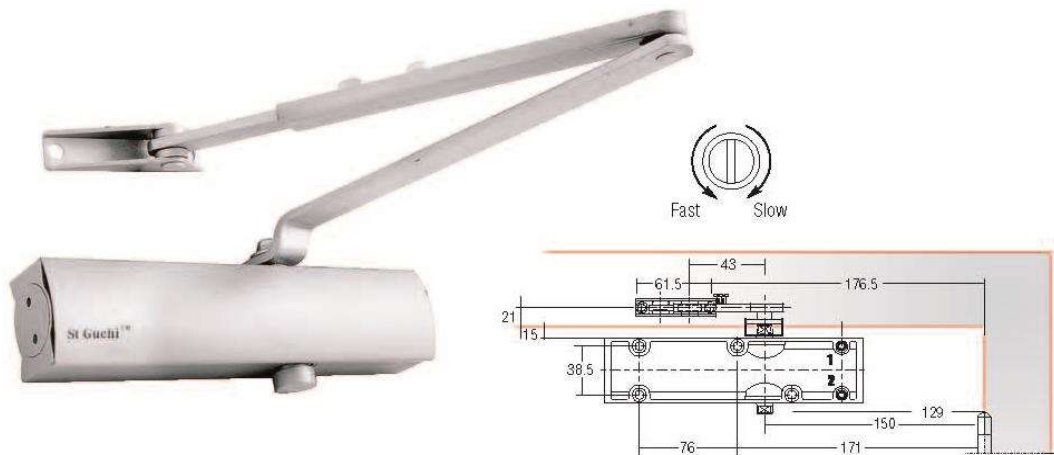
DESCRIPTION	LEVER HANDLE DIECAST HANDLE & ROSE WITH ESCUTHEON
COLOUR	STAINLESS STEEL
SIZE	130mm (L) X 56mm (D) X 58mm (H)
FINISH	SATIN
MANUFACTURE	Dorma, Local or Approved Equivalent (Contractor to Proposed)
NOTE :	Upon awarded contract, the contractor is required to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation

TECHNICAL SPECIFICATION

PROJECT :		THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA	
LOT :		2C2, PRECINCT 2	MSL1
SUBJECT :		IRON MONGERIES	
AREA :		UN HOUSE AT LEVEL 9	Ref. Code
			SHOP DRAWING REQUIRED
		●	SAMPLE REQUIRED
<div><div></div><div><p>A - Forend Plate B - Latch Bolt C - Dead Bolt D - Screw Channel for Cylinder E - Lockcase F - Action-arm G - Follower H - Turning Device I - Spring J - Backset K - Distance L - Lockcase Width M - Lockcase Height N - Forend Length O - Forend Width P - Lockcase Thickness Q - Forend Thickness</p><p>SUS304 Latch SUS304 Bolt SUS304 Forend Plate & Striker Plate</p><div><div>Specifications</div><div><ul style="list-style-type: none">Stainless Steel SUS304 3mm thickness Forend plate (Square)Stainless Steel SUS304 1.5mm thickness Striker plate (Square)Stainless Steel SUS304 1 x Curve Design Latch boltStainless Steel SUS304 1 x Square DeadboltElectrolytic steel 1.2mm Lockcase8mm x 8mm Follower</div><div><div>Features</div><div><ul style="list-style-type: none">25,30,40,45,50,60 and 70mm Backset of door85mm Center distance of lockSash Lock FunctionReversible Latch Bolt</div></div></div><div>Picture shown as reference only. Final product are subject to Contractor Proposal.</div></div></div>			
DESCRIPTION		ROUND FOREND MORTISE SASHLOCK	
COLOUR		STAINLESS STEEL	
FINISH		SATIN BRUSHED	
MANUFACTURE		Dorma, Local or Approved Equivalent (Contractor to Proposed)	
NOTE :	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation		

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	DC1	
SUBJECT :	IRON MONGERIES		
AREA :	UN HOUSE AT LEVEL 9		SHOP DRAWING REQUIRED
		●	SAMPLE REQUIRED



