



**TENDER FOR THE COMPREHENSIVE INTEGRATED FACILITIES  
MANAGEMENT FOR MALAYSIAN COMMUNICATIONS AND MULTIMEDIA  
COMMISSION (MCMC) AT MCMC HQ TOWER 1 AND TOWER 2,  
CYBERJAYA  
(IFM T1T2)**

Tender Briefing and Site Visit

3<sup>rd</sup> July 2023

# OBJECTIVE

## **Session 1 :**

- Briefing on the project
- Q & A

## **Session 2 :**

Tender Compliance

# BACKGROUND

- MCMC HQ Tower 1 (T1), was completed in April 2015 and has a gross floor area (GFA) of approximately 280,000 sqft (22 floors).
- Since 1<sup>st</sup> May 2015, T1 has been the new corporate headquarter of MCMC and is fully occupied with approximately over 750 staff.
- MCMC Tower 2 (T2) is a commercial block, that was completed in August 2015 and has a gross floor area (GFA) of approximately 276,600 sqft (21 floors).
- T1 is 100% occupied by MCMC. For MCMC Tower 2, the current occupancy rate is approximately 30%.

## BACKGROUND (cont.)

- Both towers were designed for GBI Gold rating. T1 has been certified RVA Gold, and T2 is certified RVA Silver.
- GBI certification is in the renewal process, and the estimated next renewal for T1 will be in 2026. T2 renewal will be in 2025.

# BACKGROUND (cont.)



**MCMC HQ T1**

**MCMC T2**

# SCOPE OF WORK

- The comprehensive Facilities Management will be as follows:

No	Services	No	Services
1	Facilities Services (M&E and Civil Structure)	7	Building SPKA System (CFAMS- ISCADA)
2	Cleaning and Housekeeping Services (Including Building Façade Cleaning)	8	Indoor and Outdoor LED Screen System
3	Landscape (Including indoor potted plant)	9	Photovoltaic (PV) System
4	Un-Armed Manned Security Services	10	Lift System (Comprehensive)
5	Pest Control Services	11	Building Automation System (BAS)
6	Fire Protection System	12	Facade Cleaning
		13	Control Circuit Television System (CCTV)

- Renewal and Verification Assessment (RVA) certification of Green Building Index (GBI) for both MCMC HQ Tower 1 and Tower 2** shall be undertaken by the Successful Tenderer, including yearly energy audit.

