

CONFIDENTIAL



**TENDER BRIEFING FOR
COMPREHENSIVE FACILITIES MANAGEMENT
FOR
MCMC TOWER 1 & 2**

**7 January 2019
Auditorium, MCMC Tower 1**

Briefing Session

Session 1 :
Briefing on
the project

Session 2 :
Tender
Compliance

Session 3 :
Demonstration on
MSMART

Session 4 :
Q&A

**Session
5 : Site
Visit**



BACKGROUND

- MCMC Tower 1, was completed in April 2015 and has a gross floor area (GFA) approximately of 280,000 sqft.
- Since 1st May 2015, MCMC Tower 1 is the new corporate headquarter of MCMC and its fully occupied with approximately over 700 staff.
- MCMC Tower 2, was completed in August 2015 and has a gross floor area (GFA) approximately of 276,600 sqft.
- MCMC Tower 2 is a commercial block and currently occupied by 2 tenants.



BACKGROUND (cont.)

- Both towers was designed for GBI Gold rating. Tower 1 been certified CVA Gold and Tower 2 certified CVA Silver.
- GBI certification for Tower 1 & 2 will due in March 2020 and January 2021 respectively.

Scope of Works

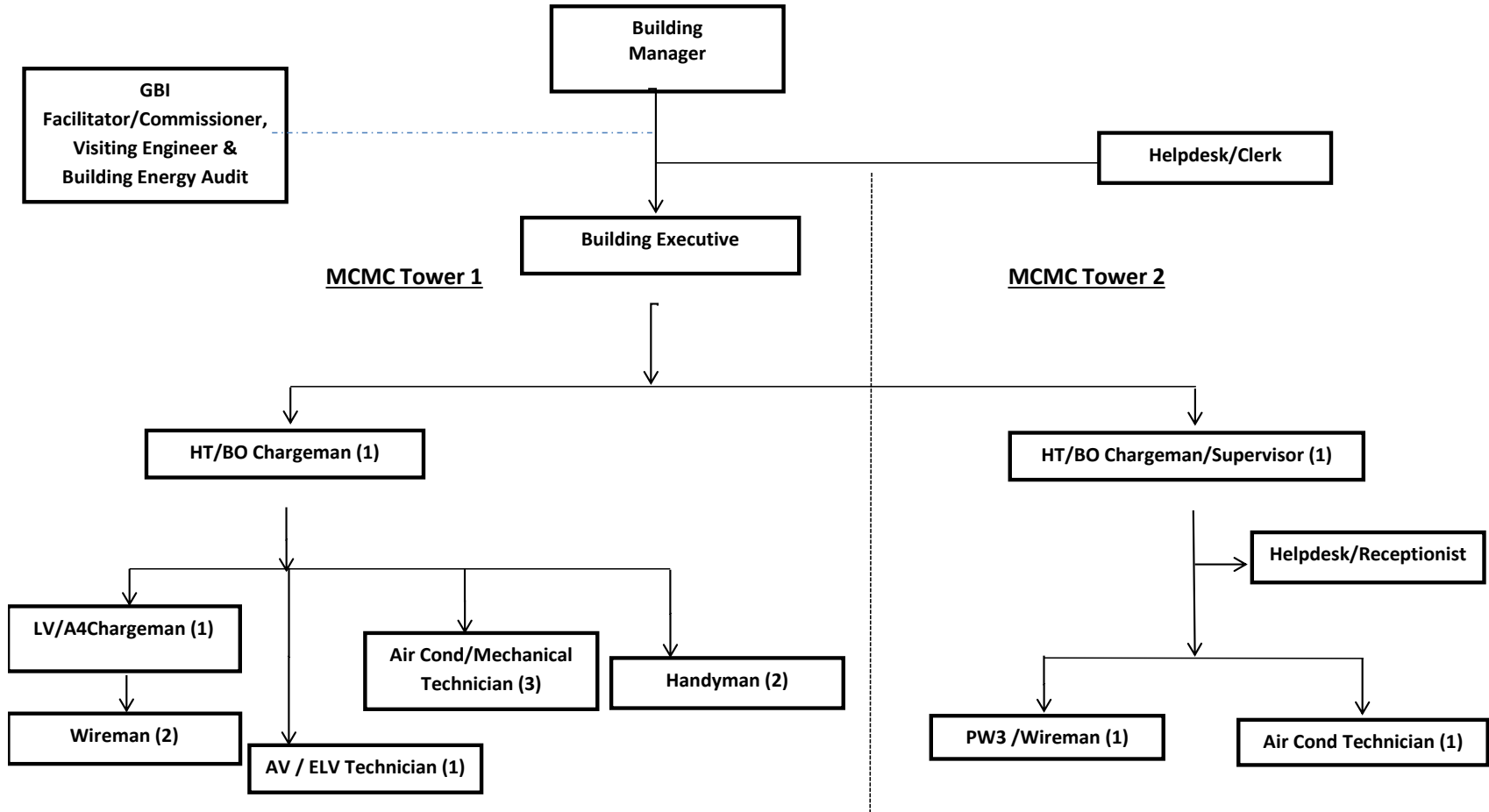
- The major scope of works for Comprehensive Facilities Management will be as follows:
 - a) Mechanical & Electrical;
 - b) Cleaning, Housekeeping & Hygiene Services;
 - c) Un-Armed Security Services;
 - d) Pest Control; and
 - e) Landscape

