

**JABATAN AKAUNTAN NEGARA MALAYSIA**

## **DOKUMEN SEBUT HARGA**

**KERJA-KERJA MEMBAIK PULIH LIMA (5) UNIT  
PONDOK WAKAF DI INSTITUT PERAKAUNAN  
NEGARA, SABAK BERNAM, SELANGOR DARUL  
EHSAN.**

**BIL. SEBUT HARGA : JANM BIL. 8/2019**

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## NOTIS SEBUT HARGA

### KERJA-KERJA MEMBAIKPULIH LIMA (5) UNIT PONDOK WAKAF DI INSTITUT PERAKAUNAN NEGARA, SABAK BERNAM, SELANGOR DARUL EHSAN.

Sebut Harga Bil : JANM.BIL 8/2019

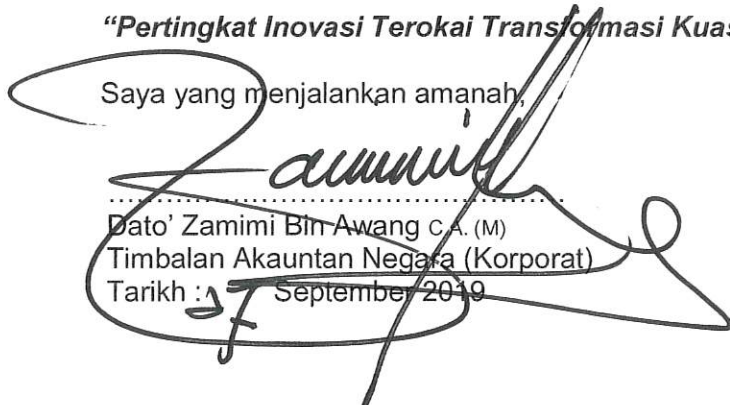
1. Sebut Harga adalah dipelawa daripada Kontraktor-Kontraktor yang berdaftar dengan CIDB dan mempunyai pengkhususan seperti berikut:-
  - 1.1 Perakuan Pendaftaran Kontraktor (PPK),
  - 1.2 Sijil Taraf Bumiputera (STB),
  - 1.3 Sijil Perolehan Kerja Kerajaan (SPKK)dalam **Kategori Bangunan (B)** mengikut gred dan had nilai perolehan berikut:-  
Gred Nilai Perolehan: **G1** (Alamat pendaftaran di daerah Sabak Bernam sahaja)  
Pengkhususan: **B24** – Kerja Penyelenggaraan Bangunan
2. Kontraktor **diwajibkan** menghadiri taklimat dan lawatan tapak bina pada **1 Oktober 2019 (Selasa) jam 10.30 pagi**. Taklimat akan diadakan sekali sahaja. Kontraktor dikehendaki berkumpul di **Auditorium Sekendi, Institut Perakaunan Negara, Jabatan Akauntan Negara Malaysia, Jalan 2, Sungai Lang, 45100 Sabak Bernam, Selangor Darul Ehsan** pada tarikh dan masa yang ditetapkan. Hanya penama di dalam Perakuan Pendaftaran Kontraktor (PPK) dan Sijil Perolehan Kerja Kerajaan (SPKK) sahaja yang dibenarkan menghadiri taklimat dan lawatan tapak ini.
3. Borang Sebut Harga boleh didapati melalui laman web portal iklan Jabatan Akauntan Negara Malaysia – [www.anm.gov.my](http://www.anm.gov.my) bermula dari tarikh **1 Oktober 2019 hingga 8 Oktober 2019**.
4. Dokumen Sebut Harga akan dikeluarkan kepada wakil-wakil Kontraktor yang sah sahaja. Untuk maksud ini Kontraktor dikehendaki membawa perakuan/sijil **ASAL** PPK dan SPKK yang dikeluarkan Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) serta STB bersertakan satu salinan perakuan/sijil tersebut.
5. Borang Sebut Harga yang telah diisi dengan lengkap hendaklah dimasukkan ke dalam Peti Sebut Harga **tidak lewat dari jam 12.00 tengah hari, 8 Oktober 2019 (Selasa)** ke alamat seperti berikut:

Jabatan Akauntan Negara Malaysia,  
Bahagian Pembangunan Perakaunan Dan Pengurusan,  
Seksyen Pengurusan Kewangan Dan Perolehan,  
Aras 7, Kompleks Kementerian Kewangan,  
No. 1 Persiaran Perdana, Presint 2,  
62594 Putrajaya

**'BERKHIDMAT UNTUK NEGARA'**

**"Pertingkat Inovasi Terokai Transformasi Kuasai Globalisasi"**

Saya yang menjalankan amanah,

  
Dato' Zamimi Bin Awang C.A. (M)  
Timbalan Akauntan Negara (Korporat)  
Tarikh : 7 September 2019

## SENARAI SEMAKAN

Sila Tandakan  /  Bagi Dokumen-Dokumen Yang Disertakan.

Bil	Perkara/Dokumen	Untuk Ditanda Oleh Syarikat	Untuk Ditanda Oleh Jawatankuasa Pembuka Sebut Harga
1.	Salinan Perakuan Pendaftaran Kontraktor (PPK) dari CIDB	<input type="checkbox"/>	<input type="checkbox"/>
2.	Salinan Sijil Taraf Bumiputera (STB) dari BPKU (Kerja)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Salinan Sijil Perolehan Kerja Kerajaan (SPKK) dari CIDB	<input type="checkbox"/>	<input type="checkbox"/>
4.	Borang Sebut Harga Telah Diisi Dengan Lengkap (termasuk nilai tawaran dan tempoh siap) dan Ditandatangani	<input type="checkbox"/>	<input type="checkbox"/>
5.	Profil Syarikat	<input type="checkbox"/>	<input type="checkbox"/>
6.	Borang Penyerahan Contoh Dan Katalog (jika ada)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Carta Organisasi Syarikat	<input type="checkbox"/>	<input type="checkbox"/>
8.	Senarai Kakitangan Teknikal	<input type="checkbox"/>	<input type="checkbox"/>
9.	Salinan Penyata Bulanan Akaun Bank bagi Tiga (3) Bulan Terakhir yang Disahkan oleh Pihak Bank	<input type="checkbox"/>	<input type="checkbox"/>
10.	Senarai Kerja Dalam Tangan	<input type="checkbox"/>	<input type="checkbox"/>
11.	Senarai Kerja Yang Telah Disiapkan	<input type="checkbox"/>	<input type="checkbox"/>

## SENARAI SEMAKAN

Sila Tandakan  /  Bagi Dokumen-Dokumen Yang Disertakan.

12.	Lampiran A - Surat Akuan Pembida	<input type="checkbox"/>	<input type="checkbox"/>
13.	Lampiran B - Surat Perwakilan Kuasa	<input type="checkbox"/>	<input type="checkbox"/>
14.	Lampiran C - Surat Akuan Pembida Untuk Melaksanakan <i>Program Professional Training And Education For Growing Entrepreneurs (PROTÉGÉ)</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PENGESAHAN OLEH SYARIKAT</b>	<b>UNTUK KEGUNAAN JABATAN</b>
<p>Dengan ini saya mengesahkan bahawa saya telah membaca dan memahami semua syarat-syarat dan terma yang dinyatakan di dalam dokumen Sebut Harga. Semua maklumat yang dikemukakan adalah benar</p> <p>Tandatangan:</p> <p>Nama:</p> <p>Jawatan:</p> <p>Tarikh:</p> <p>Cop Kontraktor:</p>	<p>Jawatankuasa Pembuka Sebut Harga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil .....(jika ada)</p> <p>Tandatangan:</p> <p>Nama:</p> <p>Jawatan:</p> <p>Tarikh:</p> <p>Tandatangan:</p> <p>Nama:</p> <p>Jawatan:</p> <p>Tarikh:</p>

## **ARAHAN KEPADA PENYEBUT HARGA**

### **1. HAK KERAJAAN UNTUK MENERIMA / MENOLAK SEBUT HARGA**

Kerajaan adalah tidak terikat untuk menerima Sebut Harga yang terendah atau mana-mana Sebut Harga atau memberi apa-apa sebab di atas penolakan sesuatu Sebut Harga. Keputusan Jawatankuasa Sebut Harga adalah muktamad.

### **2. CARA-CARA MELENGKAPKAN DOKUMEN SEBUT HARGA**

#### **2.1. Penyediaan Sebut Harga**

Penyebut Harga adalah dikehendaki mengisi dengan dakwat segala maklumat berikut dengan sepenuhnya:-

- a) Harga dan tandatangan Penyebut Harga di Ringkasan Sebut Harga,
- b) Harga, tempoh dan tandatangan dalam Borang Sebut Harga,
- c) Senarai Kerja Dalam Tangan,
- d) Senarai Pengalaman Kerja,
- e) Jadual Kadar Harga (Jika ada),
- f) Butir-butir Spesifikasi (Jika ada),
- g) Surat Akuan Pembida,
- h) Jika berlaku kesilapan dalam mengisi maklumat-maklumat di atas Penyebut Harga hendaklah menandatangani ringkas semua pembetulan.
- i) Kegagalan mengisi/menandatangani Borang Sebut Harga akan mengakibatkan Sebut Harga ditolak.
- j) Sekiranya terdapat percanggahan di antara maklumat yang dinyatakan dalam Ringkasan Sebut Harga dan Borang Sebut Harga, maklumat di dalam Borang Sebut Harga diberi keutamaan.
- k) Sekiranya Penyebut Harga didapati memberikan maklumat palsu atau sengaja menyorok atau tidak memberikan mana-mana maklumat yang memberikan kesan negatif terhadap keupayaannya, Sebut Harganya akan ditolak dan tindakan tatatertib akan diperakukan terhadapnya.

## 2.2. 'Integrity Pact'

- a) Kesemua Penyebut Harga yang menghantar dokumen sebut harga hendaklah menandatangani Surat Akuan Pembida bahawa ia tidak akan menawar atau memberi rasuah sebagai sogokan untuk mendapatkan projek. Wakil syarikat yang menandatangani Surat Akuan Pembida hendaklah juga melampirkan Surat Perwakilan Kuasa menandatangani bagi pihak syarikat. Format Surat Akuan Pembida adalah seperti di **Lampiran A** dan Surat Perwakilan Kuasa adalah seperti di **Lampiran B**.
- b) Surat Akuan Pembida tersebut adalah menjadi salah satu dokumen wajib dalam penilaian Sebut Harga. Sekiranya Penyebut Harga gagal mengemukakan surat akuan tersebut, Penyebut Harga akan dinilai sebagai gagal dalam penilaian Sebut Harga.

## 2.3. Penyerahan Dokumen Sebut Harga

- a) Dokumen Sebut Harga yang telah diisi dengan lengkap hendaklah dimasukkan ke dalam sampul surat berlakri yang dicatatkan dengan bilangan Sebut Harga JANM BIL. 8/2019 serta tajuk Sebut Harga dan hendaklah dimasukkan ke dalam peti Sebut Harga pada atau sebelum masa dan di tempat yang ditetapkan dalam Notis Sebut Harga.
- b) Jika Dokumen Sebut Harga tidak diserahkan dengan tangan, Penyebut Harga hendaklah menghantar Dokumen tersebut dengan pos supaya tiba pada atau sebelum masa dan di tempat yang ditetapkan.
- c) Sebut Harga yang diserahkan selepas masa yang ditetapkan atas sebarang sebab, tidak akan dipertimbangkan.

## 2.4. Penjelasan Lanjut

Sekiranya terdapat maklumat dalam Dokumen Sebut Harga yang tidak jelas atau bercanggah, Penyebut Harga boleh menghubungi pejabat yang menjual Dokumen Sebut Harga untuk penjelasan lanjut.

