

**ALAM FLORA SDN BHD (“AFSB”)
COMPANY NO.: (199501038511) (367713-X)**

**TENDER PRE-QUALIFICATION NO:
AFSB/TEN/2021/003**

IMPORTANT REMINDER:

Applicants are required to read, understand and comply with all provisions of this Tender Pre-Qualification Terms and Condition.

TENDER PRE-QUALIFICATION CLOSING DATE: 11 OCTOBER 2021 (AT 12:00PM)

TABLE OF CONTENTS

| | |
|--|----------|
| 1. INSTRUCTIONS TO APPLICANTS..... | 3 |
| 2. CONFIDENTIALITY AND PERSONAL DATA PROTECTION | 6 |
| 3. ANTI BRIBERY | 7 |
| 4. AUTHENTIC DOCUMENTS..... | 7 |
| 5. COSTS AND EXPENSES | 7 |
| 6. NOTICE AND LANGUAGE..... | 7 |

SCHEDULES

- 1. SCHEDULE A – LETTER OF APPLICATION**
- 2. SCHEDULE B – SSM FORMS**
- 3. SCHEDULE C – LITIGATION FORM**
- 4. SCHEDULE D – EXPERIENCE LIST**
- 5. SCHEDULE E – FINANCIAL**
- 6. SCHEDULE F – SCOPE OF SUPPLY**

1. INSTRUCTIONS TO APPLICANTS

1.1 Introduction

- 1.1.1 This Tender Pre-Qualification intends to establish among others potential applicants' expertise, skill, experience, and financial strength to undertake the Supply Vehicles, Machineries and Bins for Alam Flora Sdn Bhd. This tender Pre-Qualification will be used to shortlist qualified potential applicants for the provision of the Supply as set out in **Schedule F (Scope of Supply)**. Only shortlisted applicants will be invited by the Employer to submit their tender proposal for the provision of the Supply Vehicles, Machineries and Bins for Alam Flora Sdn Bhd.
- 1.1.2 This Tender Pre-Qualification sets out among others general description of the Supply Vehicles, Machineries and Bins and information required from the applicants for the Employer's assessment.

1.2 Submission of Documents.

- (a) The applicants are required to fill in the information requested in the following schedules in accordance with the Employer's instructions and submit complete documents in accordance with **paragraph 1.2(b)** below, failing which the applicants will not be invited to submit tender proposal for the Supply Vehicles, Machineries and Bins for Alam Flora Sdn Bhd:

- (i) **Schedule A (Letter of Application)**
- (ii) **Schedule B (SSM Forms)**
- (iii) **Schedule C (Litigation Form)**
- (iv) **Schedule D (Experience List)**
- (v) **Schedule E (Financial)**
- (vi) **Schedule F (Scope of Supply)**

*** Only for Schedule F is not necessary for the submission of information.

(b) Details of submission requirements are as follows:

| | | |
|-------|------------------------------------|---|
| (i) | Closing Date and Time | <p>Date: 11 October 2021</p> <p>Time: At 12:00pm</p> |
| (ii) | Submission Venue | <p>Instructions:</p> <p>1. One (1) sealed envelope which consist of two (2) separately sealed envelope as follows:</p> <p style="padding-left: 40px;">a) “Envelope 1: Mandatory” shall consist of all documents in Schedule A, B, C and D;</p> <p style="padding-left: 40px;">b) “Envelope 2: Financial” shall consist of all documents in Schedule E.</p> <p>2. The words as set out below shall be clearly stated on the envelopes.</p> <p>TENDER PRE-QUALIFICATION NO.: AFSB/TEN/2021/003</p> <p>Attn: Tender Secretariat</p> <p>PRE-QUALIFICATION TENDER TITLE: To Supply Vehicles, Machineries and Bins for Alam Flora Sdn Bhd.</p> <p>The duly completed and signed Tender Pre-Qualification Documents must be submitted in sealed envelope in the <u>Tender Box</u> at the following address:</p> <p>Alam Flora Sdn Bhd Level 1, Wisma DRB-HICOM, No.2 Jalan Usahawan U1/8, Seksyen U1, 40150 Shah Alam, Selangor.</p> |
| (iii) | No. of copies and envelopes | A. One (1) copy in each envelope. |