Scope of Works (cont.)

- The maintenance works is a fully comprehensive which will include all consumable items and parts replacement.
- Any renovation or major refurbishment works that required upgrading of existing system will not included in the contract and is subject to MCMC approval.
- The contract will be for three (3) years.
- The tenderer is also required to employ adequate numbers of qualified and competent staff to be stationed full time at the building and strong technical support from the company.



FM Team Structure Proposal



Proposed Manpower (other services)

MCMC Tower 1

- Cleaner - 22 + 1 (must be Malaysian citizen)
- Tea Lady - 7 (must be Malaysian citizen)
- Security - 7+1 unarmed security guards (day shift)
 - 5+1 unarmed security guards (night shift)
 - 1 guard cum receptionist (preferably female)

MCMC Tower 2

- Cleaner - 2 (must be Malaysian citizen)
- Security - 3 unarmed security guards (day shift)
 - 3 unarmed security guards (night shift)
 - 1 guard cum receptionist (preferably female)



Requirements

- Pre-qualification to participate in this tender are as follows:
 - i. Local Company registered with Companies Commission of Malaysia (CCM);
 - ii. Licensed by Ministry of Home Affairs; and
 - iii. Registered with Security Services Association of Malaysia (Persatuan Perkhidmatan Kawalan Keselamatan Malaysia).
- For **item no. ii and iii**, tenderer may submit the document under tenderer's vendor name **together with the authorization letter confirming the vendor is appointed by the tenderer.**
- The Tenderer's profile shall include the experience evidence in facilities/building maintenance of Grade A offices or similar for the last five (5) years **complete with copy of Letter of Award for each contract.**



Tenderer will have an advantage if:

- Have valid Sijil Akuan Pendaftaran Syarikat Bumiputera with the Ministry of Finance;
- Registered with Construction Industry Development Board (CIDB) will have an advantage;
- Registered with any corporate affiliation to facilities management or property management organization like BIFM, IFMA & MAFM will have an advantage;
- Certified companies with ISO 9001 QMS will have an advantage;

Financial

- The payment to the appointed contractor will be on a monthly basis, which includes monthly report.
- The performance bond (PB) in the form of Bank Draft or Bank Guarantee (BG) must be valid throughout the Work period (36 months) + 12 months after the acceptance by MCMC of the final and full completion of the Work, to the satisfaction of MCMC.



TERHAD

No	Services	MCMC TOWER 1	MCMC TOWER 2 (based on 25% occupancy)	TOTAL (TOWER 1 & 2)
		RM/Month	RM/Month	RM/Month
	5.2 Potted plant (400mm x 800mm x 59 boxes)			
6.0	Pest Control			
C	Others (please specific below)			
			
			
Total, (RM/Month)				
Grand Total Cost for 3 Years (x 36 months) (to be bring forward into FORM OF TENDER)				

.....