## 3. TEMPOH SIAP KERJA

Kerja ini hendaklah disiapkan dalam tempoh tidak melebihi **ENAM (6)** minggu dari tarikh mula kerja yang dinyatakan di dalam Surat Setuju Terima (SST).

## 4. PERBELANJAAN PENYEDIAAN DOKUMEN SEBUT HARGA

Semua perbelanjaan bagi penyediaan Sebut Harga ini hendaklah ditanggung oleh Penyebut Harga sendiri.

## 5. **TEMPOH SAH LAKU SEBUTHARGA**

Tempoh sah laku sebutharga ini adalah sembilan puluh (90) hari dari tarikh tutup Sebut Harga. Penyebut Harga tidak boleh menarik balik tawaran yang dikemukakan sebelum tamat tempoh sah laku Sebut Harga. Laporan mengenai penarikan balik tawaran oleh Penyebut Harga akan dikemukakan kepada CIDB/BPKU untuk tindakan.

## 6. **PROGRAM PROFESSIONAL TRAINING AND EDUCATION FOR GROWING ENTREPRENEURS (PROTEGE)**

Penyebut harga adalah digalakkan untuk melaksanakan program PROTEGE seperti yang telah ditetapkan oleh Kerajaan.

Penglibatan penyebut harga dalam program PROTEGE akan dijadikan sebagai salah satu kriteria dalam penilaian sebut harga. Penyebut harga yang mengemukakan sijil atau surat pengesahan daripada Sekretariat PROTEGE, akan diberi keutamaan tidak kira sama ada program PROTEGE dilaksanakan oleh inisiatif syarikat sendiri.

Penyebut harga adalah wajib mengemukakan Surat Akuan Pembida Untuk Melaksanakan Program *Professional Training And Education For Growing Entrepreneurs (PROTEGE)* seperti di **Lampiran C** bersama dengan Dokumen Tawaran Sebut Harga. Sekiranya penyebut harga gagal mengemukakan Surat Akuan tersebut yang telah ditandatangani oleh penama di sijil CIDB, penyebut harga akan dinilai sebagai gagal dalam penilaian (gagal mengemukakan dokumen wajib) dan penilaian seterusnya tidak akan dilaksanakan.

Penyebut harga hendaklah merujuk kepada Pekeliling Perbendaharaan (PP), Perolehan Kerajaan (PK) 1.2 – Pelaksanaan Program *Professional Training And Education For Growing Entrepreneurs (PROTEGE)* untuk keterangan lanjut.



## **SYARAT-SYARAT SEBUTHARGA UNTUK KERJA**

### **1. PEMERIKSAAN TAPAK BINA**

Kontraktor disifatkan telah memeriksa dan meneliti tapak bina dan sekitarnya, bentuk dan jenis tapak bina, takat dan jenis kerja, bahan dan barang yang perlu bagi menyiapkan Kerja, cara-cara perhubungan dan laluan masuk ke tapak bina dan hendaklah mendapatkan sendiri segala maklumat yang perlu tentang risiko, luar jangkaan dan segala hal-keadaan yang mempengaruhi dan menjejaskan sebut harganya. Sebarang tuntutan yang timbul akibat daripada kegagalan Kontraktor mematuhi kehendak ini tidak akan dipertimbangkan.

### **2. INSURANS DAN PERKESO**

2.1 Kontraktor hendaklah atas nama bersama Kerajaan dan Kontraktor mengambil Insurans Liabiliti Awam dan Insurans Kerja\* (sekiranya dinyatakan di dalam Butir-butir Ringkasan Sebutharga) bagi tempoh pelaksanaan kerja ini. Kontraktor hendaklah juga mengemukakan Nombor Kod Pendaftaran dengan PERKESO.

2.2 Kontraktor hendaklah mengemukakan kepada Pegawai Inden semua polisi insurans dan Nombor Kod Pendaftaran dengan PERKESO yang tersebut di atas sebelum memulakan kerja. Bagaimanapun untuk tujuan memulakan kerja sahaja nota-nota perlindungan dan resit-resit bayaran premium adalah mencukupi. Sekiranya Kontraktor gagal mengemukakan semua polisi insurans selepas tempoh sah nota-nota perlindungan, tanpa sebarang sebab yang munasabah, Pegawai Inden berhak mengambil tindakan seperti di bawah fasal 9(d).

### **3. PERATURAN PERLAKSANAAN KERJA**

3.1 Kerja-karya yang dilaksanakan hendaklah mematuhi spesifikasi, pelan-pelan, butir-butir kerja dalam Ringkasan Sebut Harga dan syarat-syarat yang dinyatakan dalam Dokumen Sebut Harga ini dan arahan Pegawai Inden atau Wakilnya.

3.2 Kerja-karya elektrik yang dilaksanakan disamping mematuhi kehendak di perenggan 3.1 di atas, hendaklah juga mematuhi semua peraturan dan pekeliling, undang-undang dan undang-undang kecil yang diluluskan oleh:

- (i) Suruhanjaya Tenaga
- (ii) Jabatan Keselamatan Pekerjaan dan Kesihatan
- (iii) Pemegang Lesen dan Pihak Berkuasa Bekalan Elektrik
- (iv) Jabatan Bomba dan Penyelamat
- (v) Pihak Berkuasa Tempatan
- (vi) Suruhanjaya Pengurusan Air Negara (SPAN)

#### **4. KEGAGALAN KONTRAKTOR MEMULAKAN KERJA**

Sekiranya Kontraktor gagal memulakan kerja selepas tujuh (7) hari dari tarikh akhir tempoh mula kerja yang dinyatakan dalam Inden, tanpa sebab-sebab yang munasabah, Inden akan dibatalkan oleh Pegawai Inden dan tindakan tatatertib akan diambil terhadap Kontraktor.

#### **5. SUB-SEWA DAN MENYERAHHAK KERJA**

Kontraktor tidak dibenarkan mengsub-sewakan kerja kepada Kontraktor-Kontraktor lain. Kontraktor tidak boleh menyerahhak apa-apa faedah di bawah kontrak ini tanpa terlebih dahulu mendapatkan persetujuan bertulis daripada Pegawai Inden.

#### **6. PENOLAKAN BAHAN, BARANG DAN MUTU HASIL KERJA OLEH PEGAWAI INDEN**

6.1 Pegawai Inden atau wakilnya berhak menolak bahan, barang dan mutu hasil kerja dari jenis piawaian yang tidak menepati seperti diperihalkan dalam spesifikasi. Kontraktor hendaklah, apabila diminta oleh Pegawai Inden, memberi kepadanya baucar-baucar dan/atau perakuan ujian pengilang untuk membuktikan bahawa bahan-bahan dan barang-barang itu mematuhi spesifikasi. Bahan, barang dan kerja-kerja yang ditolak hendaklah diganti dan sebarang kos tambahan yang terlibat hendaklah ditanggung oleh kontraktor sendiri.

6.2 Kontraktor hendaklah dengan sepenuhnya atas perbelanjaan sendiri menyediakan sampel bahan dan barang-barang untuk ujian.

6.3 Tiada penggantian untuk peralatan, bahan dan cara kerja yang telah ditentukan di dalam spesifikasi atau ditawarkan dan telah diterima, dibenarkan kecuali mendapat persetujuan daripada Pegawai Inden secara bertulis.

#### **7. RINGKASAN SEBUT HARGA**

7.1 Ringkasan Sebut Harga hendaklah menjadi sebahagian daripada Borang Sebut Harga ini dan hendaklah menjadi asas Jumlah Harga Sebut Harga.

7.2 Harga-harga dalam Ringkasan Sebut Harga hendaklah mengambil kira semua kos termasuk kos pengangkutan, cukai, duti, bayaran dan caj-caj lain yang perlu dan berkaitan bagi penyiapan kerja dengan sempurnanya.

7.3 Tiada sebarang tuntutan akan dilayan bagi pelarasan harga akibat daripada perubahan kos buruh, bahan-bahan dan semua duti dan cukai Kerajaan, sama ada dalam tempoh sah Sebut Harga atau dalam tempoh Kerja.

7.4 Harga-harga dalam Ringkasan Sebut Harga yang dikemukakan oleh kontraktor hendaklah tertakluk kepada persetujuan sebelumnya daripada Pegawai Inden tentang kemunasabahnannya. Persetujuan sebelumnya itu

dan apa-apa pelarasan kemudiannya kepada harga-harga dalam Ringkasan Sebut Harga hendaklah dibuat sebelum kontrak kerja dikeluarkan.

- 7.5 Apa-apa pelarasan harga dalam Ringkasan Sebut Harga menurut perenggan 7.4 tersebut di atas dan apa-apa kesilapan hisab dalam Ringkasan Sebut Harga hendaklah dilaras dan diperbetulkan sebelum Inden Kerja dikeluarkan. Jumlah amaun yang dilaraskan hendaklah sama dengan amaun jumlah harga pukal dalam Borang Sebut Harga. Amaun jumlah harga pukal dalam Borang Sebut Harga hendaklah tetap tidak berubah.
- 7.6 Sekiranya Sebut Harga berasaskan senarai kuantiti sementara, pengukuran semula hendaklah dibuat dan Harga Sebut Harga diselaraskan.

## **8. PERCANGGAHAN DAN KECUKUPAN DOKUMEN SEBUT HARGA**

- 8.1 Dokumen Sebut Harga adalah dikira sebagai saling jelas-menjelas antara satu sama lain. Kontraktor hendaklah mengadakan segala yang perlu untuk melaksanakan kerja dengan sewajarnya sehinggalah siap mengikut tujuan dan maksud sebenar. Dokumen Sebut Harga pada keseluruhannya sama ada atau tidak tujuan dan maksud itu ada ditunjuk atau diperihalkan secara khusus, dengan syarat bahawa tujuan, maksud itu hendaklah difahamkan dengan munasabahnyanya dari Dokumen Sebut Harga itu.
- 8.2 Jika Kontraktor mendapati apa-apa percanggahan dalam Dokumen Sebut Harga dia hendaklah merujuk kepada Pegawai Inden untuk mendapatkan keputusan.

## **9. KEGAGALAN KONTRAKTOR MENYIAPKAN KERJA DAN PENAMATAN PERLANTIKAN KONTRAKTOR**

Pegawai Inden berhak membatalkan Inden sekiranya kontraktor berada dalam keadaan berikut dan setelah menerima surat amaran daripada Pegawai Inden:

- (a) Sekiranya kontraktor masih gagal menyiapkan kerja dalam tempoh masa yang telah ditetapkan;
- (b) Kemajuan kerja terlalu lembab tanpa apa-apa sebab yang munasabah;
- (c) Penggantungan perlaksanaan seluruh atau sebahagian kerja, tanpa apa-apa sebab yang munasabah;
- (d) Tidak mematuhi arahan Pegawai Inden tanpa apa-apa alasan yang munasabah; dan
- (e) Apabila kontraktor diisytiharkan bankrap oleh pihak yang sah.

## **10. BAYARAN KEMAJUAN**

Pegawai Inden dibenarkan membuat bayaran interim sehingga kerja-kerja siap dilaksanakan.

## **11. KERJA PERUBAHAN**

11.1 Pegawai Inden boleh menurut budi bicaranya mengeluarkan arahan-arahan yang berkehendakkan sesuatu perubahan kerja dengan secara bertulis. Tiada apa-apa perubahan yang dikeluarkan oleh Pegawai Inden atau yang disahkan kemudian oleh Pegawai Inden boleh membatalkan Sebut Harga ini.

11.2 Semua kerja perubahan dan/atau tambahan yang diluluskan oleh Pegawai Inden akan diukur atau dinilai dengan menggunakan kadar harga yang ada dalam Senarai Jadual Harga / Jadual Kadar Harga. Jika tidak terdapat sebarang kadar harga yang bersesuaian, kadar harga yang dipersetujui oleh Pegawai Inden dan kontraktor hendaklah digunakan.