# EXISTING AND PROPRIETARY SERVICES PROVIDER

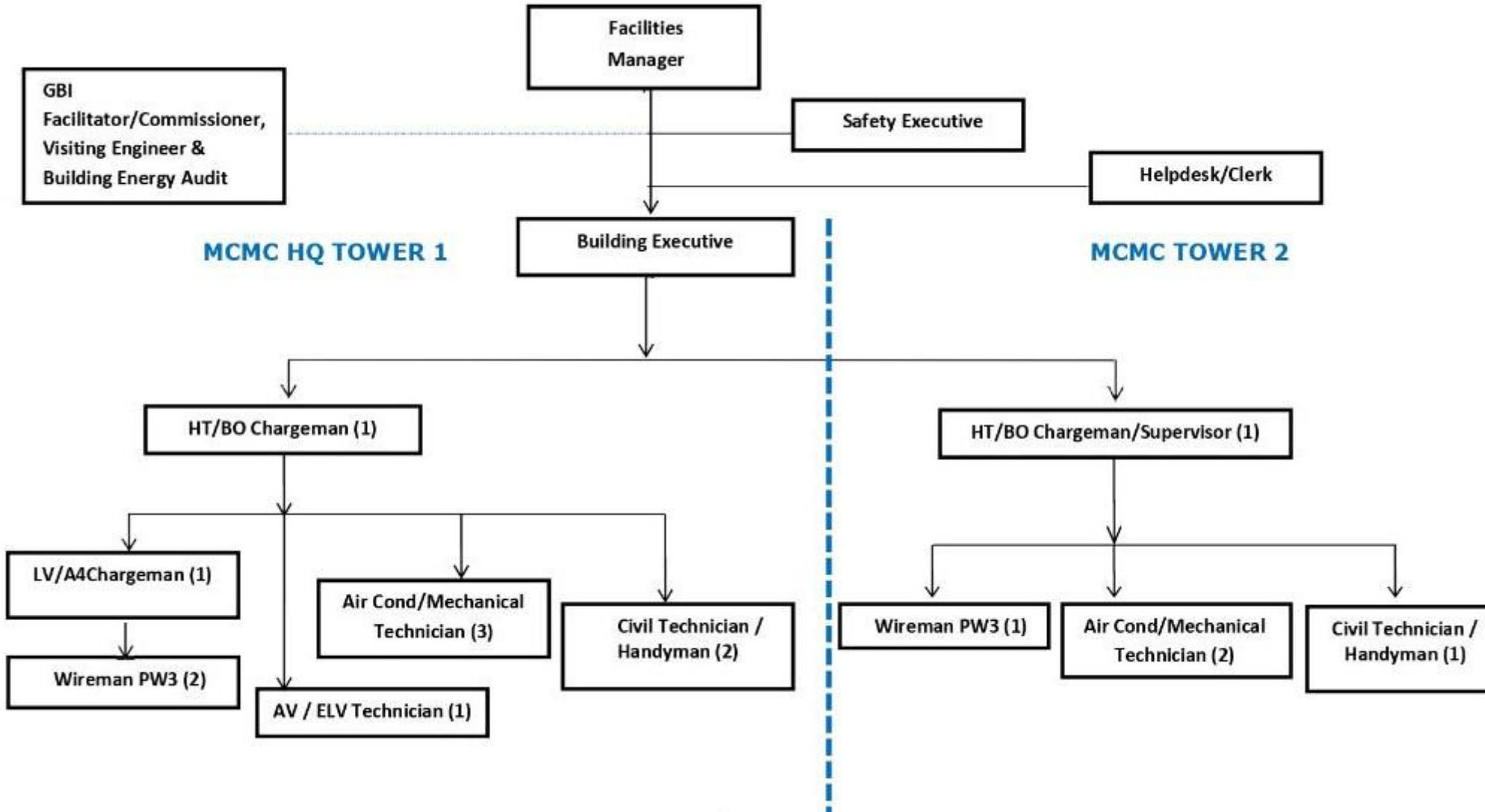
No.	Services	Company	Address	Tel/Fax	Person in charge
<b>Current Appointed Contractor</b>					
1.	Integrated Facilities Management (IFM)	Uda Dayaurus Sdn Bhd	Tingkat RG, Kompleks Pertama Jalan Tuanku Abdul Rahman 50100 Kuala Lumpur	Tel No.: 03-26970260 / 013-284 5385 / 012-627 1268 Fax No.: 03-26970244	En.Norazman / En.Ridzuan
<b>Proprietary Services Provider</b>					
1.	Lift System	Hitachi Lift Engineering (M) Sdn Bhd	Level 25, Plaza Pengkalan 3rd Mile, Jalan Sultan Azlan Shah (Jalan Ipoh), 51100 Kuala Lumpur	Tel: 03-40432166 HP: 019-357 7723 Fax: 03-40434973 Email: chong.ks.mq@hitachi.com	Mr. Chong KS
2.	Building Automation System (BAS)	Solar District Cooling Sdn Bhd	No. 25, Jalan Kajang Perdana 3/2 Taman Kajang Perdana 43000 Kajang Selangor	Tel: 08-8741 9885 Fax: 03-8741 9860 Email: enquiry@sdcm.my	Kong Kam Onn
3.	Sistem Pengawasan Kebakaran Automatik (SPKA)	Iscada Net Sdn Bhd or Appointed vendor by Fire and Rescue Department of Malaysia (FRDM)	No. 32-1E, Jalan 28/70A, Desa Haratmas, 50480 Kuala Lumpur	Tel: 03- 8075 8600 Fax: 03- 8075 8050	

## SCOPE OF WORK (cont.)

- The maintenance work is **fully comprehensive** which will include all consumable items and parts replacement. (Comprehensive Maintenance refers to preventive maintenance of equipment as per schedule which includes breakdown equipment spare parts replacement, engineering and labour charges).
- Any renovation or major refurbishment work that requires upgrading of the existing system will not be included in contract and is subject to MCMC approval.
- The duration of the IFM service contract is **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 with strong technical support from the company.