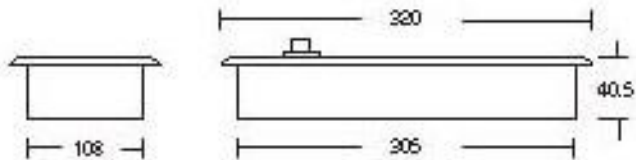
TECHNICAL INFORMATION & FUNCTION			
Width of Door (mm) Max.		1000	
Weight of Door (kg) Max.		65	
Delayed Action		-	
Backcheck Function		-	
Max. Open Angle		180°	
Hold - Open		-	
Closing Speed Adjustment	Speed 1	180° - 25°	
	Speed 1	25° - 0°	
Applicable Temperature		-25°C - 45°C	
Applicability		Left Open or Right Open Door	
Fire Door		-	
Dimension of Main Body	Length	200	
	Overall Depth	50.5	
	Height	37	
Weight (kg)		1.4	
Passed Durability Test		300,000 cycles	
Arm's Type			
Standard Arm	Hold Open Arm	Slide Arm w/Hold Open	Parallel Arm Bracket
✓	✓	✓	-
Code	Material	Packing	
S6DC-02	Aluminium	10 sets/ctn	

Picture shown as reference only. Final product are subject to Contractor Proposal.

DESCRIPTION	DOOR CLOSER - CAM ACTION, SLIDE ARM, HOLD OPEN
COLOUR	STAINLESS STEEL
FINISH	SATIN
MANUFACTURE	Dorma, Local or Approved Equivalent (Contractor to Proposed)
NOTE :	Upon awarded contract, the contractor is required to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	FS1	
SUBJECT :	IRON MONGERIES		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		0	SAMPLE REQUIRED

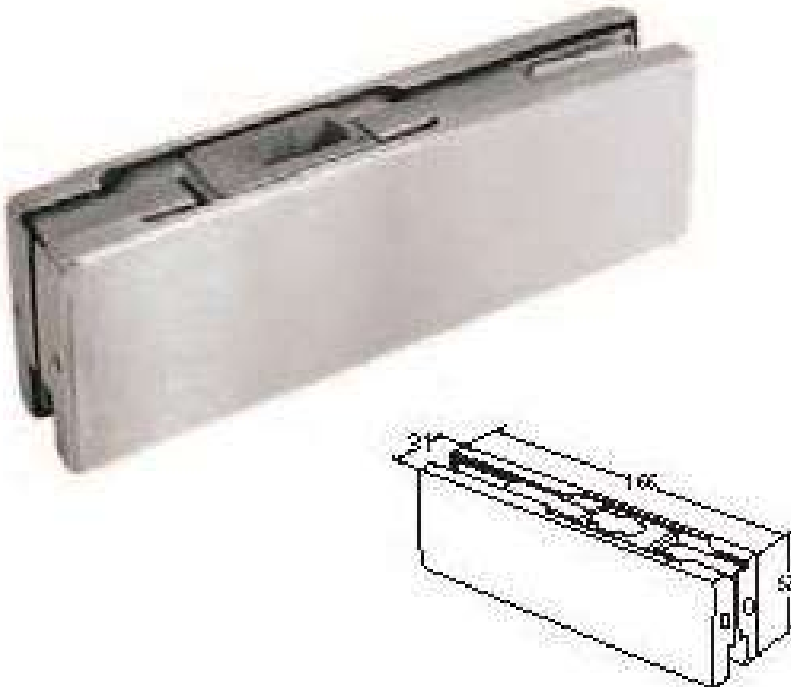


Max Open Angle		130°
Hold-open		105°, 90°
Closing Speed Adjustment	Speed 1	90°-15°
	Speed 2	15°-0°
Removable Spindle		Optional
Applicable Temperature		-30°C-15°C
Applicability		Wooden, glass & aluminium door etc. Left-open, right-open, single-side open or both-side open.
Weight (kg)		5.2 5.3
Dimension of Cement Box (mm)	Length	305
	Width	108
	Height	40.5
Passed Durability Test		500,000 cycles
Finishing		PSS

Picture shown as reference only. Final product are subject to Contractor Proposal.

DESCRIPTION	FLOOR SPRING
COLOUR	STAINLESS STEEL
FINISH	SATIN BRUSHED
MANUFACTURE	Dorma, Local or Approved Equivalent (Contractor to Proposed)
NOTE :	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	BP1	
SUBJECT :	IRON MONGERIES		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		0	SAMPLE REQUIRED
<div></div> <p>Picture shown as reference only. Final product are subject to Contractor Proposal.</p>			
DESCRIPTION		BOTTOM PATCH FITTING	
COLOUR		STAINLESS STEEL	
FINISH		SATIN BRUSHED	
MANUFACTURE		Dorma, Local or Approved Equivalent (Contractor to Proposed)	
NOTE :	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation		