## **12. PENGUKURAN KUANTITI SEMENTARA**

Setelah kerja-kerja yang melibatkan Kuantiti Sementara disiapkan di tapak, pengukuran semula kuantiti hendaklah dibuat secara bersama.

## **13. TEMPOH TANGGUNGAN KECACATAN (DLP)**

13.1 Tempoh Tanggungan Kecacatan bagi Sebut Harga hendaklah sekurang-kurangnya enam (6) bulan dari tarikh kerja diperakukan siap. Bagi kerja-kerja mekanikal dan elektrik dimana tempoh waranti keatas alat-alat dan loji-loji adalah dua belas (12) bulan dan dalam kes-kes tertentu oleh kerana jenis dan kerumitan kerja, tempoh tanggungan kecacatan yang lebih lama daripada enam (6) bulan boleh dikenakan.

13.2 Kontraktor dipertanggungjawabkan untuk memperbaiki kecacatan, ketidaksempurnaan, kekecutan atau apa-apa jua kerosakan lain yang mungkin kelihatan dan yang disebabkan oleh bahan atau barang atau mutu hasil kerja yang tidak menepati sebut harga ini apabila diarahkan oleh Pegawai Inden dan dalam masa yang berpatutan. Kontraktor hendaklah memperbaiki kecacatan, ketidaksempurnaan, kekecutan atau apa-apa jua kerosakan lain atas kos kontraktor sendiri.

13.3 Sekiranya kontraktor gagal memperbaiki kecacatan, ketidaksempurnaan, kekecutan atau apa-apa jua kerosakan lain seperti yang diarahkan, Pegawai Inden berhak memotong kos memperbaiki dari baki wang yang akan dibayar kepada kontraktor atau, jika baki itu tiada tidak mencukupi, mengeluarkan surat pengesyoran kepada Pusat Khidmat Kontraktor untuk menggantungkan pendaftaran Kontraktor, dan menghantar salinan-salinan surat tersebut kepada Pengarah Kerja Raya Negeri/Ketua Jabatan, Bahagian Pembangunan Bumiputera, Kementerian Kerja Raya dan Lembaga Pembangunan Industri Pembinaan.

**14. PERATURAN MEMBAYAR SELEPAS SIAP**

Bayaran sepenuhnya hanya akan dibayar setelah kontraktor menyiapkan kerja dengan sempurna dan Perakuan Siap Kerja dikeluarkan. Walaubagaimanapun Pegawai Inden hendaklah membuat potongan atau menahan sejumlah amaun dari wang yang akan dibayar kepada kontraktor sebagai kos untuk memperbaiki apa-apa kecacatan yang tidak dapat dibaiki oleh kontraktor di dalam tempoh tanggungan kecacatan.

**15. PERAKUAN SIAP KERJA**

Pegawai Inden hendaklah mengeluarkan Perakuan Siap Kerja sebaik sahaja kerja disiapkan dengan sempurna dan memuaskan. Tempoh Tanggungan Kecacatan bermula daripada tarikh siap kerja seperti di para 13.1.

**16. PERAKUAN SIAP MEMPERBAIKI KECACATAN**

Pegawai Inden hendaklah mengeluarkan Perakuan Siap Membaiki Kecacatan sebaik sahaja kontraktor telah membaiki kecacatan, ketidaksempurnaan, kekecutan atau apa-apa jua kerosakan lain.

**17. PEMATUHAN KEPADA UNDANG-UNDANG OLEH KONTRAKTOR**

Kontraktor hendaklah mematuhi segala kehendak Undang-undang Kecil dan Undang-undang Berkanun dalam Malaysia semasa pelaksanaan Kerja. Kontraktor tidak berhak menuntut sebarang kos dan bayaran tambahan kerana pematuhannya dengan syarat-syarat ini.

**BORANG SEBUT HARGA**

**Sebut Harga Bil : JANM.BIL 8/2019**

Akauntan Negara Malaysia  
Jabatan Akauntan Negara Malaysia,  
Bahagian Pembangunan Perakaunan dan Pengurusan,  
Aras 7, Kompleks Kementerian Kewangan,  
No 1, Persiaran Perdana, Presint 2,  
62594 Wilayah Persekutuan Putrajaya.

Tuan,

Sebut Harga untuk **KERJA-KERJA MEMBAIKPULIH LIMA (5) UNIT PONDOK WAKAF DI INSTITUT PERAKAUNAN NEGARA, SABAK BERNAM, SELANGOR DARUL EHSAN.**

Di bawah dan tertakluk kepada Arahan Kepada Penyebut Harga, Syarat-syarat Sebut Harga untuk Kerja, Spesifikasi Kerja dan Pelan-pelan, saya yang bertandatangan di bawah ini adalah dengan ini menawarkan untuk melaksanakan dan menyiapkan kerja-kerja tersebut bagi jumlah harga pukal sebanyak Ringgit Malaysia:

.....  
..... (RM.....)

2. Saya bersetuju menyiapkan kerja-kerja dalam tempoh ..... minggu dari tarikh akhir tempoh mula kerja seperti yang diarahkan oleh Pegawai Inden.

Bertarikh pada.....Haribulan .....2019.

.....  
(Tandatangan Kontraktor)

.....  
(Tandatangan Saksi)

Nama Penuh : .....

Nama Penuh :

No. K/P : .....

No. K/P :


Alamat : .....

Alamat : .....

Atas Sifat : .....

Meteri atau Cop Kontraktor

## **SPESIFIKASI TEKNIKAL**

 <p><b>JKR</b> JKR MALAYSIA</p>	<p><b>SECTION G : ROOFING WORKS</b></p>	<p>No. Dokumen : JKR 20800-0183-14  No. Keluaran : 01  No. Pindaan : 00  Tarikh : 29 Januari 2014  Muka Surat : G/1</p>
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### 1. General

- 1.1 Unless otherwise stated, the pitch and laps for each type of roof covering shall be strictly in accordance with the manufacturer's recommendation.
- 1.2 Unless otherwise approved, all roof covering pieces or accessories such as eaves, hips, ridges, valley et cetera, shall be of the same material as the general covering.

### 2. Interlocking Concrete Tiles

- 2.1 Interlocking concrete roof tiles shall be laid on timber or steel battens approved for roofing at spacing and tightly nailed or screwed as recommended by the manufacturer.
- 2.2 Unless otherwise specified, the concrete roof tiles shall be laid to slope in accordance to the manufacturer's recommended pitch and to the S.O's approval. The roof tiles shall conform to MS 797 and unless otherwise specified on the Drawings, it shall be laid on metal trusses system to engineer's detail and S.O's approval.
- 2.3 Tiling fillers consisting of 1:3 cement mortar as specified under SECTION E: NON-STRUCTURAL WALL SYSTEM, shall be provided at the feet of the rafters.
- 2.4 Verges, ridges, hips, valley tiles and complete with all roofing accessories shall be provided and laid to bond with the general roof tiling works in accordance with the manufacturer's recommendation.

### 3. Clay Tiles

- 3.1 Unless otherwise stated in the Drawings, clay tiles shall be of 470 mm (length) x 284 mm (horizontal width) pattern confirming to BS 402 and shall be free from cracks, chips and warps.
- 3.2 Clay tiles shall be laid with a minimum head lap of 95mm on timber or steel battens approved for roofing at spacing as recommended by the tile manufacturer. The tiles shall be firmly screwed or nailed at intervals as recommended by the roofing tile manufacturer and as approved by the S.O.
- 3.3 Ridge capping, hip and valley tiles complete with all roofing accessories shall be provided to match the general tiling works in accordance with the manufacturer's recommendation. All these shall be bedded in matching 1:3 coloured cement mortar.


### 4. Pre-painted Aluminium Roofing Sheet

Unless otherwise stated, where aluminium roofing sheets are to be used, they shall be of the type, gauge and finish as shown in the Drawings and to be fixed strictly in accordance with the manufacturer's recommendation.

### 5. Concrete Flat Roofs

Concrete flat roofs shall be as specified under SECTION D: CONCRETE WORKS.



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		Muka Surat : G/2

## 6. Pre-painted Steel Roofing Sheet


6.1 Unless otherwise stated, the metal roof decks shall comply with the following:

### 6.1.1 Materials

- 6.1.1.1 The roofing sheets shall be produced from aluminium/zinc alloy coated steel conforming to MS 1196: "Continuous Hot-Dip Aluminium/Zinc Coated Steel Sheet of Commercial, Drawing and Structural Qualities" and AS 1397 "Steel Sheet and Strip-: Hot-Dip Zinc Coated or Aluminium/Zinc Coated".
- 6.1.1.2 The pre-painted finish over the aluminium/zinc alloy coated base steel shall conform to MS 2383: "Prefinished/Pre-painted Sheet Metal Products for Interior/Exterior Building Applications - Performance Requirements" and AS/NZS 2728: "Prefinished/Pre-painted Sheet Metal Products for Interior/Exterior Building Applications - Performance Requirements".
- 6.1.1.3 The exterior finish coat shall have a nominal film thickness of 20  $\mu\text{m}$  over 5  $\mu\text{m}$  thick corrosion inhibitive primer on top side or weather side. The backing coat shall be with nominal film thickness of 5  $\mu\text{m}$  over 5  $\mu\text{m}$  corrosion inhibitive primer.
- 6.1.1.4 Minimum steel yield strength shall be 550 MPa.
- 6.1.1.5 Minimum aluminium/zinc alloy coating mass shall be 150 g/m<sup>2</sup> (Coating Class AZ 150) on both surfaces conforming to ISO 9223 Category 3 (C3) environment.
- 6.1.1.6 The Contractor shall submit material warranty from the manufacturer in accordance with ISO 9223: "Corrosion of Metals and Alloys – Corrosivity of Atmosphere - Classification" of the project site and the format approved by the S.O. Material warranty shall be up to 25 years against perforation by corrosion, 15 years against flake and peel, 10 years against colour fading and 5 years against dirt staining.
- 6.1.1.7 The Contractor shall submit shop drawings for the S.O's approval prior to commencement of installation works.

### 6.1.2 Metal sheet profiles

- 6.1.2.1 Unless otherwise specified or shown in the Drawings, the metal sheet profile shall be of a concealed fixing system as approved by the S.O. The roofing sheets shall have the following minimum requirements:
- (i) Base Metal Thickness (BMT) = 0.42 mm.
  - (ii) Cover width = 680 mm.
  - (iii) Rib height = 40 mm.
  - (iv) Coating = Pre-painted aluminium and zinc coated steel with AZ150 (150 g/m<sup>2</sup>) on both surfaces.

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6.1.2.2 Where pierced fixing system is specified or shown in the Drawings, the roofing sheet shall have the following minimum requirements:

- (i) Base Metal Thickness (BMT) = 0.42 mm.
- (ii) Cover width = 750 mm
- (iii) Rib height = 38 mm
- (iv) Coating = Pre-painted aluminium/zinc coated steel with AZ150 (150 g/m<sup>2</sup>) on both surfaces.

**6.1.3 Fixing**

6.1.3.1 Installation procedures shall conform to the recommendation of the manufacturer.

6.1.3.2 The roofing sheets shall be installed and fixed according to the following method:

- (i) Concealed fixing using approved clips compatible with the roofing sheet.
- (ii) Pierced fixing using approved fasteners compatible with the roofing sheet.

6.1.3.3 The roofing installer shall be registered with CIDB.

6.1.3.4 Metallic swarf and all other debris including nail, screws, mortar, construction materials et cetera shall be swept away from the roof area and gutters regularly, particularly at the end of each day's work and at completion of the installation works.