# PROPOSED IFM TEAM STRUCTURE



# PROPOSED IFM MANPOWER (other services)

## MCMC Tower 1

- Cleaner - 22 + 1 (must be Malaysian citizen)
- Tea Lady - 7 (must be Malaysian citizen)
- Security - 10+1 unarmed security guards
  - 1 guard cum receptionist (preferably female)

## MCMC Tower 2

- Cleaner - 6 (must be Malaysian citizen)
- Tea Lady - 1 (must be Malaysian citizen)
- Security - 7 unarmed security guards
  - 1 guard cum receptionist

# TENDER REQUIREMENTS

No	Information	Details
1	Mode of Tender	<b>Open Tender</b>
2	Pre-Requirement / Mandatory Requirement before purchase the Tender Document	<ol style="list-style-type: none"> <li>1. Registered with Companies Commission of Malaysia (CCM);</li> <li>2. Registered with Construction Industry Development Board (CIDB) with minimum G7 license;</li> <li>3. Registered with Ministry of Finance with filed code 220301, 220401, 220503, 220507 and 221001; and</li> <li>4. Registered and valid Sijil Pendaftaran issued by the Suruhanjaya Tenaga in Class C or above.</li> <li>5. Valid certification for ISO 9001 - Quality Management System (QMS)</li> </ol>
3	General Requirements of the Tenderer	<ol style="list-style-type: none"> <li>1. Valid Sijil Akuan Pendaftaran Syarikat Bumiputera issued by the MOF are encouraged to participate</li> <li>2. Tenderers with the following certificates/experience shall have an advantage:-               <ol style="list-style-type: none"> <li>a) Valid certification for ISO 45001 - Occupational Health and Safety Management (OHS), ISO 14001- Environmental Management (EMS) and ISO 41000-Facility Management System (FMS)</li> <li>b) Experience in facilities/building maintenance of Green Building Index (GBI) certified building or equivalent and Grade A offices or similar for the last five (5) years with building build-in Gross Floor Area (GFA) of more than 100,000 sqft</li> </ol> </li> </ol>

# FINANCIAL

- The payment to the appointed contractor will be on a **monthly basis, which includes a monthly report and presentation.**
- Performance bond preferably in the form of Bank Guarantee (BG) at 10% of the total contract sum and the **validity of BG shall be for 42 months from the commencement date** (36+6 months).

# TIMELINE & TENDER SUBMISSION

- Target to commence work: **1<sup>st</sup> January 2024**

*(The newly appointed service provider may need to be **deployed 1 month earlier** for diligent audit and hand over from the existing service provider)*

- **Closing Date** : **24<sup>th</sup> July 2023**
- **Time** : **by 12.00 pm**
- **Venue** : **Tender Center, 1<sup>st</sup> Floor,  
MCMC Centre of Excellence (CoE)**

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**1. FINANCIAL CHECKLIST**

No	Document	Tenderer's Checklist
1	<b>Appendix A</b> Statement of Compliance to the Terms and Conditions of Tender and Post-Tender Award	
2	<b>Appendix B</b> MCMC Form of Tender Document	
3	<b>Appendix C</b>	
	i. Form for Business Profile	
	ii. Article of Association/Memorandum of Association (if applicable)	
	iii. Certified true copy of Tenderer's valid CCM Certificate	
	iv. Certified true copy of Tenderer's valid CIDB Certificate with minimum of G7 license	
	v. Certified true copy of Tenderer's valid Sijil Akuan Pendaftaran Syarikat with field code 220301, 220401, 220503, 220507 and 221001 issued by the MOF	
	vi. Certified true copy of Tenderer's valid Sijil Pendaftaran issued by the Suruhanjaya Tenaga in Class C and above	
	vii. Certified true copy of valid certification for ISO 9001 – Quality Management System (QMS)	
	viii. Certified true copy of the Tenderer's valid Sijil Akuan Pendaftaran Syarikat Bumiputera issued by the MOF	
	ix. Certified true copy of Tenderer's valid certification of ISO 45001 OHS, ISO 14001 EMS and ISO 41000 FMS	
	x. Certified true copy of Tenderer's audited financial statement for the last five (5) years	
	xi. Company profile of the Tenderer (to be sent together with the experience of the company)	
	xii. <b>FORM C</b> Financial Details	
xiii. <b>FORM CA</b> Financial Institutions Report on the Financial Status of the Tenderer		
4	<b>Appendix D</b> 1. Details Schedule of Price 2. Summary of Schedule of Price	
5	<b>Appendix E</b> MCMC Tenderer Declaration	
6	<b>Appendix F</b> Declaration of Interest By Tenderers	