| | | |
|------|---------------------------|--|
| | | <p>B. One (1) sealed envelope which consist of two (2) separately sealed envelope as follows:</p> <p><u>Envelope 1: Mandatory</u></p> <p>a. Schedule A: Letter of Application; b. Schedule B: SSM Forms</p> <p>c. Schedule C: Litigation Form</p> <p>d. Schedule D: Experience List</p> <p><u>Envelope 2: Financial</u></p> <p>a. Schedule E: Financial</p> |
| (iv) | Notice to Employer | <p>Employer:</p> <p>Alam Flora Sdn Bhd (“AFSB”) Level 4, Wisma DRB-HICOM, No.2, Jalan Usahawan U1/8, Seksyen U1, 40150 Shah Alam, Selangor Tel:+60320527681/+60320528732/+60320527987</p> <p>Attention to: Tender Secretariat</p> <p>Email: tender.secretariat@alamflora.com.my</p> |

1.3 Clarification

- 1.3.1 Clarification by Applicants: In the event of any doubt as to the meaning, intent and/ or requirements in the Tender Pre-Qualification, the applicants shall submit to the Employer a written request for interpretation or clarification of the same not later than **FIVE (5) days prior to the Tender Pre-Qualification Closing Date**, failing which the Employer shall have the absolute right to discard the written request. For the avoidance of doubt, the Employer shall have the absolute right to interpret the Tender Pre-Qualification document in whichever manners as it deems fit. The written request shall be addressed to the Employer in accordance with **Clause 1.2(b)(iv)** and **Clause 6 (Notice and Language)**.
- 1.3.2 Clarification by Employer: The Employer shall have the absolute right to demand immediate clarification from the applicants at any time as and when it deems fit and necessary, in accordance with the applicant’s letter of application as set out in Schedule A.
- 1.3.3 In the absence of any request for interpretation or clarification by the applicants, the Employer shall have the right to validly assume that the applicants fully understand the provision of the Tender Pre-Qualification document.

1.4 Tender Pre-Qualification Application (Mandatory)

Employer may upload the documents in accordance with the following schedule through AFSB website. The Employer will notify applicants in the event of any changes to the following schedule.

| Date and Time | Description | Website URL (Link) |
|---|---|--|
| End Registration and Submission Date: 11 October 2021 Time: At 12.00pm | Tender Pre-Qualification; (AFSB/TEN/2021-003) To Supply Vehicles, Machineries and Bins for Alam Flora Sdn Bhd. | www.alamflora.com.my |

2. CONFIDENTIALITY AND PERSONAL DATA PROTECTION

2.1 Confidentiality

2.1.1 All documents, including reports, plans, charts, graphs and/or tables provided to the applicants for the purpose of the Tender Pre-Qualification (“**Confidential Information**”) shall be strictly confidential and under no circumstances shall the applicants divulge the Confidential Information to any third party directly or indirectly without the Employer prior written consent.

2.1.2 The Employer shall have the right to require the applicants to execute a non-disclosure agreement based on the terms and conditions to be solely determined by the Employer. In the event that the applicants refuse to execute the non-disclosure agreement, the Employer shall have the right to reject submission made pursuant to this Tender Pre-Qualification and/or disqualify the applicants from participating in invitation to tender issued by the Employer.

2.1.3 Confidential Information does not include information:

- (a) which is already known to it at the time when such information is disclosed to it;
- (b) which is publicly known through no fault of its own (or that of its representatives, related corporations or affiliates);
- (c) which is legally acquired by it from third parties; or
- (d) which it is required to disclose by law, rules of a recognised stock exchange, government, government department or governmental, statutory or regulatory body or court of law.

2.1.4 Personal Data Protection

- (a) The applicants shall ensure compliance with the relevant privacy and applicable laws as well as the Personal Data Protection Act 2010 (“**PDPA**”) (including all of its amendments and revision thereto). The applicants shall also be fully responsible to ensure that any confidential information pertaining to personal data

furnished to it by the Employer shall be collected, stored, processed, used, or otherwise dealt with (collectively, "**Process**") solely for the Works and shall be in full compliance with the requirements under the PDPA and it shall not result in the violation or contravention of the PDPA by the Employer.