Signature of Tenderer

Name in Full:

Company stamp:

.....

Witness

Name in Full:

Address:

TERHAD

APPENDIX G

ADDITIONAL MAN POWER UNIT RATE

NO.	DESCRIPTION	UNIT RATE (RM/Month)
Maintenance Team		
1	Building Executive – minimum Diploma in Engineering/Building Surveying/Property Management or related area (at least 3 years’ experience and with a degree in related area.)	
2	Competent A4 Chargeman – Certified by Suruhajaya Tenaga (at least 3 years’ experience in building maintenance)	
3	Competent Wiremen PW3-Certified by Suruhanjaya Tenaga with structure cabling experience (at least 3 years’ experience in building maintenance)	
4	Mechanical Technician for air conditioning system and other mechanical related system (at least 3 years’ experience in building maintenance)	
5	Audio Visual Technician for audio visual system maintenance and standby for any events;	
6	Civil Handyman (at least 2 years’ experience in building maintenance like plumbing, painting, woodwork and etc)	
7	Clerk Helpdesk– Well knowledge in computer, Competent in writing and communicating in Bahasa Malaysia and English	
Housekeeping/ Cleaner Team		
8	Supervisor for cleaner/Tea lady (at least 3 years’ experience in building cleaning).	

TERHAD

TERHAD

	Age 21–45 years old with pleasant personalities. Competent in writing and communicating in Bahasa Malaysia	
9	Cleaners/Tea lady must be Malaysian citizens or with valid working permit. Age 21–45 years old with pleasant personalities. Competent in writing and communicating in Bahasa Malaysia	
Security Service Team		
10	Security supervisor (at least 3 years' experience in managing guard force). Must be Malaysian citizen.	
11	Security guard – Malaysian	
12	Security guard – Nepalese	

ADDITIONAL CONSUMEABLE ITEMS FOR MCMC TOWER 2 UNIT RATE

NO.	DESCRIPTION	UNIT RATE (RM/Month)
<i>The consumable parts/items inclusive of mechanical and electrical services, cleaning and hygiene services which its only cover for common area only. This unit price will be based on occupancy rate of MCMC Tower 2 which consist of 22 floors office area (including ground floor)</i>		
1	Up to 50% building occupancy rate	
2	Up to 75% building occupancy rate	
3	Up to 100% building occupancy rate	