**6.1.4 Clips and fasteners**

6.1.4.1 Fasteners type shall comply with AS 3566 Class 3 and be certified as such by the supplier of fasteners.

6.1.4.2 The recommended type of fasteners shall conform to the following test:

- (i) Salt spray test - 1000 hours
- (ii) Kesternich test - 15 cycles.
- (iii) Humidity test - 1000 hours.
- (iv) UV test - 2000 hours.

6.1.4.3 All fasteners and screws shall be of the self-drilling type either concealed or screwed fixing, complete with preassembled ethylene propylene diene monomer (EPDM) rubber washers.

**6.1.5 Flashing and capping**

Approved 0.42 mm BMT ridge capping, flashing, capping and trimming shall be manufactured to the required shape and sizes. The flashing and capping materials used shall be from the same material as the roofing sheets.

**6.1.6 Sealants**

Only neutral cure silicone rubber sealant type Dow Corning 780 or equivalent shall be used conforming to AS 3902.

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### 1. General

- 1.1 Unless otherwise specified or shown in the Drawings, the timber species used for the Works shall be as stated hereinafter in the TABLE H1. The strength grouping for timber shall be in accordance with MS 544 as shown hereinafter in the TABLE H2.
- 1.2 All carpentry and joinery work shall include all necessary notching, halving, morticing and tenoning, wedging, scarfing, dovetailing, sinking for heads of bolts and nuts and trimming for opening.
- 1.3 All carpentry work shall be left with a sawn surface except where particularly described to be wrot. All joinery shall be wrot and finished with sand paper as required and all sizes stated are the finished sizes. Sizes for carpentry shall be within the tolerances stated in sub-section 2.1 and sizes for joinery shall be within the tolerances stated in sub-section 2.2.
- 1.4 Unless otherwise indicated in the Drawings, all fire protection materials and systems must show evidence that they have been subjected to the fire resistance test in accordance with BS 476 or other approved equivalent standards.

### 2. Timber Grades And Size Tolerances

- 2.1 Unless otherwise specified, sawn timber for carpentry work shall be as stated hereunder:
  - (i) Select Grade - for roof truss
  - (ii) Standard Structural Grade - for structural work
  - (iii) Sound Grade - for General Market Specification (GMS) and strips
  - (iv) Serviceable Grade - for scantling
- 2.2 Grading shall be carried in accordance with the Malaysian Grading Rules (MGR) by timber graders registered with the MTIB. Every timber consignment shall be accompanied by the Grading Summary certified by the registered timber grader. The sizes of sawn timber, except where otherwise specified, shall be within the margin of permissible variations stated hereunder:
  - (i) For widths, depths or thicknesses not exceeding 75 mm - within 3 mm of the specified size
  - (ii) For widths, depths or thicknesses exceeding 75 mm - within 5 mm of the specified size.
- 2.3 The Contractor shall provide any necessary blocks, wedges or battens to compensate for irregular surfaces caused by any variations in size of timbers hereby permitted.
- 2.4 Unless otherwise specified, sawn timber for joinery work shall be of Sound Grade (General Market Specification (GMS) and Strips) and Serviceable Grade (Scantlings). The finished size for joinery, unless otherwise specified, shall be within the margin of permissible variation stated hereunder:
  - (i) For widths, within 3 mm of the specified finished size.
  - (ii) For thicknesses, within 2 mm of the specified finished size.

### 3. Treatment Of Timber

- 3.1 All timber except the heartwood of the naturally durable timbers as scheduled in TABLE H2 hereinafter and timber for formwork, scaffolding, and other temporary



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works shall be impregnated by means of vacuum pressure processes in accordance with MS 360 using copper/chrome/arsenic (CCA) wood preservatives conforming to MS 733 in the treatment plant registered with the MTIB.


- 3.2 If a timber component has sufficient natural resistance to decay and insect attack by virtue of the natural durability of its heartwood, it may be used without treatment even where the hazard exists. The natural durability classification of Peninsular Malaysia and Sabah and Sarawak timbers for ground contacts can be found in MS 360 and as shown in TABLE H4 and TABLE H5. Sapwood should not be used without preservative treatment
- 3.3 Unless otherwise specified, the average moisture content for all timber shall not exceed 25% in accordance with MS 360. The moisture content shall be determined in accordance with one of the methods given in MS 837.
- 3.4 All timber shall be sawn or planed before treatment to achieve the finished cross-section required. As far as possible, all cross-cutting, boring, drilling or other processing should be carried out before treatment.
- 3.5 The pH value of the treating solution shall not be higher than 3.0 when determined by a glass electrode or pH paper at ambient temperature in accordance with MS 360.
- 3.6 The net dry salt retention shall be determined in accordance with one of the methods given in MS 360 and MS 821. The minimum salt penetration shall be determined by one the test methods given in MS 833.
- 3.7 The material shall be collected by drilling to the required depth as recommended and shown in MS 360 -TABLE 4. It can also be collected by sawing to the required depths, and then chipped to the small size. Either sawdust or chipped materials shall be ground to fine powder.

3.7.1 The minimum nett dry salt retention for CCA shall be as shown in the table below:

No	Use	Minimum Net Dry Salt Retention For CCA
i)	Interior and above the ground	5.6 kg/m <sup>3</sup>
ii)	Exterior and above the ground	8.0 kg/m <sup>3</sup>
iii)	Exterior and in contact with the ground (other than foundation piles)	12.0 kg/m <sup>3</sup>

3.7.2 All sapwood shall be fully penetrated by the preservative and for heartwood, the depth of penetration shall be 12 mm.

- 3.8 The Contractor, when required by the S.O. shall produce a certificate from a preservative treatment plant which certifies that timber required to be impregnated by means of vacuum pressure processes has been impregnated and has achieved the necessary nett dry salt retention. Notwithstanding the certificate, the S.O. reserves the right to carry out independent tests to determine the nett dry salt retention and the result so obtained shall be conclusive.

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### 3.8.1 Treatment certificate

3.8.1.1 A treatment certificate shall be produced for each batch of timber delivered from the treatment plant. The relevant charge sheets shall be attached with each treatment certificate. The following information shall appear on the certificate:

- (i) name and address of buyer;
- (ii) project title/reference;
- (iii) name of treating company;
- (iv) name of preservative(s) used;
- (v) average retention of preservative obtained;
- (vi) charge sheet number and date of treatment;
- (vii) species of timber treated together with sizes and volume;
- (viii) commodity and hazard class; and
- (ix) other registration number (where applicable)


3.8.1.2 The certificate shall be signed by authorized personnel of the treating company, certifying that the timber has been treated in accordance with MS 360.

## 4. Moisture Content And Storage

- 4.1 At the time of installation, the moisture content of the timber for the various applications shall not exceed that as specified in TABLE H3.
- 4.2 Moisture content for foundation piles, formworks and temporary works is not critical for these applications and therefore is not specified.
- 4.3 Moisture content of timber shall be determined in accordance with MS 837.
- 4.4 On delivery to the site, all timber other than timber for foundation piles, formworks and temporary works shall be properly open-stacked, under cover. Kiln dried timber shall be properly wrapped and stored under cover if it is not used immediately.

## 5. Structural Assemblies Of Timber

- 5.1 The workmanship and method of assembly of structural timber shall generally be in accordance with MS 544 and in particular, the following requirements:
  - (i) The quality of the surface, as finished, shall be appropriate to the position and use of the timber.
  - (ii) When grade or other necessary marks are removed, provisions shall be made for remarking in accordance with Malaysian Grading Rules. Surfaces at any joint in an assembly shall be such that the parts may be brought into contact over the whole area of the joint before connectors are inserted or any pressure or restraint from the fastening is applied. These surfaces shall have a good sawn or planed finish.
  - (iii) Bearing surfaces of notches and other cuttings shall be true and smooth and in appropriate relation to the other surfaces of the piece.
- 5.2 Notches other than at the ends of beams shall be U-shaped formed by parallel cuts to previously drilled holes. The diameter of the hole shall be equal to the width of the required notch.

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- 5.3 Where splitting is likely to have a deleterious effect, end sealing is recommended. For timbers known to split and check especially after installation, the ends of the boards and scantlings shall be protected with a coating designed to minimise end checking and checking and splitting. In severe cases where the ends and sides of heavy joists of timbers are liable to excessive split and check due to exposure to windward slanting sunlight, appropriate skirting or cover with a thin timber board shall be necessary.

## 6. Timber Joints

- 6.1 When solid timber members are to be jointed together using mechanical fasteners, the workmanship and method of assembly shall be in accordance with MS 544 Part 5. The mechanical fasteners are as listed below:

### 6.1.1 Nailed joint

Where necessary to avoid splitting, nails shall be driven into pre-drilled holes or diameter not greater than four-fifths of the diameter of the nails. Care shall be taken to avoid placing nails in any end split.

### 6.1.2 Screwed joint

Lead holes shall be used to ensure good workmanship in making screwed joints. The diameter of the hole for the shank shall be equal to the diameter of the shank, and for the threaded portion, the diameter of the hole shall not be greater than seven-eighth of the diameter of the root diameter of the screw thread adjacent to the shank. Care shall be taken to avoid placing screws in any end split.


### 6.1.3 Bolted joint

6.1.3.1 Bolt holes shall be drilled to diameters as close as possible to the nominal diameter of the bolt and in no case more than 2 mm larger than the bolt diameter. Care shall be taken to avoid placing a bolt in any end split. A minimum of one complete thread shall protrude from the nut.

6.1.3.2 A washer shall be fitted under the head of each bolt and under each nut. The minimum sizes of washers are as given in Part 6 of MS 544. Where joints using split-rings are to be used, as shown in the Drawings, the members of the joints shall be fitted together in their appropriate positions and clamped or spiked together before drilling. Alternatively, drilling jigs or multiple head boring machines may be used, or individual members may be marked out from the setting-out or by use of prepared templates.

6.1.3.3 If either of the latter methods is employed, sample members (usually the first ones produced) shall be carefully checked against the setting-out.


6.1.3.4 In all instances holes for bolt positions shall be accurately determined by reference to the point intersection of the centre lines of the member. Great care is necessary if the first set members marked out is to be used subsequently as drilling templates. Greater accuracy can usually be obtained by the use of special marking or drilling templates located by a pin at the intersection of the center lines.

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- 6.1.3.5 Bolts holes shall be drilled at right angles to the surface of the joint. The contact surfaces of the members should be grooved to the appropriate dimensions as given in Part 6 of MS 544.
- 6.1.3.6 Drilling and grooving may be done in a single operation; alternatively, if the hole is predrilled the pilot of the grooving tool shall fit in the bolt hole, thus centering the groove about the hole.
- 6.1.3.7 Care shall be taken to ensure that all chips and shavings are removed, and rings shall be expanded before being placed in the grooves.
- 6.1.3.8 The joint shall be finally assembled and bolts inserted. Washers of the correct dimension shall be placed under the head of the bolt and the nut, and the nut tightened to hold the members together.
- 6.1.3.9 Recess for shear-plate connectors shall be accurately cut by means of a suitable tool to be appropriate dimensions as given in MS 544 - Part 6.
- 6.1.3.10 Assembly of units shall be done on a level bed and in such a way as to avoid damage to any of the members and so that the finished structural units conform to detailed Drawings and specification supplied.
- 6.1.3.11 When assembly is to be performed on the site, one set of component parts shall be fitted together and dismantled prior to dispatch to the site, in order to ensure that the assembled structural units conform to the detailed Drawings and Specifications. Twisted or damaged members shall be replaced before erection on the site.
- 6.1.3.12 Before proceeding with bulk production, a complete assembly of one of each framed truss or other structural unit shall be checked to prove the accuracy of the templates, et cetera A similar check shall be carried out from time to time to control the wear and tear on templates and gauges.
- 6.1.3.13 Timber members and built-up units shall be marked in accordance with a marking diagram.