- (b) To ensure compliance with the relevant privacy and applicable laws as well as the PDPA (including all of its amendments and revision thereto), the applicants hereby consent to the Employer using the applicants' personal data for the purposes of the Tender Pre-Qualification.

3. ANTI BRIBERY

- 3.1 Vendors are prohibited to offer employees of AFSB any bribe, money, gifts, goods or services or any form of inducement or benefits or promise to give, in any manner, gratuity to employees of AFSB that may give rise to real or apparent influence on their fairness in executing their official duties.

4. AUTHENTIC DOCUMENTS

- 4.1 The applicants undertake and warrant that all information and documents provided to the Employer pursuant to the Tender Pre-Qualification are genuine and original documents duly executed by an authorised person of the company. In the event that the Employer discovers that the information or documents provided are forge, false or fraudulent documents or the documents not executed by an authorised person, the Employer shall have the absolute right to disqualify the applicants, terminate agreement entered into between the Employer and the applicant for the provision of the Works (if any) and to recover from the applicants all losses and damages suffered arising therefrom.

5. COSTS AND EXPENSES

- 5.1 All costs and expenses incurred by the applicants in the preparation and submission of documents pursuant to this Tender Pre-Qualification or in providing any additional information and documents to the Employer shall be borne solely by the applicants. The Employer shall have no obligation to reimburse the applicants all or any costs and expenses incurred for the preparation and submission of documents pursuant to this Tender Pre-Qualification including but not limited to the Tender Pre-Qualification's fee (if any).

6. NOTICE AND LANGUAGE

- 6.1 Every notice, request or other communication shall be given or made in writing to the other party by registered mail, facsimile, email and it shall be addressed to the party at its last known address. The notice, request or other communication shall be deemed to have been communicated/ received **two (2) days** after being deposited in the post office (registered mail) or forthwith upon successful transmission, submission or posting. For the avoidance of doubt, verbal form of communication or communication by any unauthorised representative of either party shall be considered as invalid and unenforceable.

6.2 All correspondences with the Employer shall be in **English** and English language shall be the prevailing language.

ENVELOPE 1: MANDATORY

**SCHEDULE A
LETTER OF APPLICATION**

- A. Registered Business Name :
- B. Registered Address :
- C. Telephone :
- D. Facsimile No :
- E. Email Address :

To : Alam Flora Sdn. Bhd.

Dear Sir,

We
have read the Tender Pre-Qualification and understand the instructions and requirements and hereby apply to be qualified as applicant to **Supply Vehicles, Machinerics and Bins for Alam Flora Sdn Bhd** ("Supply").

- 1. We understand that the Employer may at their sole discretion pre-qualify our application subject to our financial capacity and technical capabilities.
- 2. We authorised the Employer or its authorised representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this applications. For this purpose, we hereby authorise any public official, engineer, bank, depository, manufacturer, distributor, etc. or any person or firm to furnish pertinent information deemed necessary and as requested by the Employer to verify statements and information provided in this application regarding our competence and standing.
- 3. The names and positions of the authorised persons from our company to be contacted for further information on the areas identified below, if required, are as follows:
 - (a) Technical :
 - (b) Financial :
 - (c) Personnel :

4. We may refer to certain schedules from 1 to 12 as shown in the table below and mark them as (√) for our selected package;