TERHAD

APPENDIX J

MECHANICAL MAINTENANCE SERVICES

Air –conditioning System Operation and Maintenance Schedule

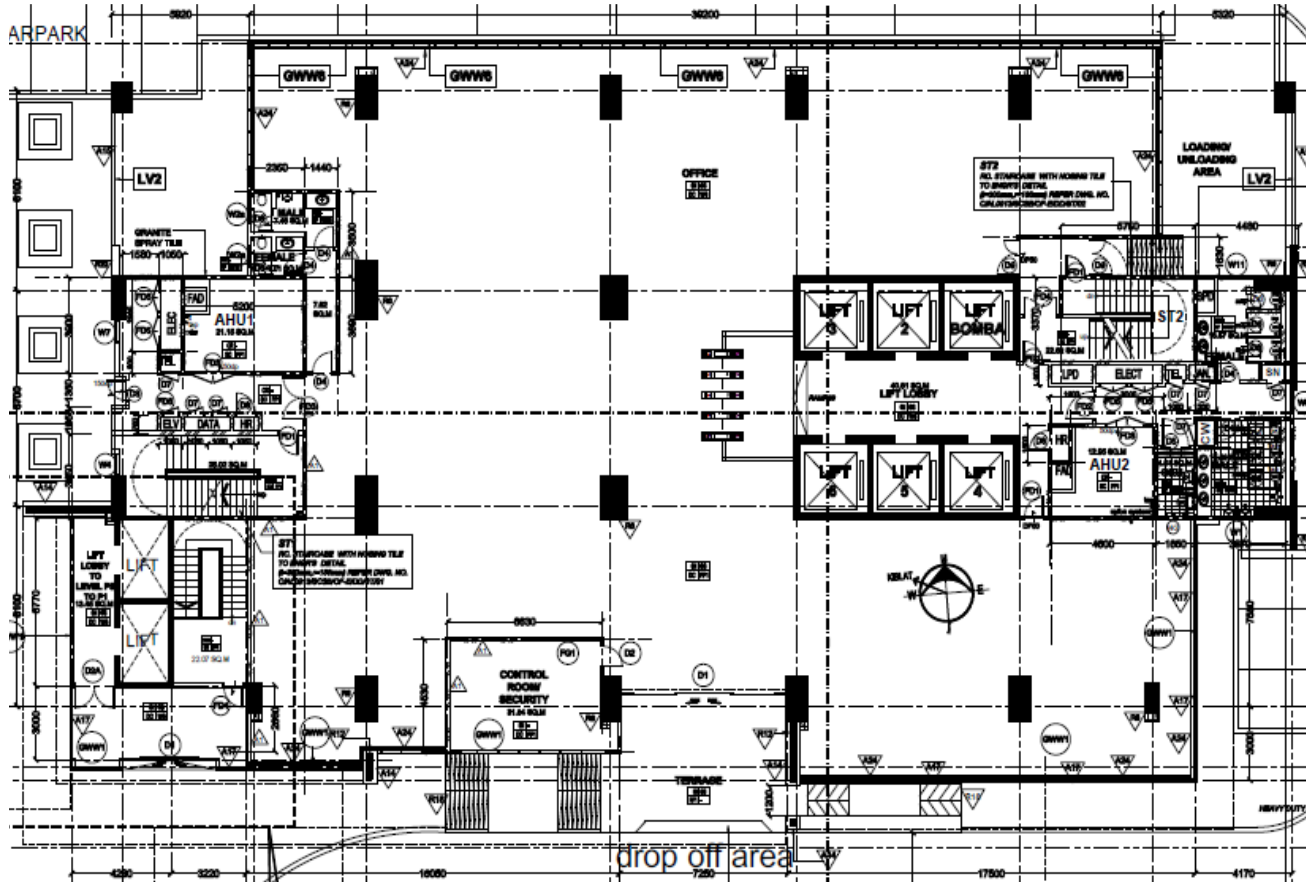
No.	Detail	Maintenance Frequency					Tenderer's Compliance (Yes/No)	Tenderer's Proposal
		D	W	M	3M/6M	Y/2Y		
1.0	Operation Operation of ACMV will be done and monitored through Building Management System. The Tenderers Operators will man the BMS room and response to any complaint with regards to day to day operation.	X						
1.1	Heat exchanger							
1.1.1	Take reading for current, pressure, temperature etc.	X						
1.1.2	Check all seals, gaskets and pipe for leaks	X						
1.1.3	Check pressure drop across chiller and condenser			X				
1.1.4	Check controls, safety devices			X				
1.1.5	Drain and flush purge unit and replace oil			X				
1.2	Inspect all water pumps			X				
1.2.1	Check all seals, gland and pipe line for leaks and rectify as necessary			X				
1.2.2	Re-pack and adjust pump glands as necessary				3M			
1.2.3	Check all pump bearings and lubricate with oil or grease as necessary				3M			