**TERHAD**

No	Services	MCMC HQ TOWER 1	MCMC TOWER 2 (Based on 40% Occupancy)	TOTAL (HQ TOWER 1 & 2)
		RM/Month	RM/Month	RM/Month
5.2	Indoor potted plant (400mm x 800mm)		N/A	
6.0	<u>Pest Control Services</u>			
7.0	<u>Security Services</u>			
8.0	<u>Others (please specific below)</u>			
	<b>Total (RM/Month)</b>			
	<b>SST (6%)</b>			
<b>Grand Total Cost for 3 Years (x 36 months) inclusive SST (6%)</b> (to be bring forward into FORM OF TENDER)				

**Note: Only consumable items to be quoted based on 40% occupancy**



APPENDIX B

**FORM OF TENDER DOCUMENT**

TENDER No: MCMC/PRAD/FMD(1)/IFMT1T2\_2023/TC/06/23(03)

Chairman  
Malaysian Communications and Multimedia Commission  
MCMC Centre of Excellence (CoE)  
Off Persiaran Multimedia  
63000 Cyberjaya  
Selangor Darul Ehsan

Sir/Madam

**TENDER FOR COMPREHENSIVE INTEGRATED FACILITIES MANAGEMENT FOR MALAYSIAN COMMUNICATIONS AND MULTIMEDIA COMMISSION (MCMC) AT MCMC HQ TOWER 1 AND MCMC TOWER 2, CYBERJAYA**

Under and subject to the terms and conditions of the tender document issued in respect of Tender No. MCMC/PRAD/FMD(1)/IFMT1T2\_2023/TC/06/23(03) ("**Tender Document**"), the (Name of Company/Business with the Company/Business Registration No.) ("**Company**") does hereby tender and offer to provide the following:

1. The Company agrees to be bound by the terms and conditions of the Tender Document, and the price quoted for the Tender is Ringgit Malaysia \_\_\_\_\_(RM\_\_\_\_\_), inclusive of any taxes imposed by the authorities).
2. Whereas that it is understood that MCMC reserves the right to accept or refuse the offer made in respect of the Tender, the Company agrees that the above quoted price shall remain valid and shall not be withdrawn within six (6) months from the closing date of the Tender.
3. The Company agrees that MCMC is not bound to accept the LOWEST price quoted and MCMC shall not be bound to assign any reasons for the rejection of any offer made in respect of the Tender.

Dated this ..... day of ..... 2023.

.....  
Signature of Tenderer

.....  
Witness

Name in Full:

Name in Full:

TERHAD

In the capacity of:

Occupation:

.....  
.....

Address:

Address:

.....  
.....

Duly authorized to sign this Form of Tender Document for and behalf of:

*(the rest of this page has been intentionally left blank)*



## 2. ADDITIONAL MANPOWER UNIT RATE

NO.	DESCRIPTION	UNIT RATE (RM/Month)
<b><u>Maintenance Team</u></b>		
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 <del>Suruhanjaya</del> 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	
<b><u>Housekeeping/Cleaner Team</u></b>		
8	Supervisor for cleaner/Tea lady (at least 3 years’ experience in building cleaning). 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	

NO.	DESCRIPTION	UNIT RATE (RM/Month)
<b><u>Security Service Team</u></b>		
10	Security supervisor (at least 3 years' experience in managing guard force). Must be Malaysian citizen.	
11	Security guard – Malaysian	

### **3. ADDITIONAL CONSUMEABLE ITEMS FOR MCMC TOWER 2 UNIT RATE**

NO.	DESCRIPTION	UNIT RATE (RM/Month)
<i>Please refer to <b>paragraph 41</b></i>		
<i>The consumable parts/items inclusive of mechanical and electrical services, <u>cleaning</u> and hygiene services which its 40% covers internal office and common area 60% of the building GFA covers for <b>common area only</b>. 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 75% building occupancy rate	
2	Up to 100% building occupancy rate	