## **7. Prefabricated Timber Roof Truss System**

- 7.1 All prefabricated components shall be manufactured only by reputable licensed truss suppliers and approved by the S.O. This supplier duly termed as 'System Provider' is responsible for the analysis, design, detailing, drawing, manufacture, material, handling and erection of the roof members, and their ancillary fixing components. The full requirement is outlined in the Specification for Prefabricated Timber Roof Trusses (JKR 20601-0190-12) or the latest edition published by JKR.
- 7.2 System Provider
  - 7.2.1 The System Provider (S.P.) is a supplier of a proprietary roof truss system appointed by the Contractor and approved by the S.O., which employs Quality Assurance procedures in the design, detailing, connection, bracing,

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- 8.10.4 Proper transit, storage and construction methods are required to avoid rapid changes in the moisture content of glued laminated timber members at site. If the storage at site takes longer period prior to installation than the Contractor shall ensure that, the wrapping of glued laminated timber members shall be cut on the underside to prevent the accumulation of water condensation.
- 8.10.5 During handling, correct lifting equipment shall be used. All glued laminated timber members must be protected from damages due to straps, chains and wire ropes.
- 8.10.6 During erection, glued laminated timber frame shall be properly braced that is permanent and temporary bracing to provide stability in accordance with the method statement prepared by the Contractor and approved by the S.O.
- 8.10.7 The Contractor shall ensure the accuracy of the prepared foundation, position of glued laminated timber structure, base plate and holding down bolts. Any discrepancies and deviations shall be remedied by the Contractor to S.O.'s approval before erection commences.
- 8.10.8 All end grains shall be protected from moisture or water accumulation by provision of permanent steel end capping.

#### 8.11 Defects And Alteration

- 8.11.1 Glued laminated timber structures shall not have any debonding. Glued laminated timber structures affected by debonding shall be marked as 'Rejected' and removed from site.
- 8.11.2 No element of the glued laminated timber structures shall be cut, notched, detached from their connections or altered from its original condition after delivery to site without the prior written approval of the S.O.
- 8.11.3 Where defects exceeding the limits or permitted tolerances are detected, rectification works shall not be carried out unless with written approval of the S.O.


#### 8.12 Warranty

- 8.12.1 The Contractor shall submit to the S.O. a performance warranty by the manufacturer to the Government on the performance of the glued laminated timber member against debonding which may occur during a period of ten (10) years from the date of practical completion. The terms of the performance warranty shall be as stipulated in APPENDIX H/1 and as approved by the S.O.

### 9. Carpentry Works

- 9.1 All carpentry shall be accurately set out in strict accordance with the Drawings and shall be framed together and securely fixed to the approval of the S.O. Timber framing shall be properly braced and checked, halve, screwed or bolted together as required. Longitudinal joints in plates, ridge, fascias, et cetera shall be formed over supports. Those timber members with lapped joints shall lap at least 150mm or twice the depth of the timber whichever is the greater. The brads, nails, screws, spikes, plugs, bolts, framing anchors and timber connectors shall be provided wherever necessary and as detailed. Other than those detailed, no joints are permitted in structural work unless prior permission is obtained from the S.O. No structural member shall be notched unless instructed by the S.O.



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- 9.2 For the carpentry works, timbers shall, as far as possible be in piece between continuing lengths. At corners, timbers shall be halved for materials of the same thickness, and sufficiently lapped for materials of different thicknesses.

## 10. Joinery Works


- 10.1 All doors, windows, louvers, screens and the like shall be constructed as shown in the Drawings. Frames shall be assembled at the commencement of the work and all members shall be carefully morticed and tenoned together but no wedging, pinning or gluing shall be done until the framing is prepared in readiness for immediate fixing. All doors, windows, louvers, screens and the like shall be properly stored on site.
- 10.2 Immediately before fixing in its final position, joinery shall be wedge and pinned by drawn hole pinning with 10 mm diameter Strength Group 1 and 2 timber dowels pins. The pins shall be left projecting until permission is given for flushing off. The methods of framing and putting together of all Works shall be approved by the S.O. before being executed. Any portions that warp, twist or develop any other defects shall be replaced before wedging up. All framed work shall be pinned before being framed together.
- 10.3 The choice of species for joinery should be based on working properties of timbers that is maximum percentage of shrinkage.
- 10.4 Jointing or connection for joinery that is nailed joint, screwed joint, coach screwed joint or bolted joint shall comply with MS 544 Part 5.

## 11. Timber Floor Finish

- 11.1 Unless otherwise shown in the Drawings, timber floors shall be constructed using 100 mm x 38 mm wrot, tongued and grooved boarding's, well cramped up and secret nailed to each joist or batten with 62 mm wire nails. Floor boarding shall be in long lengths with splayed heading joints and no two adjacent joints shall occur over the same joist. On completion, the flooring shall be planed, sanded and all gaps sealed with an approved sealer. The floor shall then be cleaned off and unless otherwise specified, it shall be finished with three coats of approved polyurethane paint applied strictly in accordance with the manufacturer's instructions.
- 11.2 Wrot timber skirting shall be provided where shown and as detailed in the Drawings. Skirting shall be in long lengths with splayed heading joints and with mitres, returns and ends neatly cut and fitted and fixed to grounds.
- 11.3 Where engineered timber flooring are specified or shown in the Drawings, it shall be finished with high abrasive protective overlay and a moisture barrier balancing film to be applied on timber flooring backing in accordance with the manufacturer's recommendations and S.O's approval.
- 11.4 Timber strip and parquet flooring shall be as specified in SECTION K: PLASTERING, PAVING AND TILING WORKS.

## 12. Ceiling Timber Battens

Where ceiling battens are used for ceilings, it shall be fixed to the frames with butt 'V' joint using nails or screws. Asbestos-free cement flat sheets for ceiling shall be 5 mm thick fixed to frames using mitred profiled timber cover battens and brass screws with rounded edge

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## 1. General

This section provides the generally applicable requirements for steel and metal for the construction of structures, building components and related works. All materials shall conform to the relevant Malaysian or British or European Standards.

## 2. Hot Rolled Structural Steelworks

2.1 All hot rolled structural steelwork design, materials, drawings, workmanship, protective treatment, fire protection and quality assurance shall be in accordance with the Specification for Structural Steelworks No. JKR 20601-0191-12 or the latest edition published by JKR.

### 2.2 Quality Assurance

The Contractor shall submit a Quality Assurance programme as specified in the Specification for Structural Steelworks as in sub-section 2.1.

### 2.3 Drawings

2.3.1 The Contractor shall prepare Drawings with details in accordance with MS EN 1993 or other relevant standards. The Drawings shall be certified by a Professional Engineer. He shall also prepare Drawings and arrangements of temporary steelworks for the different stages of construction in compliance with the requirements specified in the Specification for Structural Steelworks as in sub-section 2.1.

2.3.2 The Drawings to be submitted are as follows:

- (i) Fabrication drawings;
- (ii) Erection drawings;
- (iii) As-built drawings.


### 2.4 Records

2.4.1 The Contractor shall submit to the S.O., document and records which shall include but not limited to:

- (i) Document register;
- (ii) Drawings and design calculations and documentation registers;
- (iii) Certificates for materials and consumables;
- (iv) Calibration of equipment;
- (v) Weld procedures, concessions et cetera;
- (vi) Inspection and test reports;
- (vii) Delivery schedules and method statements;
- (viii) Surveys and final inspection results;
- (ix) Completion of erection and hand over certification.

## 3. Prefabricated Cold Formed Steel Roof Trusses

3.1 All prefabricated components shall be manufactured only by reputable licensed truss suppliers and approved by the S.O. This supplier duly termed as 'System Provider' is responsible for the analysis, design, detailing, drawing, manufacture, material, handling and erection of the roof members, and their ancillary fixing components. The full requirement is outlined in the Specification for Prefabricated Cold Formed Steel Roof Trusses (JKR 20601-0186-11) or the latest edition published by JKR.

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### 3.2 System Provider

The System Provider (S.P) is a supplier of a proprietary roof truss system appointed by the Contractor and approved by the S.O, which employs Quality Assurance procedures in the design, detailing, connection, bracing, erection criteria and manufacture of truss components for the structural roof truss system.

### 3.3 Duties Of Professional Engineer

3.3.1 The S.P. shall appoint a Professional Engineer (P.E.) whose duties shall include the following:

- (i) Preparation of roof truss analysis and design;
- (ii) Preparation of drawings;
- (iii) Design changes in every stage of work;
- (iv) Certification for completion of roof truss installation;
- (v) Final certification for roof truss installation prior to issuance of Certificate of Practical Completion for the whole Works to the Contractor.

### 3.4 Fabricator

All trusses shall only be assembled by licensed fabricators approved by the S.P. and registered with CIDB. A copy of CIDB registration certificate shall be submitted to the S.O. for verification.

### 3.5 Installer

All installation works shall be executed and supervised by qualified personnel with valid certificate issued by CIDB. The S.O. shall verify the identification and qualification of the installer prior to the installation.


### 3.6 General Truss Limitation

3.6.1 Prior to any pre fabricated cold formed roof trusses works, the following general limitation shall be applied:

- (i) Maximum unsupported truss span 13 m with permitted deviation of  $\pm 0.05$  m.
- (ii) Maximum truss spacing of 1.2 m with permitted deviation of  $\pm 0.025$  m.
- (iii) The minimum basic wind speed shall be 35 m/s. However, the minimum basic wind speed shall be increased to 41 m/s for lightweight roof covering.
- (iv) Minimum base steel thickness for main truss member shall be:
  - a) 1 mm for unsymmetrical section or open cross section;
  - b) 0.6 mm for symmetrical machine-manufactured box or closed cross section.
- (v) Minimum base steel thickness for other truss element shall be:
  - a) 0.5 mm for batten or purlin;
  - b) 1.2 mm for wall plate;
  - c) 1 mm for all bracings.

### 3.7 Analysis, Design Report And Drawings Submission

3.7.1 The S.P. through the Contractor shall propose to the S.O. for his approval a roof truss system which is safe, functional and conforming to design

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standard. Submission of proposal shall include truss analysis, design report, and construction drawings. The truss analysis shall indicate all loads, load combinations, connections criteria, bracings and tie-down of the truss. Design output of the truss members, battens, connections, tie-down and wall plates, anchors, bracings, truss accessories, splicing and stiffeners where related to the analysis shall be included in the design report. (Refer to Appendix 3 of JKR 20601-0186-11)

- 3.7.2 All details in the construction drawings shall be sufficient to enable checking against the analysis and design report, including specifying and providing the truss layout and configuration, steel grades, section properties of members, length of members in each truss configuration, properties of truss accessories, specification of corrosion protection, specification of fastener and anchor, tie-down and anchoring details and all types of connection details including the connection of all attachments to the trusses.
- 3.7.3 Technical specifications or mill certificates for base steel, fastener and anchor shall also be included in the submission. Verification test certificate from an approved accredited laboratory on the technical parameter specified in the technical specifications or mill certificates shall be submitted upon request by the S.O.


### 3.8 Warranty

- 3.8.1 When a prefabricated cold formed steel roof truss system is used, the Contractor shall submit to the S.O. a warranty from the S.P. with the following provisions:
  - (i) The products used are genuine and free from manufacturing defects;
  - (ii) The prefabricated cold formed steel roof truss system is installed in accordance with the S.P.'s instructions, guidance and specifications that will deliver the specified level of performance;
  - (iii) The warranty certificate shall cover a period of ten (10) years from the date of Certificate of Practical Completion against any defect or failure due to the installation and workmanship by the S.P.'s registered panel installer.