Commencement of Work

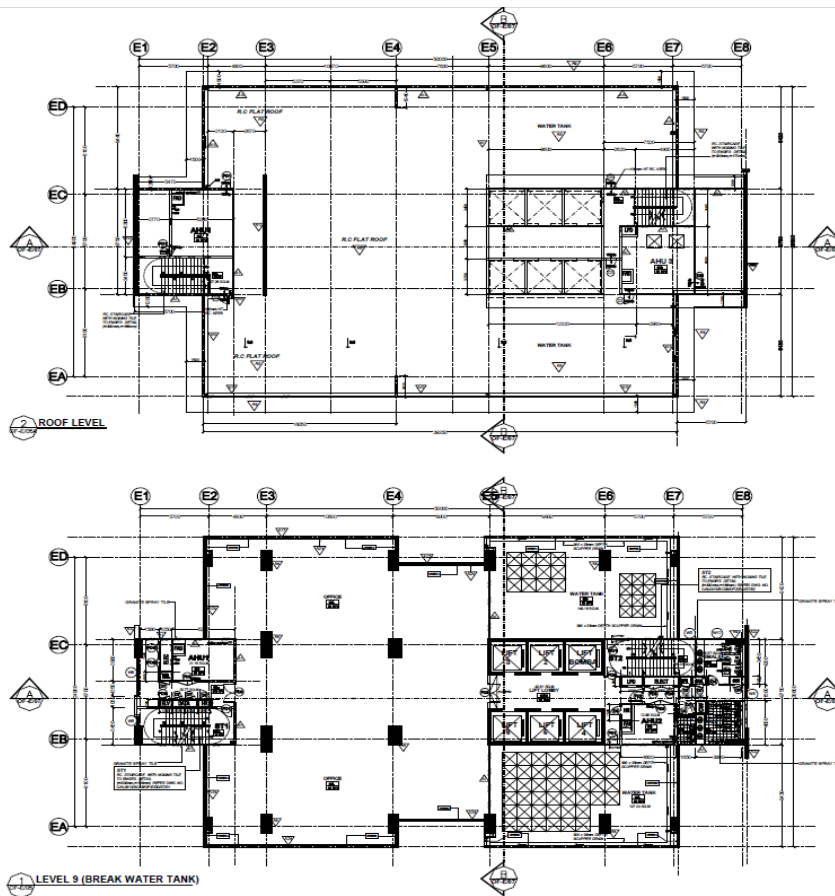
- Target to commence works : **1st July 2019**

(However, new appointed service provider may need to deploy 1 month earlier for diligent audit and handing over from existing service provider)

Drawing – Gnd Floor



Drawing – 9th Floor & Roof Top



<p>NOTA: TAMBAHAN: DOKUMEN DIBENTUKAN DARI OFFICE REVISIONS: DITAMBAHKAN KEPADA DOKUMEN REVISI: DITAMBAHKAN KEPADA DOKUMEN REVISI: DITAMBAHKAN KEPADA DOKUMEN</p>	
NO. DOKUMEN	REVISI
<p>PROJEK:</p> <p>NO. TAMBAHAN: (DITAMBAHKAN)</p> <p>SHAFTSBURY CAPITAL SDN BHD (Syarikat Bersekutu) No. 11, Jalan 11/1, Seksyen 11, Petaling Jaya, Selangor Darul Ehsan, 46200 Tel: 03-7551 1111 Fax: 03-7551 1112</p>	
<p>FAKULTAS/INSTITUSI:</p> <p>NO. TAMBAHAN: (DITAMBAHKAN)</p> <p>ARKITET PROFESIONAL IN TERENGGANU MALAYSIA</p> <p>L.A ARCHITECT No. 11, Jalan 11/1, Seksyen 11, Petaling Jaya, Selangor Darul Ehsan, 46200 Tel: 03-7551 1111 Fax: 03-7551 1112</p>	
<p>ARQUITETA PERENCANA STRUKTUR & RANGKAIAN</p> <p>PROJEK'S PROJECT MANAGEMENT No. 11, Jalan 11/1, Seksyen 11, Petaling Jaya, Selangor Darul Ehsan, 46200 Tel: 03-7551 1111 Fax: 03-7551 1112</p>	
<p>ARQUITETA PERENCANA MEKANIKA & ELEKTRIKAL</p> <p>TW PERENCANA SDN BHD No. 11, Jalan 11/1, Seksyen 11, Petaling Jaya, Selangor Darul Ehsan, 46200 Tel: 03-7551 1111 Fax: 03-7551 1112</p>	
<p>CONTOH RAKAM:</p>	
<p>PROJEK: CADANGAN PEMBANGUNAN 'SHAFTSBURY SQUARE' YANG MENDAMPAI: - 1 BLOK BANGUNAN PERNIAGAAN (KEDAI PEJABAT 2-6 TINGKAT), - 1 BLOK PEJABAT/DATA CENTRE (22-23 TINGKAT) - 1 BLOK SERVIS APARTMENTS O.H.O (21-24 TINGKAT) - PODIUM TEMPAT LETAK KERETA (8 TINGKAT) - BANGUNAN-BANGUNAN SOKONGAN (PONDOK PENGAWAL, BANGUNAN CHILLER PLANT & PENYARAFAN TWM) DATAS PT 12131 (13.BENEKAR), JALAN PEREBARAN MULTIMEDIA, ZON FLAGSHIP CYBERJAYA, MUKIM DENKIL, DAERAH SEPANG, SELANGOR DARUL EHSAN.</p> <p>Untuk Telahan: SHAFTSBURY CAPITAL SDN. BHD. (Syarikat Bersekutu) (Syarikat Bersekutu)</p>	
NO. DOKUMEN	CIAL0913/SCS8/OF-E-05/0
CONSTRUCTION DRAWING	