MECHANICAL MAINTENANCE SERVICES

1.1 MECHANICAL SERVICES - AIR CONDITIONING AND MECHANICAL VENTILATION SYSTEM

No.	Description	Maintenance Frequency								Tenderer's Compliance (Yes/No) (3)	Tenderer's Proposal	
		D	W	M	3M	6M	Y	2Y	3Y			
1.0	<b>OPERATION</b> Operation of Air-Condition and Mechanical Ventilation (ACMV) will be done and monitored through the Building Management System. The Successful Tenderer will man the BAS room and respond to any complaint with regards to day to day operation. The Successful Tenderer shall ensure proper operations of ACMV. The equipment shall be monitored and inspected, including works such as visual inspection, checking, monitoring and cleaning etc.	✓										
1.1	The Successful Tenderer shall ensure that the readings in BAS correspondence to the actual reading at site using digital thermometer.	✓										
2.0	<b>MAINTENANCE</b> The maintenance of ACMV will be carried out in accordance with the manufacture's schedule. The Successful Tenderer shall maintain the ACMV equipment and system and shall generally carry out, amongst others, the following:-											
2.1	<b>Chilled Water</b>											
2.1.1	<b>Chilled Water Storage / Expansion Tanks</b> a. Inspect all chilled water storage and expansion tanks, chilled water pipes, valves, etc. Clean, service and flush to ensure functionality based on water sampling by water treatment company. b. Actuate all motorized valves to ensure smooth operation over its full operating range. Replace to ensure functionality.					✓						

ELECTRICAL MAINTENANCE SERVICES

2.1 ELECTRICAL SERVICES – ELECTRICAL SYSTEM

No.	Description	Maintenance Frequency								Tenderer's Compliance (Yes/No) (3)	Tenderer's Proposal	
		D	W	M	3M	6M	Y	2Y	3Y			
1.0	<b>HIGH VOLTAGE SYSTEM</b>											
1.1	<b>High Voltage Switchboard (11kV and above )</b> a. Test insulation at 5kV and record in Mega ohm (MΩ). b. Ensure all connections, conductors, bus bars, switch contacts, fuse contacts, etc. is in good condition/working properly. Tightened & rectify as required. c. Ensure all cable boxes is in good condition. d. Clean and vacuum inside switchboard.								✓			
1.2	<b>Vacuum Circuit Breaker (VCB)</b> a. Inspect and clean VCB for contamination, moisture and corrosion. b. Inspect the spring operating mechanism, condition of the lubrication on rotating and sliding bearing surfaces. c. Test the breaker pole with vacuum interrupter for any suspected damage. d. Ensure auxiliary switch, shunt releases/blocking magnets, charging motor and DC rectifier in functional order.								✓			
1.3	<b>Metering (Voltmeter and Ammeter)</b> a. Ensure Analog/Digital meters in good condition inclusive of glass covers. Repair and make good if faulty. b. Ensure the Analog meter pointer is at zero when not in use.	✓										



**2. LIST OF EXPERIENCES**

(Please provide list of experiences with detailed scope of services description in facilities/building maintenance of GBI Certified Building, Grade A offices or similar for the last five (5) years).

No.	Previous MCMC (s)	Detailed Contract/Service Description	Date of Award (Month / Year)	Contract Period	MCMC Reference and Contact	Man Power Mobilised
Sample	ABCD...	Project Title: .....  <u>Details Services:</u> a) M&E / Civil b) Cleaning c) Security	September 2020	_____ years	ABCD.....	a) M&E / Civil : _____ Pax b) Cleaning : _____ Pax c) Security : _____ Pax

**Note:**

- Insert the contract details and services described in detail.
- To attach a copy of the **contract as a supporting document** (*Tenderer is **strictly prohibited from displaying or including its name in the Technical Submission***)

# SITE VISIT GUIDELINE : DURING THE SESSION

## SOP and Meeting Etiquettes

- All participants must be appropriately attired.
- Tender Secretariat (TS) is responsible to administer the process, ensuring compliance to the SOP, especially in ensuring participants do not gather and monitor session time.
- Site visit presenter will make sure to speak loud enough for everyone to hear without closed conversation.
- Suggested for two (2) groups for site visit sessions to minimise no. of participants