| Package | Package Type | Please (√) | Remark |
|-------------------|----------------------------|------------|--------------------------|
| Package 1 | Compactor | | Chassis & Superstructure |
| Package 2 | Armroll (RORO) | | Chassis & Superstructure |
| | Open Tipper | | Chassis & Superstructure |
| | Crewmover | | Chassis & Superstructure |
| | 3R on Wheels | | Chassis & Superstructure |
| Package 3 | Vacall | | Chassis & Superstructure |
| Package 4 | Road Sweeper | | Chassis & Superstructure |
| | Mini Road Sweeper | | Chassis & Superstructure |
| Package 5 | High Pressure Jetter | | Chassis & Superstructure |
| | Portable / Combi Jetter | | Chassis & Superstructure |
| | Water Tanker | | Chassis & Superstructure |
| Package 6 | Backhoe | | Heavy Equipment |
| | Multipurpose Backhoe | | Heavy Equipment |
| Package 7 | Beach Comber with Tractors | | Beach Cleaning Equipment |
| | Waste Interceptor / Boat | | Beach Cleaning Equipment |
| Package 8 | Woodchipper | | Machineries |
| Package 9 | PickUp | | Motor Vehicles |
| Package 10 | Motorcycle | | Motor Vehicles |
| | Tricycle | | Motor Vehicles |
| Package 11 | MGB Bin 120L | | MGB Bin |
| | MGB Bin 240L | | MGB Bin |
| | MGB Bin 660L | | MGB Bin |
| Package 12 | Roro Bin | | Fabricated Bin |
| | Galvanised 660L | | Fabricated Bin |

5. We declare that the statements made and the information provided in this application are complete, true and correct in every detail.

Signature :

Name in Full :
*(Authorised Representative)

Designation :

Date :

Signature :
In the presence of :
(Name in Full) :
Address :
Date :
(Witness)

[ENVELOPE 1: MANDATORY]

**SCHEDULE B
SSM FORM**

To submit duly executed SSM Forms. **Certified true copies** (by the **company's director** or **company's secretary**) of the original of the following documents shall be submitted.

1) For companies incorporated on or **before 31 January 2017**:

- (i) Memorandum & Articles of Association / Company's constitution
- (ii) Form 9 (private company) or Form 8 (public company) – Certificate of Incorporation issued by Suruhanjaya Syarikat Malaysia (“SSM”)
- (iii) Form 24 – Return of Allotment of Shares
- (iv) Form 44 – Notice of Situation of Registered Office and Particulars of Changes
- (v) Form 49 – Return Giving Particular in registered Directors, Managers and Secretaries and Changes of Particulars (and any updates pursuant to Section 58)

Other related Documents to be submitted by Applicants, if applicable.

2) For companies incorporated **after 31 January 2017 (after implementation of Companies Act, 2016 (CA 2016))**:

- (i) Section 14 of CA 2016 – Application for registration (Super Form)
- (ii) Section 17 of CA 2016 - Certificate of Incorporation

Other related Documents to be submitted by Applicants, if applicable.

ENVELOPE 1: MANDATORY

**SCHEDULE C
LITIGATION FORM**

The applicants shall provide details and supported document of contingent liabilities, current or pending litigation. Expected outcomes should be quantified where possible.

| No. | Title | Description | Remarks (Yes/No) If *yes, please provide details. |
|------------|--|--|--|
| 1. | History of Non- Conforming Contracts with Alam Flora Sdn. Bhd ("AFSB") Group | Any Non-performance of a contract occurred as a result of Applicants' default since 1 January 2010. | |
| 2. | Litigation and Arbitration with AFSB Group | Any past or on-going litigation and/or arbitration and/or other dispute resolution process with AFSB and any of its subsidiaries within the Group. | |

Authorised Signature:

Company Stamp/Seal:

Name and Position:

Name of Applicant:

Address:

Date:

ENVELOPE 1: MANDATORY

**SCHEDULE D
EXPERIENCE LIST**

LIST OF PROJECTS WITH AFSB AND/OR LIST OF PROJECTS FOR SUPPLY VEHICLES, MACHINERIES AND BINS

| NO. | NAME OF CONTRACT /PROJECT | CONTRACT VALUE (RM) | CONTRACT PERIOD | DATE OF COMMENCEMENT | DATE OF COMPLETION | NAME, TELEPHONE AND ADDRESS OF EMPLOYER |
|-----|---------------------------|---------------------|-----------------|----------------------|--------------------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

IMPORTANT NOTES:

Certified true copies (by the **company's director or Authorised Representative**) of the following documents shall be submitted:

- 1) List of projects with AFSB and/or list of projects for supply vehicles, machineries and bins in accordance with the format in Schedule D.
- 2) Any contractual documents such as letter of award, letter of acceptance or purchase order **to evidence similar experience as stated below** **MUST** be attached together with the Tender Pre-Qualification submission.