## 4. Metal Frames For Doors And Windows

### 4.1 Steel Frames

- 4.1.1 The Contractor shall supply, assemble and fix steel frames for doors and windows as shown on the Drawings. The steel frames shall comply with BS 6510, and shall be from an approved source and shop-primed with two coats of red lead oxide or other approved rust resisting primer.
- 4.1.2 The steel frames shall be manufactured from sections rolled from good commercial grade galvanized mild steel in single sections, mechanically straightened with all corners pre-cut with a 45 degrees mitre joint giving a snug and accurate fit, fully electrically welded, and carefully ground and cleaned, or shall be mechanically jointed by an approved method.
- 4.1.3 All screws, nuts, bolts and washers shall be of stainless steel.
- 4.1.4 Steel frames shall be painted as specified in SECTION O: PAINTING WORKS.

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## 1. General

### 1.1 Cement

1.1.1 The cement, unless otherwise described shall be Ordinary Portland Cement, complying with MS 522 as specified in SECTION D: CONCRETE WORKS or Masonry Cement complying with MS 794.

1.1.2 White and coloured cement shall be of approved manufacture.

### 1.2 Plasticiser

The plasticizer shall be of approved manufacture and used strictly in accordance with the manufacturer's recommendation.

### 1.3 Plasterlime

The plasterlime shall be of approved manufacture and shall comply with BS 890 and shall be applied strictly in accordance with the manufacturer's recommendation.

### 1.4 Sand

The sand for external rendering, internal plastering and floor screeding shall comply with MS 29 for fine aggregates. Sand for plastering using gypsum shall comply with MS 701.

### 1.5 Water

Water for mixing shall be clear and free from harmful matter as specified in SECTION D: CONCRETE WORKS.

### 1.6 Mixing

1.6.1 All mixing of mortar for plaster and screed shall be done by machine. Hand mixing shall only be allowed for small quantities and with the approval of the S.O. Hand mixing shall be done on a clean platform. The water content of the mix shall be only the minimum required to give a workable mix.

1.6.2 Mortar for plaster and screed shall be used up within forty five (45) minutes after mixing.


1.6.3 For gypsum plaster, mixes shall be used up within one (1) hour after mixing.

1.6.4 No remaking of the mix shall be permitted thereafter.

### 1.7 Surface Preparation

1.7.1 Where possible cement paving, screeding and rendering on concrete surface shall be laid while the concrete is still green that is after the final set but not later than twenty four (24) hours of laying concrete. The concrete surfaces shall be brushed with a stiff broom before it has hardened to remove laitance and give a roughened surface. Hardened concrete surfaces shall be thoroughly hacked to form a key to the approval of the S.O.

1.7.2 Before any paving, screeding or rendering is applied, all surfaces shall be thoroughly cleaned and wetted and be in damp state at the time the paving, screeding or rendering is applied.

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1.7.3 Where plastering and rendering are to be applied in several coats, the surface of each preceding coat shall be scratched while still green to form key for the subsequent coat.

#### 1.8 Bay

Paving and screeding shall be laid in alternate bays. On hardened concrete bases, each bay shall not exceed 15 m<sup>2</sup>. On the surface where the concrete is still green, each bay shall not exceed 30 m<sup>2</sup>. Where bays are not square, the ratio of the length between adjacent sides of each bay shall be approximately 1:1.5. The joints in paving screed shall coincide as nearly as possible with joints in the base.

#### 1.9 Curing and Protection

Unless otherwise specified hereinafter, the screeds shall be cured for three (3) to seven (7) days after laying, and protected from rapid drying by covering with polyethylene sheets or tarpaulins and shall also be protected from any damage.

#### 1.10 Making Good

1.10.1 Defective screeds shall be cut out and made good with fresh screed and sufficient time shall be allowed for the screed to dry prior to the laying of the floor finish.

1.10.2 Defective plastering and rendering shall be made good by cutting out the defective part to a rectangular shape, and the edges shall be undercut to form dovetail-key and finished flush with the surrounding work.

#### 1.11 Samples

The Contractor shall supply the S.O. with samples of materials and/or sample of finished work for approval. Approved samples shall be kept at site for reference.

#### 1.12 Tools

Proper tools shall be used for all scribing, scoring, splicing, smoothing edges, making angles et cetera of tiles, bricks and others so as to produce neat and fit joints.


#### 1.13 Types Of Finishes

The appropriate type of finishes to be used in the various locations of the works shall be as shown on the Drawings or as tabulated in the schedule of finishes. Unless otherwise shown on the Drawings or described in the B.Q., the finishes and their dimensions shall be as specified hereinafter.

#### 1.14 Cornices And Angles

1.14.1 The cornices and moulded work shall be clean and accurately formed to the section shown on the Drawings. All mitres, stops and enrichments and moulding shall follow the details as shown on the Drawings, all to the approval of the S.O.


1.14.2 All rounded and moulded angles shall be of the same material mix as the adjacent finish. For narrow reveal, splays and returns under 30 mm wide, Class D plaster to BS 1991 shall be used.

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#### 4. Tiling Work

##### 4.1 Ceramic Tile


- 4.1.1 In general all ceramic tiles manufactured locally are using the 'dry-pressed' manufacturing process and the ceramic tiles are categorized based on their water absorption rate as defined in the MS 1294, MS ISO 13006 or the International Standard Organization (ISO) Standards (ISO 13006).
- 4.1.2 The methods and materials used in the installation of ceramic tiles under normal internal conditions shall comply with MS 1294-1 and the installation of ceramic tiles under normal external conditions shall comply with MS 1294-2.
- 4.1.3 The installation of tiling works requires skilled operatives working safely using protective clothing and equipment where appropriate; workmanship shall comply with BS 8000-11 for ceramic tiles.
- 4.1.4 Unless otherwise shown on the Drawings, ceramic tiles to internal and external floor for heavy duty areas shall be vitrified with water absorption less than 0.5% [Classification Group BIa] also referred to as heavy duty tiles shall comply with MS ISO 13006 and the size shall be tiles 300 mm x 300 mm x 12 mm thick.
- 4.1.5 Unless otherwise shown on the Drawings, ceramic tiles to internal floor areas under normal condition shall be vitrified with water absorption less than 3% [Classification Group BIa or BIb] shall be vitreous hard wearing non-slip glazed complying with MS ISO 13006 and the tile size shall be 300 mm x 300 mm.
- 4.1.6 Unless otherwise specified in the Drawings or described in the B.Q., ceramic tile skirting shall match the flooring tiles and shall be 300 mm x 100 mm laid lengthwise on cement and sand (1:3) screed as described. All angles to skirting shall be neatly cut to fit all abutments.
- 4.1.7 Unless otherwise specified in the Drawings, accessories such as skirting (bull nose or cove base), step tiles, step nosing, edging strips, angle tiles (internal and external), etc. shall be of an approved type standard manufacture from the same material to match flooring. Unless otherwise shown on the Drawings, skirting shall be 100 mm high, stair nosing shall be minimum 20 mm wide laid full length of the treads and of bull nose profile, and edging strips 25 mm wide.
- 4.1.8 Unless otherwise shown on the Drawings, ceramic tiles for internal walls shall be scuff-resistant glazed vitrified tiles with water absorption less than 6% [Classification Group BIIa or BIIb] shall comply with MS ISO 13006. Unless otherwise specified, the minimum tile size shall be of 300 mm x 300 mm.
- 4.1.9 Unless otherwise shown on the Drawings, ceramic tiles for external walls up to first floor height shall be scuff-resistant glazed vitrified tiles with water absorption less than 3% [Classification Group BIa or BIb] and shall comply with MS ISO 13006. The tiles maximum size shall be of 300 mm x 300 mm.
- 4.1.10 Unless otherwise shown on the Drawings, ceramic tiles for external walls used above first floor height shall be scuff-resistant glazed vitrified tiles with water absorption less than 0.5% [Classification Group BIa] shall

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comply with MS ISO 13006. The tiles maximum size shall be of 300 mm x 300 mm.

- 4.1.11 Unless otherwise specified in the Drawings, all ceramic tiles for walls and floors shall be of 1st Grade or Grade A with approved surface finish & texture, colour and manufacture.
- 4.1.12 Ceramic tiles used for walls which have high water absorption characteristics shall be bedded with approved tile adhesive to the manufacturer's specification on 20 mm thick cement and sand (1:3) render which has sufficiently cured. The tiles shall be laid with 2 mm to 3 mm gap and all joints shall be filled with approved tile proprietary grout to match. Exposed edges of tiling shall be finished with rounded on edge tiles. Ceramic tiles of Classification Group BIII with water absorption >10% shall not be used under any conditions.
- 4.1.13 Porous tiles shall be soaked before fixing to prevent rapid suction and subsequent failure in bonding with the mortar bed. Tiles should be removed from their cartons and completely immersed in clean water for at least thirty (30) minutes. After soaking, they should be stacked tightly together, with the end tiles face outwards, on a clean surface and allowed to drain. Tiles classified in MS ISO 13006 in Groups BIb and BIII require this saturation treatment; soaking of tiles of Group BIa, BIb and BIIa is unnecessary, refer to MS 1294-1.
- 4.1.14 Unless otherwise instructed by the manufacturer, the tiles should be fixed dry. All tile installation shall use approved type cementitious adhesives. The selection and application of ceramic tile adhesives for internal and external tile installations on walls and floors shall comply with MS ISO 13007-1 and MS 1294.
- 4.1.15 Grouts used shall be of proprietary grout with good working characteristics, low shrinkage and good adhesion to edges of the tiles complying with MS ISO 13007-3. The selection of the type of grout shall be to the manufacturer's recommendation. Sanded grout shall be used for tile joint width of 4 mm or more. Non-sanded grouts shall be used for installation in joints of 4 mm width or less. The application of ceramic tile grouts for internal and external tile installations on walls and floors shall comply with MS 1294.
- 4.1.16 Tiles shall be laid with joints not exceeding 3 mm wide to be filled with coloured grout. Admixtures shall be used in accordance with the manufacturer's recommendation and they shall not be added to the proprietary grout unless approved by the grout manufacturer. Admixtures are added for improving the resilience and reducing the water permeability of the hardened grout mortar.
- 4.1.17 Unless otherwise shown on the Drawings, movement joints should be located in the tiles installation to coincide and be continuous with all existing structural movement joints, although they are actually formed as separate joints isolated by suitable thickness of back-up material.
- 4.1.18 Unless otherwise shown on the Drawings, the movement joints with consultation with the designers shall be positioned at the following locations:
- (i) Over existing and/or structural movement joints;
  - (ii) Where tiling abuts other materials;



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- (iii) Where tiling is continuous across junctions of different background materials;
- (iv) In large tile areas, at internal vertical corners and at 3 m to 4.5 m centers horizontally and vertically; and
- (v) Where stresses are likely to be concentrated, for example at changes of alignment.

4.1.19 Unless otherwise specified in the Drawings, joint sealant materials for movement joints shall be selected and applied in accordance with the guidance given BS 6213.

4.1.20 Where large format ceramic tiles are required for walls and to be fixed above first floor height, they shall be secured by mechanical means. When the thickness of tile exceeds 12.5 mm and the weight of tile is more than 32 kg/m<sup>2</sup>, mechanical fixing is recommended. All mechanical fixing methods shall be certified by a competent Professional Engineer and to the approval of the S.O.

4.1.21 Pull-out test shall be carried out after twenty eight (28) days installation for every maximum area 500 m<sup>2</sup> or on the tiles that are suspected of hollowness, at the instruction of the S.O.

4.1.22 Adhesion strength of the pull-out test shall exceed 0.5 N/mm<sup>2</sup> for walls with cement:sand mortar bedding or 1.0N/mm<sup>2</sup> with adhesive bedding. Pull-out test shall be carried out in accordance to MS ISO 13007-2 and as recommended by the tile adhesive manufacturer. Location and number of test point for the pull-out test shall be as requested by the S.O.