# SITE VISIT GUIDELINE : ITINERARY

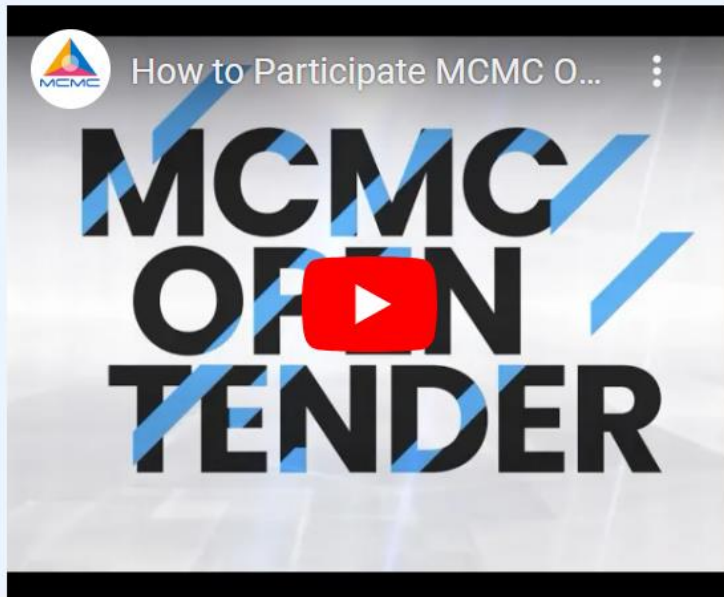
No	Location
1	Rooftop, MCMC HQ T1
2	M&E plant room, Rain Water Harvesting (RWH) and Direct Cold Water (DCW), L22, MCMC HQ T1
3	L17 and Typical Floor, MCMC HQ T1
4	IFM Office and M&E Room, L9, MCMC T1
5	Control Room, GF, MCMC T1,
6	L7 and Typical Floor, MCMC HQ T2

# TENDER COMPLIANCE

# HOW TO PURCHASE TENDER DOCUMENT

URL : <https://msmart.mcmc.gov.my/web/index.php>

 Video Tutorial



How to Participate MCMC Open Tender



How to Participate MCMC Online RFI

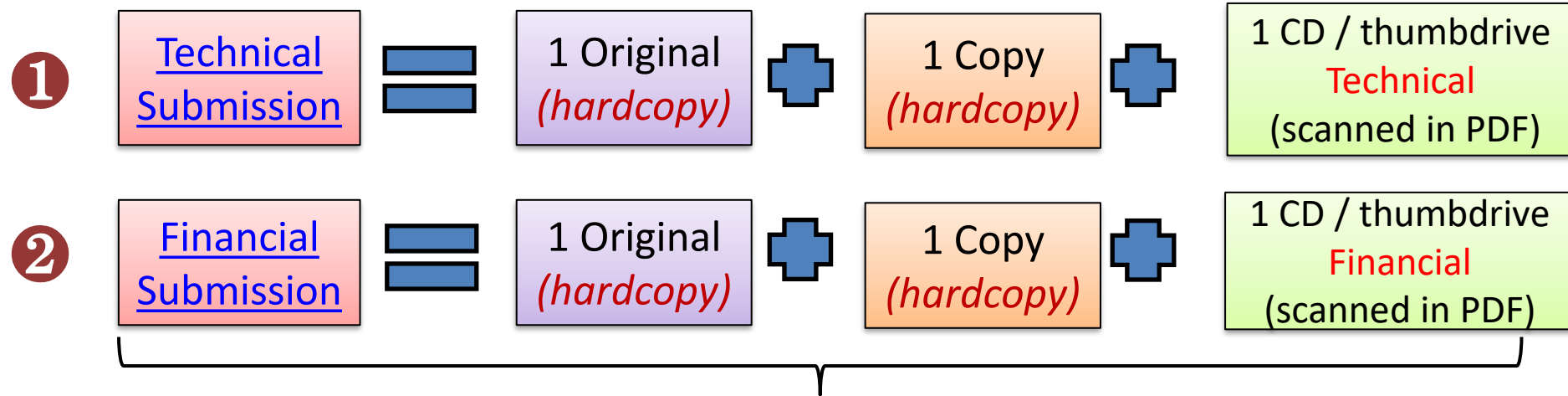


How to submit quotation online



# TENDER SUBMISSION

Each tender submission shall comprise :



Shall be type written & in English language

To complete Acknowledgement Form provided at the counter.

# TENDER SUBMISSION (Technical)

Technical Submission shall comprise:

- Section 5
- Technical Checklist
- Appendix G - R



# TENDER SUBMISSION (Financial)

Financial Submission shall comprise:



# IMPORTANT NOTES



All information & updates are at MCMC Website



Attach the Tender Deposit to the Form of Tender Document (Appendix B).  
- Tender submissions without the Tender Deposit shall be **disqualified**.



