



**LEMBAGA PERKHIDMATAN KEWANGAN LABUAN
(LABUAN FINANCIAL SERVICES AUTHORITY)**

REQUEST FOR QUOTATION

REPAIR AND MAINTENANCE

Quotation Requirements

1. Quotation information:

Quotation No	Project Name	Deadline and Place of Submission
RFQ00256	Repair and Maintenance	20 December 2017 Labuan FSA, Level 17, Main Office Tower, Financial Park Complex, Jalan Merdeka, 87000 Labuan F.T.

2. Only companies with the following requirements will be considered:

- a) Malaysian registered business.
- b) Full compliance with the specifications and requirements under the scope of works, i.e. register with the Construction Industry Development Board (CIDB), Grade G1 or G2; Category Building (B): B04 – Building Construction Work or equivalent, and Contractor' Service Centre (PKK).

3. The quotation must be submitted not later than **20 December 2017** by email or by courier to the address below:

Labuan Financial Services Authority

Level 17, Main Office Tower
Financial Park Complex
Jalan Merdeka
87000, Labuan.

Email : khadijah@labuanfsa.gov.my
robin@labuanfsa.gov.my

4. Labuan FSA shall not be responsible for any loss of quotation or delayed of submission. Proof of posting shall not be accepted as evidence for the submission of quotation.
5. Labuan FSA is also not bound to accept the lowest or any quotation nor will it be responsible for any cost incurred in relation to this RFQ.

Documentation


1. The interested company is required to submit the Bidder's Declaration upon submission of quotation. *See attachment A.*




Quotation Offers


1. The price stated must be in Ringgit Malaysia (RM) only. The price offered by the company during the project must adhere at all time. Company shall not incur any other cost or disbursement **UNLESS** approved in writing by Labuan FSA.
2. The price must include all expenses during the project including the tax as set by the Malaysian Government.
3. Any supply of goods to Labuan FSA shall not be subjected to 6% of GST as stated in the Laws of Malaysia, Act 762 Goods and Services Tax Act 2014 and Goods and Services Tax (Zero-Rated Supply) Order 2014.

Scope of Services

1. To repair and maintenance services as follows:

No	Issue	Location
a)	<p>Cement Base</p> <ul style="list-style-type: none"> To make good of the existing base and finishing. <p><i>Note: The final work must be able to prevent water flows into the building.</i></p>	

No	Issue	Location
b)	<p>Ceiling</p> <ul style="list-style-type: none"> To make good on the existing ceiling. <p><i>Note: The final works must ensure that no water can leak through the ceiling.</i></p>	
c)	<p>Ceiling Crack</p> <ul style="list-style-type: none"> To repair the crack at ceiling (different locations) together with finishing. <p><i>Note: The final works must ensure that there will be no crack occur again.</i></p>	
d)	<p>Portable wall</p> <ul style="list-style-type: none"> To make adjustment on the existing portable wall and to include sound proofing materials. 	

No	Issue	Location
e)	<p>Glass Door</p> <ul style="list-style-type: none"> To make adjustment on the existing glass door. <p><i>Note: The final works must be able to ensure that the glass door has more structured frame as a support.</i></p>	

2. The interested company is required to attend a site visit which will be held as follows:

Date : 15 December 2017, Friday
 Time : 9.30am
 Venue : Level 17, Main Office Tower, Financial Park Complex, Jalan Merdeka, 87000 Labuan.
 Early : Yes. Please contact Mr Robin Patrick M. Mangkah at
 appointment 087-591247.

Contact Information

Please do not hesitate to contact the following personnel should you require further clarifications:

Pn. Khadijah Zahri

Tel. No : 087-591321

Email : khadijah@labuanfsa.gov.my

Mr. Robin Patrick M. Mangkah

Tel. No. : 087-591247

Email : robin@labuanfsa.gov.my

BIDDER'S DECLARATION

Repair and Maintenance (RFQ00256)

I, _____ NRIC No _____
representing _____ with registration number _____
_____ hereby declare that I, or any individual(s)
representing this company, shall not offer or give any bribes to any individual(s) in
Labuan FSA or any other individual(s), as gratification for being selected in the
aforementioned tender/quotation*. I attach herewith a Letter of Authorisation which
empowers me as the representative for the aforementioned company, to make this
declaration.

2. If I, or any individual(s) representing this company, is offering or giving bribes to
any individual(s) in **Labuan FSA** or any other individual(s) as gratification for being
selected in the aforementioned tender/quotation*, I hereby agree as a representative of
the aforementioned company, for the following actions to be taken:

- 2.1 Revocation of the contract offer for the aforementioned tender/quotation*; or
- 2.2 Termination of the contract for the aforementioned tender/quotation*; and
- 2.3 Other disciplinary actions according to the Government procurement rules
and regulations in force.

3. In the event where there are any individuals(s) who attempts to solicit bribes from
me or any individual(s) related to this company as gratification for being selected in the
aforementioned quotation, I hereby pledge to immediately report such act(s) to the
Malaysian Anti-Corruption Commission (MACC)'s office or at the nearest police station.

Sincerely,

Name:

NRIC No.:

Company stamp:

Note

- i. *Delete whichever not applicable