**** The applicants shall be Malaysian incorporated company in supply of vehicles, machineries and bins***

- 3) In accordance with the format below, tenderer to fulfil the following extra requirements in regard to the selected packages:

| No. | Additional Requirement | Package Selected | | |
|-----|--|------------------|-----|-----|
| | | XXX | XXX | XXX |
| 1 | Country of origin of the selected package | | | |
| 2 | Please specify the countries where the installation will take place - Malaysia and/or other countries. | | | |
| 3 | Years of product been used in market | | | |
| 4 | Is the manufacturer of the proposed product has been presence in Malaysia (local office) or regional office in Asia / SEA - Please state the country | | | |
| 5 | Is the product sold/introduced by vendor based on a sole agent, open market, registered distributor or OEM. Kindly provide supporting evidence on this manufacturer for distribution of the product | | | |

| No. | Additional Requirement | Package Selected | | |
|-----|---|------------------|-----|-----|
| | | XXX | XXX | XXX |
| 6 | <p>To provide testimonial/support letter(s) from previous / existing client(s) preliminary relating to the technical requirement/similar product. Kindly revert with the following criteria:</p> <ul style="list-style-type: none"> a) Client Name b) Project c) Duration of Installation d) Location of Installation e) Brans/Product Installation f) Means of measurement (physical) g) Period of usage and performance product h) Support after sale from supplier/vendor i) Installer name and contact details j) Product recommendation from client k) Client Signature | | | |

Authorised Signature:

Company Stamp/Seal:

Name and Position:

Name of Applicant:

Address:

Date:

ENVELOPE 2: FINANCIAL

SCHEDULE E

FINANCIAL DOCUMENTS

1. Latest three (3) years company Audited Financial Statements (“AFS”).
2. **Current Management Account [MA]** (for the period/month ending);
3. Latest three (3) months company Bank Statements including unpledged deposits and other unpledged short term investment; and
4. Banking facilities (if applicable).

Note:

1. All documents must be **certified true copies** by the **company’s director or chief financial officer** (or other person with equivalent position authorised to approve the company’s financial documents).
2. To fill-up all the financial information details as per Table 1.

Table 1: Financial Information

| No. | Item Description | Tenderer | | |
|-----|--|-----------------|-----------------|-----------------|
| | | Year 2020 RM | Year 2019 RM | Year 2018 RM |
| 1 | Paid-up Capital | | | |
| 2 | Authorized Capital | | | |
| 3 | Total Assets | | | |
| 4 | Current Assets | | | |
| 5 | Current Liabilities | | | |
| 6 | Total Liabilities | | | |
| 7 | Net Worth/Shareholder's Funds: (2)-(5) | | | |
| 8 | Working Capital: (3)-(4) | | | |
| 9 | Annual Turnover | | | |
| 10 | Profit Before Interest and Tax (PBIT) | | | |

| No. | Additional Information | Tenderer | | |
|-----|--|-----------------|-----------------|-----------------|
| | | Year 2020 RM | Year 2019 RM | Year 2018 RM |
| 10 | Available Fund | | | |
| | i) Cash in bank (Tenderer to furnish latest 3 months bank statement) | | | |
| | ii) Overdraft/Credit facilities available for the project (Tenderer to furnish facility letter issued by the bank) | | | |
| 11 | Total Debts | | | |
| 12 | Depreciation & Amortisation | | | |

| | |
|-----------------------|---------------------|
| Authorised Signature: | Company Stamp/Seal: |
| Name and Position: | |
| Name of Applicant: | |
| Address: | Date: |

SCHEDULE F
SCOPE OF SUPPLY

SCOPE OF WORKS

1. **To Supply and Deliver Vehicles, Machineries and Bins for Alam Flora Sdn Bhd** for concession areas Wilayah Persekutuan Kuala Lumpur (“WPKL), Wilayah Persekutuan Putrajaya (“WPPJ”) and State of Pahang.