Be aware and comply with the **required signatories**.  
- Ensure that the Tenderer's official company stamp and authorised signature appear on all pages of the Financial Submission only.



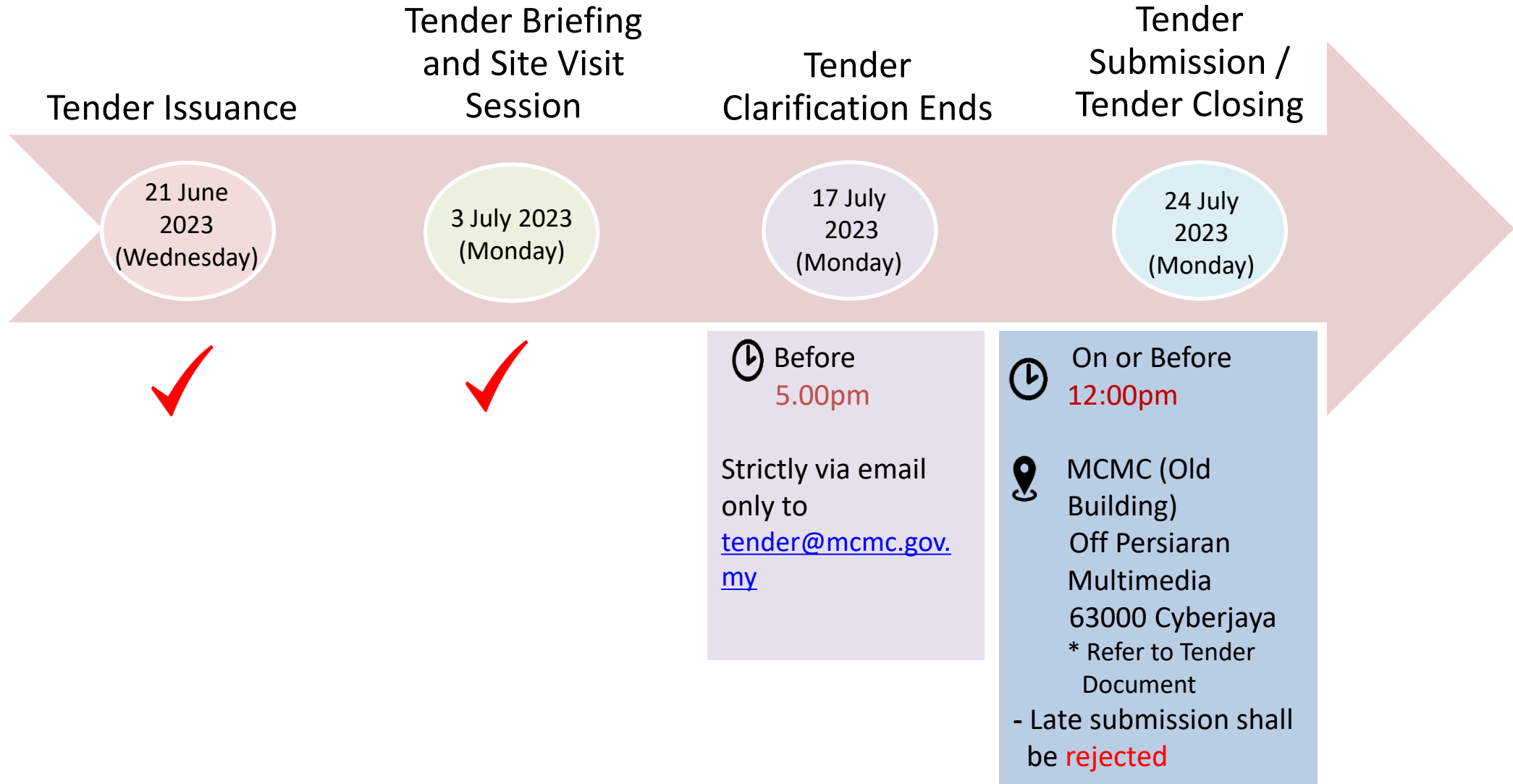
No company name/info in Technical Submission.  
- Failure to comply with this may **invalidate** the Tenderer's tender submissions.



The MCMC Tender Secretariat will be the only **point of contact** for this project.

[tender@mcmc.gov.my](mailto:tender@mcmc.gov.my)

# TENDER TIMELINE







**THANK YOU**