TENDER COMPLIANCE

Requirements to purchase Tender Document

1

Tenderer shall be a local company **registered with the Companies Commission of Malaysia (CCM)**;

2

Tenderer shall be **licensed by Ministry of Home Affairs**

3

Tenderer shall be **registered with Security Services Association of Malaysia** (Persatuan Perkhidmatan Kawalan Keselamatan Malaysia).

****** For item no. 2 and 3, tenderer may submit the document under tenderer's vendor name together with the authorization letter confirming the vendor is appointed by the tenderer.

****** For the KDN's license that have been expired, tenderer shall give the *Akuan Pengesahan Permohonan Pembaharuan Lesen* by KDN.

****** For the Certification with PPKKM that have been expired, tenderer shall give the authorization letter from PPKKM confirming for 2019 membership.

Non- disclosure Agreement (NDA)

- All the interested tenderer shall sign 2 copies of NDA for site visit and to get the softcopy of the Floor Plan
- The softcopy of the floor plan will only be given once the NDA are stamped and revert back to us.

Each tender submission shall comprise :



Technical Submission

Section 2 : Scope of Work

Section 3 : Work Requirement (provide a team comprising sufficient expertise to carry out the Work)

Appendix E: List of Experience (on previous project related to this tender)

Appendix B: Statement of Compliance to the Terms and Conditions (Section 2 & 3)

All the related Appendices as stated in Table of Content & Important Instruction in the Tender Document

Financial Submission



1. Section 3 : Work Requirements (**provide detailed information**)
2. Section 4 : Terms and Conditions of Tender
3. Appendix A : Statement of Compliance to the Terms and Conditions of Tender (**Section 4 & 5**)
4. Appendix C: Form of Tender Document (tenderer's quoted price for 3 years)
5. Appendix D : Form For Business Profile (provide copy of LOA)
6. Appendix F : Schedule of Price (detailed breakdown of the price)
7. Appendix G : Additional Manpower Unit Rate
8. Appendix T : Tenderer's Declaration
9. Appendix U : Declaration of Interest by Tenderers

Important Notes

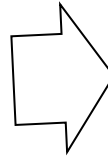


1. **Tenderer is prohibited from displaying or including its name in the Technical Submission.** Failure to comply with this may invalidate the Tenderer's tender submissions.
1. **Tenderer must ensure that the Tenderer's official company stamp and authorized signature appear on all pages of the Financial Submission only.**
2. **Tenderer must attach the Tender Deposit to the Form of Tender Document (Appendix C).** Tender submissions without the **Tender Deposit** shall be disqualified.

Closing Date

Tender Clarification

- Strictly via email to tender@mcmc.gov.my only
- Before 5:00pm
- On 25 January 2019



Tender Submission

- On or before **1 February 2019**
- **Before 12.00 noon**
- Late submission shall be rejected

Malaysian Communications and Multimedia Commission (MCMC)
(Old Building) Off Persiaran
Multimedia 63000 Cyberjaya
Selangor Darul Ehsan
(Attn : Tender Secretariat)



THANK YOU