**4.2 Precast Terrazzo Tiles**


4.2.1 Unless otherwise shown on the Drawings, precast terrazzo tiles of an approved manufacture shall be 100 mm x 300 mm x 20 mm thick machine-pressed tiles comprising of 6 mm limestone aggregate and coloured cement.

4.2.2 The tiles shall be soaked prior to laying and shall be laid butt jointed on 20 mm thick semi-dry cement and sand screed. The laying shall be done while the screed is still green. All joints between the tiles shall be grouted with coloured cement to match.

4.2.3 The tiles shall be rubbed down to a smooth surface after a minimum of two days or laying by means of Carborundum stone. Tile impregnator shall then be applied strictly in accordance with the manufacturer's recommendation on to the terrazzo surface to prevent future staining.

4.2.4 Unless otherwise stated in the Drawings, nosing and edging tiles to edges of flooring and treads of concrete stairs shall be of an approved type and to match with the flooring accessories such as skirting (bull nose or cove base), step tiles, step nosing, edging strips, angle tiles (internal and external), etc. shall be of an approved type from the same material to match flooring.

4.2.5 Unless otherwise shown on the Drawings, skirting shall be 100 mm high, stair nosing shall be minimum 20 mm wide laid full length of the treads and of bull nose profile, and edging strips 25 mm wide.

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#### 4.3 Mosaic


- 4.3.1 Unless otherwise shown on the Drawings, mosaic tiling to floors shall be semi-glazed tiles and shall be of an approved colour and manufacture.
- 4.3.2 Unless otherwise shown on the Drawings, mosaic tiling to walls shall be fully glazed tile and shall be of approved colour and manufacture.
- 4.3.3 Unless otherwise shown on the Drawings or described in the B.Q., all skirting shall be 100 mm high to match floor tiling. The tiles at the bottom of the skirting shall be set at 45° to the horizontal and the top finished with cove tiles or edging strips to manufacturer's recommendation. The tiles required to form angles to skirting shall be neatly cut and fit to all abutments.
- 4.3.4 Mosaic tiling to floors shall be bedded on 20 mm thick semi-dry cement and sand (1:3) screed, laid on the concrete base which has been thoroughly cleaned and wetted.
- 4.3.5 Mosaic tiling to walls shall be evenly buttered with cement:sand mortar before bedding on 20 mm thick cement and sand (1:3) screed which has sufficiently cured. Alternatively the tiling shall be bedded with approved proprietary adhesive to manufacturer's recommendation onto the cement screed.
- 4.3.6 During bedding, the surface of the mosaic shall be checked and any unevenness shall be made good. Any misaligned or defective tiles shall be adjusted or replaced. All joints shall be grouted with approved proprietary grout or coloured cement and sand grout to match. The tiling shall be allowed to mature under damp condition for at least four (4) days before cleaning down.
- 4.3.7 The selection and application of tile adhesives for internal and external mosaic installations on walls and floors shall comply with MS ISO 13007-1. The selection and application of tile grouts for mosaic installations on walls and floors shall comply with MS ISO 13007-3.

#### 4.4 Quarry Tiles

- 4.4.1 Quarry tiles shall be of non-slip type 150 mm x 150 mm x 12 mm thick complying with MS 1088, 1089, 1090 and 1091. The tiles shall be bedded on 20 mm thick semi-dry cement and sand (1:3) screed with joints about 2 mm wide, laid on the concrete base which has been thoroughly cleaned and wetted. All tiles shall be soaked overnight before laying.
- 4.4.2 All skirting shall be 100 mm high with rounded top edge to match the tiles flooring. The tiles required to form angles to skirting shall be neatly cut and fit to all abutments.


#### 4.5 PVC Tiles/Sheets

- 4.5.1 PVC tiles or sheets shall be of approved type, pattern and colour. PVC tiles or sheets are to be of non-slip type and shall comply with MS 602. Tiles shall be 250 mm x 250 mm x 2 mm thick minimum. Sheets shall be 2 m roll width x 2 mm thick minimum.
- 4.5.2 Accessories such as skirting, stair nosing, edging strips etc. shall be of the same manufacture from similar material to match flooring. Unless otherwise described skirting shall be 100 mm high; stair nosing shall be 60

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## 1. General

- 1.1 All paints to be used shall be those supplied by approved manufacturers. The quality of paints shall comply with MS 125 in respect of oil/enamel paints and MS 134 in respect of emulsion paints/acrylic paint.
- 1.2 Prior to commencing painting work, the Contractor shall submit the following to the S.O.:
  - (i) Name of the paint manufacturer and the manufacturer's certification that the paint conform to the relevant standard as specified in sub-section 1.1 hereof together with the proof that such certification have been verified by tests carried out by SIRIM or ISO in the last three (3) years.
  - (ii) The performance warranty by the manufacturer to the Government on the performance of the paint against any peeling, cracking, fungus/ algae growth and discoloration which may arise during a period of five (5) years or more from the date of practical completion due to insufficiency in material or workmanship. The terms of the performance warranty shall be as stipulated in APPENDIX O/1 and as approved by the S.O.
  - (iii) Name of the painting applicator as approved by the paint manufacturer including written evidence of the current approval.
  - (iv) A copy of the method statement including procedure for the painting works in accordance with these specification and manufacturer's instructions.
- 1.3 All paints shall be delivered to the Site in the manufacturer's original sealed containers unopened and shall be used strictly in accordance with the manufacturer's instructions.
- 1.4 Paints shall not be adulterated and any paint that has deteriorated shall not be used and shall be removed from the Site forthwith.
- 1.5 Unless otherwise specified in the Drawings, the types of paints to be used for the work on exposed surfaces shall be as stated in the 'Schedule of Paint Finish' attached hereinafter.
- 1.6 The colours and tints of paints shall be selected by the S.O. and the priming, undercoats and finishing coats shall be of approved differing tints and shall be obtained from the same manufacturer.
- 1.7 No painting shall be done under conditions which may jeopardize the quality of finish paintwork.
- 1.8 During painting, care shall be taken to prevent stain or damage to other works.
- 1.9 Surfaces to be painted shall be dry, free from dirt, oil, grease, old loose paint and other deleterious matter. All cracks shall be raked out and stopped and all holes and dents shall be filled.
- 1.10 Unless otherwise specified in the manufacturer's instructions, each coat of paint applied on timber or metal surfaces shall be allowed to dry and subsequently rubbed down lightly with sandpaper before the next coat is applied. Any dirt or dust shall be removed from preceding coats immediately before proceeding with application of the next coat.
- 1.11 All priming to shop fabricated components shall be done at shop.
- 1.12 All prime surfaces shall be inspected and approved by the S.O. before commencement of painting works.

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- 1.13 Finish surfaces shall be uniform in finish and colour and be free from brush marks or other defects.
- 1.14 Sample areas showing all tints of paints to be used shall be prepared by the Contractor as and when required by the S.O.

## 2. Painting To Timberwork

### 2.1 Painting To New Timberwork

- 2.1.1 Unless otherwise as shown on the Drawings, all exposed wrot surfaces of timber shall be painted as specified hereinafter.
- 2.1.2 Before painting to new timberwork, all knots shall be covered with knotting and all nail holes, cracks, et cetera shall be stopped with white lead and putty (1:3) and shall be primed with aluminium wood primer well brushed in.
- 2.1.3 Unless otherwise specified, the prepared surface shall be painted with one undercoat (alkyd undercoat) and shall be finished with two coats of premium semi-gloss fungus resisting alkyd paint or three (3) coats UV protection, low odour alkyd wood finish.
- 2.1.4 Timber decks shall be applied with three coats of scratch resistant, UV protection, fast drying low odour urethane alkyd wood finish. Each preceding coat shall be allowed to dry thoroughly and rubbed down lightly with fine sand paper and thoroughly cleaned before applying the next coat.
- 2.1.5 All timber surfaces abutting concrete or brickwork shall be primed before fixing or assembling.
- 2.1.6 All ironmongeries except hinges shall be removed before painting begins and shall be carefully re-fixed.


### 2.2 Repainting Existing Timberwork

Where repainting to existing timber work is specified, the following procedure shall be adhered to. If the surface is intact, it shall be rubbed down with fine sand paper to the approval of the S.O. Then one coat of undercoat shall be applied followed by two (2) coats of gloss enamel paint unless otherwise specified. Where cracking and flaking have occurred, the entire existing paint shall be removed by burning off or by use of paint remover as approved by the S.O. The surfaces shall then be thoroughly cleaned and shall be applied with one coat minimum wood primer followed by one (1) undercoat and unless otherwise specified in the Drawings, shall be finished with two (2) coats of gloss enamel paint.

## 3. Painting To Metalwork

### 3.1 Painting New Steel And Ironwork

The areas to be painted shall be cleaned down and be free from rust, scale, oil, grease, dirt and dust. One (1) coat of approved metallic primer shall be applied followed by one (1) coat of premium alkyd undercoat unless specified, and shall be finished with two (2) finishing coats of gloss/semi-gloss fungus resisting alkyd paint. Soil and vent pipes shall be primed as above and given two (2) coats of approved bituminous paint.

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- 8.2 Painting on car park parking bay floors shall be applied with one (1) coat of floor primer at 100 µm DFT, than followed with two (2) coats of floor polyurethane (PU) topcoat at 50 µm DFT per coat.
- 8.3 Painting on TNB sub-station internal floors shall be applied with one (1) coat of approved two-pack epoxy sealer, followed with two (2) coats of two pack epoxy floor coating at 50 µm DFT per coat, unless otherwise stated in the drawings

## 9. Painting To Timber-based Products

### 9.1 Chipboard Surfaces

- 9.1.1 Before painting, all nail holes, crevices and the like shall be stopped with white lead and putty (1:3). The surface shall then be smoothed by rubbing down with fine sand paper and finally cleaned to remove dust. Where the board is to be finished with enamel paint, one (1) undercoat and two (2) finishing coats of gloss enamel paint shall be applied. If the board is to be finished with emulsion paint, one (1) undercoat and two (2) coats of emulsion paint shall be applied.
- 9.1.2 Where repainting to existing enamel paint finished chipboard is required, the following procedure shall be adhered to. If the paintwork is still intact, it shall be rubbed down with fine sand paper to the approval of the S.O. Then one (1) coat of undercoat shall be applied followed by one (1) coat of gloss enamel paint.
- 9.1.3 Where cracking and flaking has occurred, the entire existing paint shall be removed by burning off, as approved by the S.O. The surfaces shall then thoroughly cleaned and shall be applied with one (1) undercoat and finished with two (2) coats of gloss enamel paint.
- 9.1.4 Where repainting to existing emulsion paint finished chipboard is required, the surface shall then be thoroughly cleaned and applied with two (2) coats of emulsion paint.

### 9.2 Hardboard Surfaces

Before painting to hardboard, all nail holes, crevices and the like shall be filled with approved putty. The surface shall then be applied with one (1) undercoat and two (2) coats of emulsion paint unless otherwise specified.

### 9.3 Wood Cement Board Surfaces

Before painting to wood cement board, all nail holes, crevices and the like shall be filled with approved filling compound of alkali resistant type. The surface shall then be lightly sanded and any dust should be removed from the surface with a piece of clean, coarse cloth. The surface shall then be applied with one (1) undercoat and two (2) coats of emulsion paint unless otherwise specified.

## 10. Painting To Gypsum Board And The Like

- 10.1 Before painting the surfaces shall be clean and free from dirt. The surfaces shall then be applied with one (1) undercoat and two (2) coats of emulsion paint. Similar procedure shall be followed where repainting to existing painted surfaces is required.

