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	Tender & Contracts Procedure	Document Ref: CD-PRO-01

OBJECTIVE

To outline the procedure by which tender, quotation and estimating activities are undertaken towards ensuring competitive and accurate bids.

SCOPE

This procedure shall apply for M & E projects.

REFERENCES

MS ISO 9001:2015 Clause 8.4.3

DEFINITIONS

Tender shall be categorized as Open Tender , Selective Tender and Negotiated Tender.

Bill of Quantity (BQ) refers to cost estimates of materials required for a project.

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Activity	Responsibility	References
<pre> graph TD Start([Start]) --> Review[Review newspapers advertisements, invitations from customers / customer representatives and successful pre-qualifications] Review --> Decision{Decision to collect tender documents?} Decision -- No --> Rejection[Prepare tender rejection letter for successful pre-qualifications or invitations received] Rejection --> Review Decision -- Yes --> Finance[Request the Finance Dept to prepare tender documentation fee and tender bond, if required] Finance --> Collect[Collect tender documents and drawings from customer / customer's representative] Collect --> ReviewData[Review the tender documents and drawings. Extract tender data for the following: - Methodology - Project duration / programme - Conditions of contract - Project specific requirements - Other relevant information] ReviewData --> Site[Where required, undertake site visit and prepare site visit report (If required)] Site --> A{A} </pre>	<p>CM/MD</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>DE/PM/CM</p> <p>CM/PM</p>	<p>Newspapers Advertisements Invitations Technical Journals Web Sites Refferals customers List</p> <p>Rejection Letter</p> <p>Tender Documentation Fee & Tender Bond</p> <p>Tender Documents Tender Drawings</p> <p>Tender Documents Tender Drawings</p> <p>Site Visit Report</p>

Activity	Responsibility	References
<pre> graph TD A{{A}} --> D1{Design & Build Tender?} D1 -- No --> D2{To tender or submit Quotation?} D1 -- Yes --> D3{To sub-let the design?} D2 -- Tender --> C1((1)) D2 -- Quotation --> C2((2)) D3 -- No --> C3((3)) D3 -- Yes --> L1[To identify and shortlist Design Consulting Engineer intend to work with and ensure the following : 1. Track record / experience 2. Capability 3. Ability to meet the contract requirement. 4. Current work load 5. Term of payment 6. Others relevant criteria] L1 --> L2[To confirm verbally or by Letter of Appointment with Design Consulting Engineer with agreed term and condition as discussed.] L2 --> L3[To study and review the design to ensure meet the tender required] L3 --> D4{Is the design meet the tender requirement?} D4 -- No --> L4[Inform the Design Consulting Engineer and change the design accordingly] L4 --> L3 D4 -- Yes --> B{{B}} </pre>	<p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>DE/PM/CM</p> <p>DE/PM/CM</p> <p>DE/PM/CM</p>	<p>Tender Documents & Design Specification</p> <p>Letter of Appointment</p> <p>Design Documents & Design Proposal</p> <p>Design Documents & Design Proposal</p>

Activity	Responsibility	References
<pre> graph TD 3((3)) --> A[To assign person from Engineering Services in charge for the design] A --> B[To prepare the proposal accordingly to tender design criteria and specification] B --> C[To study and review the design to ensure meet the tender required] C --> D{Is the design meet the tender requirement?} D -- No --> E[Inform the Engineering Services and change the design accordingly] E --> C D -- Yes --> 1((1)) </pre>	<p>CM/MD</p> <p>DE/PM</p> <p>DE/PM/CM</p> <p>DE/PM/CM</p> <p>DE/PM/CM</p>	<p>Tender Documents & Design Specification</p> <p>Design Documents & Design Proposal</p> <p>Design Documents & Design Proposal</p> <p>Design Documents & Design Proposal</p>

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Activity	Responsibility	References
<pre> graph TD Start((2)) --> Step1[To work with Engineering Services and study the requirement for quotation purposes. Determine the Bill of Quantity required.] Step1 --> Step2[To prepare the quotation accordingly with consideration to design criteria and specification] Step2 --> Step3[Tabulate all costing and determine the amount to quote. Obtain approval from MD. Get quotation number from Quotation Log and send out quotation to customer] Step3 --> End([End]) </pre>	<p>CM/PM/DE</p> <p>CM/PM/DE</p> <p>CM/PM/DE/MD</p>	<p>Bill of Quantity</p> <p>Design Specification</p> <p>Quotation Log Quotation Letter</p>

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Activity	Responsibility	References
<pre> graph TD B{{B}} --> A1[Where required, study the possibility for re-engineering and propose to customer / customer's representative (If necessary)] 1((1)) --> A1 A1 --> A2[Undertake preparation and sourcing of materials. Carry out tender pricing on the Tender Bill of Quantities] A2 --> A3[Carry out tender review. Ensure the following criteria are satisfied : - Tender requirements are clearly defined - Discrepancy between the tender drawings and documents are resolved. - Technical data, tender information required are clearly filled in. - Company profile, catalogues and relevant documents required are in order and attached together in the tender submission. - Other relevant criteria.] A3 --> A4[Re-price and adjust estimates as required (if required)] A4 --> A5[Finalize and confirm tender submission with MD] A5 --> A6[Obtain approval and signature from OD/MD/CEO as per approval limit table. Make a copy of the tender documents and file as per CFI] A6 --> A7[Submit the tender documents to customer or customer's representative. Record tender submission on the Tenders Log] A7 --> D{Is the company short-listed for tender interview ?} D -- Yes --> A8[Carry out post-tender activity as per procedure] D -- No --> A9[Carry out post-mortem and analyse for future reference (if necessary)] A8 --> E([End]) A9 --> A8 </pre>	<p>DE/PM/CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p>	<p>Re-engineering Proposal</p> <p>Tender Bill of Quantity</p> <p>Tender Documents & Tender Submission Correspondence Letter</p> <p>Tender Bill of Quantity</p> <p>Tender Documents & CFI</p> <p>Tender Log & Tender Documents</p>