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	TP1	
SUBJECT :	IRON MONGERIES		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		•	SAMPLE REQUIRED
<div></div> <p>Picture shown as reference only. Final product are subject to Contractor Proposal.</p>			
DESCRIPTION		TOP PATCH FITTING	
COLOUR		STAINLESS STEEL	
FINISH		SATIN BRUSHED	
MANUFACTURE		Dorma, Local or Approved Equivalent (Contractor to Proposed)	
NOTE :	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation		

TECHNICAL SPECIFICATION

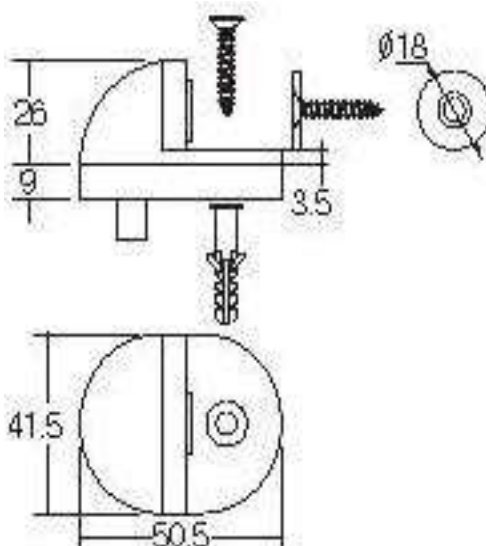
PROJECT	:	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT	:	2C2, PRECINCT 2	PL1	
SUBJECT	:	IRON MONGERIES		
AREA	:	UN HOUSE AT LEVEL 9		Ref. Code
				SHOP DRAWING REQUIRED
			0	SAMPLE REQUIRED
<div></div> <p>Picture shown as reference only. Final product are subject to Contractor Proposal.</p>				
DESCRIPTION		PATCH LOCK		
COLOUR		STAINLESS STEEL		
FINISH		SATIN BRUSHED		
MANUFACTURE		Dorma, Local or Approved Equivalent (Contractor to Proposed)		
NOTE	:	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation		

TECHNICAL SPECIFICATION

PROJECT	:	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT	:	2C2, PRECINCT 2	DH2	
SUBJECT	:	IRON MONGERIES		
AREA	:	UN HOUSE AT LEVEL 9		Ref. Code
				SHOP DRAWING REQUIRED
			0	SAMPLE REQUIRED
<div></div> <p>Picture shown as reference only. Final product are subject to Contractor Proposal.</p>				
DESCRIPTION		DOOR HANDLE FOR FRAMELESS GLASS DOOR		
SIZE		38mm (Dim.) X 900mm (L)		
COLOUR		STAINLESS STEEL		
FINISH		SATIN		
MANUFACTURE		Dorma, Local or Approved Equivalent (Contractor to Proposed)		
NOTE	:	Upon awarded contract,the contractor is require to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation		

TECHNICAL SPECIFICATION

PROJECT :	THE PROPOSED DESIGN, CONSTRUCTION AND COMPLETION OF THE INTERIOR FITTING-OUT WORKS FOR THE EXPANSION OF UNITED NATIONS MALAYSIA OFFICE AT LEVEL 9, MENARA PJH, LOT 2C2, PRECINCT 2, PUTRAJAYA		
LOT :	2C2, PRECINCT 2	DS1	
SUBJECT :	IRON MONGERIES		
AREA :	UN HOUSE AT LEVEL 9		Ref. Code
			SHOP DRAWING REQUIRED
		•	SAMPLE REQUIRED



Picture shown as reference only. Final product are subject to Contractor Proposal.

DESCRIPTION	DOOR STOPPER AT ALL DOORS
COLOUR	STAINLESS STEEL
DIMENSION	506mm(D) x 415mm(L) x 240mm(W)
FINISH	Zinc Diecast
MANUFACTURE	Local or Approved Equivalent (Contractor to Proposed)
NOTE :	Upon awarded contract, the contractor is required to submit detail shop drawings and actual sample of material for all types to E.R approval prior to placing order and proceeding for total installation

Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Delivery Term [INCOTERMS 2020] (Pls. link this to price schedule)	DAP
Exact Address of Delivery/Installation Location	UN House, Level 9, Menara PjH, 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya, Malaysia
Mode of Transport Preferred	Land
Customs, if required, clearing shall be done by:	Supplier
Inspection upon delivery	Would be carried out by UNDP Focal Points
Installation Requirements	As per BOQ
Testing Requirements	As per BOQ
Warranty Period	Minimum a period of 6 (six) months from the date of handover. Defect liability for 6 (six) months.
Local Service Support	Required
Technical Support Requirements	Required
After-sale services Requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 6 months from the date of handover <input checked="" type="checkbox"/> Technical Support: Key Person Engagement as mentioned in Section 5a
Payment Terms (max. advanced payment is 20% as per UNDP policy)	<ul style="list-style-type: none"> • Payment will be processed on monthly basis based on the monthly measurement of completed works certified by the supervisor engineer and UNDP. • Payment will be process based on BoQ items descriptions.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection of the completed works <input checked="" type="checkbox"/> Testing on all the electrical parts <input checked="" type="checkbox"/> Written Acceptance (by UNDP) of civil work on full compliance with ITB requirements and BOQ & drawings Payment will be processed as mentioned above within 30 days upon UNDP's acceptance of the works as based on written acceptance certificate of completed actual works
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
-------------------------------	--------------------------

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	MyITB2022-005		

We, the undersigned, offer to supply the goods and related services required for **The Proposed Design, Construction and Completion of the I.D Renovation Works for The Expansion of United Nations Malaysia Office at Level 9, Menara PjH, Lot 2C2, Precinct 2, Putrajaya** in accordance with your Invitation to Bid No.

MyITB2022-005 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule. Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may	Name and Title: [Complete]

<p>contact for requests for clarifications during Bid evaluation</p>	<p>Telephone numbers: [Complete] Email: [Complete]</p>
<p>Please attach the following documents:</p>	<ul style="list-style-type: none"> ▪ Bid Security (Mandatory) ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ CIDB Certification (Relevant Business license is required i.e. construction) ▪ The bid BOQ with value for each component of the works is filled and provided; ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country; ▪ Statement of Satisfactory Performance (Completion Certificates) from the Top 3 (three) Clients in terms of Contract Value MYR750,000 for the past 5 years (2017, 2018, 2019, 2020 & 2021); ▪ Last 5 (five) years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for 2017,2018,2019,2020 & 2021. ▪ List of on-going contracts; ▪ Form A: Bid Submission Form ▪ Form B: Bidder Information Form ▪ Form C: Joint Venture/Consortium/Association Information Form, if applicable ▪ Form D: Qualification Form ▪ Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet) ▪ Form F: Price Schedule Form ▪ Form G: Form of Bid Security/ Certified Cheque (Mandatory) ▪ Duly completed, signed and stamped BOQ (Mandatory) ▪ The bidder's project team and organizational structure demonstrates the capacity of the bidder's core team to execute the works to the satisfaction of UNDP. Bidder shall ensure that all essential roles are filled with people of the required experience. CVs shall be submitted to verify the expertise and experience of the bidder's personnel; ▪ Implementation timetable as per the requirement;

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	MyITB2022-005		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	MyITB2022-005		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 (five) years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 5 years	Year 2017	USD
	Year 2018	USD
	Year 2019	USD
	Year 2020	USD
	Year 2021	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 5 years				
	2017	2018	2019	2020	2021
	<i>Information from Balance Sheet</i>				
Total Assets (TA)					
Total Liabilities (TL)					
Current Assets (CA)					
Current Liabilities (CL)					
	<i>Information from Income Statement</i>				
Total / Gross Revenue (TR)					
Profits Before Taxes (PBT)					
Net Profit					
Current Ratio					

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	MyITB2022-005		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team
- 2.3 Project Understanding: Please provide a narrative of Project Understanding and Scope of Work understanding and introduce how the contractor will execute the project and its approach to doing it.

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Delivery Term: DAP					
Warranty Period: Minimum a period of 6 (six) months from the date of handover					
Defeat liability: Minimum a period of 6 (six) months from the date of handover					
After-sales service requirement: Technical Support					
Payment Terms					
Acceptance of UNDP General Terms & Conditions					

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
e.g. Delivery Term			
Warranty			
Local Service Support			

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- a) Project Manager/ Civil Engineers - shall have a University Degree in Civil engineering, with a minimum of 5 years relevant experience in a similar project.
 - b) Site Project Manager / Construction Supervisor – shall have a minimum of 5 years relevant experience in a similar project; .
 - c) Electrical engineer with a minimum of 5 years relevant experience in a similar project.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel - Project Manager/ Civil Engineers

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Format for CV of Proposed Key Personnel - Site Project Manager / Construction Supervisor

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Format for CV of Proposed Key Personnel - Electrical engineer

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	MyITB2022-005		

ATTENTION: BOQ ATTACHED SEPARATELY
The BOQ should be downloaded from the system, filled in properly and reattached in the system.

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Name of Bidder:

Authorised signature:

Name of authorised signatory:

Functional Title:

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]