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## 11. Painting To Laboratory Bench Tops

- 11.1 Timber tops of benches in laboratories that are required to be painted shall be prepared as described hereinbefore for timber work. The surfaces shall then be applied with one (1) coat aluminium wood primer followed by one (1) coat approved chemical resistant primer and finished with two (2) coats of approved chemical resistant gloss enamel paint in accordance with manufacturer's instructions.
- 11.2 Where repainting to existing timber tops laboratory benches is required, the surfaces shall be rubbed down lightly with fine sand paper. The surfaces shall then be thoroughly cleaned and shall be applied with one (1) coat of approved chemical resistant primer followed by one (1) coat of approved chemical resistant gloss enamel paint.

## 12. Varnishing

### 12.1 Varnishing To New Timberwork

- 12.1.1 The surfaces to be varnished shall be smoothed with fine sand paper and all crevices, holes and the like, if any, shall be filled with approved whiting. It shall be clean, dry, free from dust, dirt and wax before the application of varnish. Unless otherwise approved by the S.O, the surfaces shall be applied with three (3) coats of approved UV protection, low odour alkyd wood finish or varnishing mixture used strictly in accordance with the manufacturer's instructions.
- 12.1.2 Where non patented products are allowed to be used, the varnishing mixture shall consists of methylated spirit, shellac and approved stain forming the first coat followed by one (1) coat of an approved mixture consisting of thinner and lacquer. The mixtures shall be of uniform consistency throughout. Unless otherwise specified in the Drawings, the finish shall be gloss and as approved by the S.O.
- 12.1.3 Timber deck surfaces shall be applied with three (3) coats of approved scratch resistant, UV protection, fast drying low odour urethane alkyd wood finish

### 12.2 Re-varnishing To Existing Timberwork

- 12.2.1 Where re-varnishing to timberwork is specified in the Drawings or described in the B.Q., the surface shall first be thoroughly scuffed to remove the existing varnish. The surface shall then be smoothed with fine sand paper, cleaned, dried and free from dust, dirt and wax. It shall then be varnished as described hereinbefore for new timberwork.

## 13. Painting Works For Buildings In Coastal Areas.

- 13.1 External walls shall be applied with one (1) coat of approved pliolite based alkaline resisting primer sealer, unless otherwise specified in the Drawings, followed with two (2) coats of elastomeric weather resistant paint of approved colour applied strictly in accordance to manufacturer's instruction.
- 13.2 Unless otherwise specified in the Drawings, the internal walls shall be applied with one (1) coat of approved water based alkaline resisting acrylic wall sealer, followed with two (2) coats of low volatile organic compounds (VOCs), alkylphenoethoxyate (APEO) free, formaldehyde free acrylic premium emulsion paint of approved colour applied strictly in accordance to manufacturer's instruction.

**KERJA-KERJA MEMBAIKPULIH LIMA (5) UNIT PONDOK WAKAF DI INSTITUT PERAKAUNAN NEGARA, SABAK BERNAM, SELANGOR DARUL EHSAN.**

**SPESIFIKASI BINAAN**

1. Anggaran keluasan satu (1) pondok wakaf adalah  $4\text{m} \times 4\text{m} = 16\text{m}^2$
2. TIANG
  - a. Tiang *Stainless Steel* atau bahan yang setara dari jenis tahan karat dengan minima ketinggian 2700mm dari aras lantai ke rasuk bumbung dan dipasang kemas pada tapak stump sedia ada.

**Nota**

- Tapak tiang baru hendaklah menggunakan tapak konkrit stump sedia ada. Tiang kayu perlu dipotong dan dipecahkan dengan cermat sehingga menampakkan tapak stump sedia ada.

3. BUMBUNG
  - a. Kepingan bumbung dek logam berprofil minima 0.42mm tebal lengkap dengan skru aluminium, bolt dan nut.
  - b. Perabung dek logam berprofil minima 0.42mm tebal lengkap dengan skru aluminium, bolt dan nut.
  - c. Papan tumpu kasau / fascia board jenis cement board minima 6mm tebal x 200mm.
4. KERANGKA BUMBUNG
  - a. Rasuk bumbung *Stainless Steel* atau bahan yang setara dari jenis tahan karat.
  - b. Kerangka bumbung besi *Light Weight Steel Truss (LWST)* atau bahan yang setara pada keseluruhan kekuda dan purlin.
5. KERUSI KAYU
  - a. Membaiki dan mengganti bahagian kayu yang reput/ rosak dari kelas kayu gred A.
  - b. Cat keseluruhan permukaan kayu dengan dua (2) lapisan cat varnish.
6. Kerja-kerja baikpulih perlu mengikut spesifikasi yang telah dinyatakan. Sebelum memulakan kerja, kontraktor perlu mendapatkan kelulusan bahan dari Pegawai Inden terlebih dahulu.

**KERJA-KERJA MEMBAIKPULIH LIMA (5) UNIT PONDOK WAKAF DI INSTITUT PERAKAUNAN NEGARA, SABAK BERNAM, SELANGOR DARUL EHSAN.**

**JADUAL HARGA**

<b>BIL</b>	<b>KETERANGAN KERJA</b>	<b>UNIT</b>	<b>KUANTITI</b>	<b>KADAR HARGA (RM)</b>	<b>JUMLAH HARGA (RM)</b>
<b>A.</b>	<b>KERJA-KERJA PERMULAAN</b>				
1.	Menyediakan Premium Insurans bagi Insurans Liabiliti Awam dan Insurans Kerja.	LS	LS		
2.	Menyediakan dan menghantar laporan bergambar minima 10 keping sebelum kerja, 10 keping semasa dan 10 keping selepas kerja-kerja disiapkan.	LS	LS		
3.	Mengemas dan mengangkat keluar segala sisa binaan dan sampah sarap dari kawasan kerja setelah kerja siap dilaksanakan.	LS	LS		
	<b>Jumlah Dibawa Ke Ringkasan Sebutarga</b>				

<b>BIL</b>	<b>KETERANGAN KERJA</b>	<b>UNIT</b>	<b>KUANTITI</b>	<b>KADAR HARGA (RM)</b>	<b>JUMLAH HARGA (RM)</b>
<b>B.</b>	<b>KERJA-KERJA BAIKPULIH</b>				
1.	Merekabentuk dan menyediakan lukisan struktur bagi rekabentuk pondok wakaf yang disahkan oleh Jurutera Bertauliah.	LS	LS		
2.	Kerja-kerja membuka dan menanggalkan keseluruhan bumbung, kerangka bumbung, tiang kayu dan konkrit, angkut sisa binaan dan buang ke tempat yang akan ditentukan oleh pihak kontraktor.	No	5		



3.	Bina pondok wakaf mengikut perincian lukisan rekabentuk yang telah disahkan oleh Jurutera Bertauliah termasuk kerja-kerja berkaitan mengikut spesifikasi dan arahan Pegawai Inden.	No	5		
4.	Kerja-kerja mengganti bahagian kayu yang rosak, sediakan permukaan dan cat dua (2) lapisan varnis pada permukaan kayu serta kerja-kerja berkaitan mengikut spesifikasi dan arahan Pegawai Inden.	No	10		
5.	Kerja-kerja menanggal jubin lantai yang rosak, memecah lepaan simen, memasang baru 300mm x 300mm jubin 'homogenous granite' bagi lantai pondok wakaf termasuk kerja-kerja berkaitan mengikut spesifikasi dan arahan Pegawai Inden.	No	1		
<b>Jumlah Dibawa Ke Ringkasan Sebutarga</b>					

Tandatangan Kontraktor : \_\_\_\_\_

Nama Dan Alamat (Dengan Cop) : \_\_\_\_\_

Tarikh : \_\_\_\_\_

**KERJA-KERJA MEMBAIKPULIH LIMA (5) UNIT PONDOK WAKAF DI INSTITUT PERAKAUNAN NEGARA, SABAK BERNAM, SELANGOR DARUL EHSAN.**

**RINGKASAN SEBUT HARGA**

<b>BIL</b>	<b>SKOP KERJA</b>	<b>JUMLAH HARGA (RM)</b>
A.	KERJA-KERJA PERMULAAN	
B.	KERJA-KERJA BAIKPULIH	
	<b>Jumlah Dibawa Ke Borang Sebut Harga</b>	

\*\* Jika ada butiran yang dikehendaki dalam Spesifikasi dan Skop Kerja tidak termasuk di dalam Ringkasan Sebut Harga ini, harga butiran tersebut hendaklah disifatkan telah dimasukkan ke dalam salah satu butiran dalam Ringkasan Sebut Harga.

Tandatangan Kontraktor : \_\_\_\_\_

Nama Dan Alamat (Dengan Cop) : \_\_\_\_\_

Tarikh : \_\_\_\_\_

## GAMBARAN KONSEP



### SENARAI KERJA DALAM TANGAN

Nama Projek/Kerja	Jabatan/Agensi Yang Mengawasi Projek	Harga	Tarikh Mula	Tarikh Siap

**SENARAI KERJA YANG TELAH DISIAPKAN**

Nama Projek/Kerja	Jabatan/Agensi Yang Mengawasi Projek	Harga	Tempoh	Tarikh Siap Sebenar

**SURAT AKUAN PEMBIDA**

Bagi

**KERJA-KERJA MEMBAIKPULIH LIMA (5) UNIT PONDOK WAKAF DI INSTITUT PERAKAUNAN NEGARA, SABAK BERNAM, SELANGOR DARUL EHSAN.**

**Sebut Harga Bil : JANM.BIL 8/2019**

Saya,..... nombor K.P..... yang mewakili.....nombor Pendaftaran ..... dengan ini mengisytiharkan bahawa saya atau mana-mana individu yang mewakili syarikat ini tidak akan menawar atau memberi rasuah kepada mana-mana individu dalam JABATAN AKAUNTAN NEGARA MALAYSIA atau mana-mana individu lain, sebagai sogokan untuk dipilih dalam Sebut Harga seperti di atas. Bersama-sama ini dilampirkan Surat Perwakilan Kuasa bagi saya mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.

2. Sekiranya saya atau mana-mana individu yang mewakili syarikat ini didapati bersalah menawar atau memberi rasuah kepada mana-mana individu dalam JABATAN AKAUNTAN NEGARA MALAYSIA atau mana-mana individu lain sebagai sogokan untuk dipilih dalam Sebut Harga seperti di atas, maka saya sebagai wakil syarikat bersetuju tindakan-tindakan berikut diambil :

- 2.1 Penarikan balik tawaran kontrak bagi Sebut Harga di atas; atau
- 2.2 Penamatan kontrak bagi Sebut Harga di atas; dan
- 2.3 Lain-lain tindakan tatatertib mengikut peraturan perolehan Kerajaan.

3. Sekiranya terdapat mana-mana individu cuba meminta rasuah daripada saya atau mana-mana individu yang berkaitan dengan syarikat ini sebagai sogokan untuk dipilih dalam Sebut Harga seperti di atas, maka saya berjanji akan dengan segera melaporkan perbuatan tersebut kepada pejabat Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) atau balai polis yang berhampiran.

Yang Benar,

.....  
( Nama & No. KP)  
Cop Syarikat

**SURAT PERWAKILAN KUASA**

Akauntan Negara Malaysia  
Jabatan Akauntan Negara Malaysia,  
Bahagian Pembangunan Perakaunan Dan Pengurusan,  
Aras 7, Kompleks Kementerian Kewangan,  
No 1, Persiaran Perdana,  
Presint 2,62594,  
Wilayah Persekutuan Putrajaya.

Tarikh:

Tuan,

**PERWAKILAN KUASA MENANDATANGANI BAGI PIHAK SYARIKAT**

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Dimaklumkan bahawa saya,.....  
no. Kad Pengenalan;.....selaku  
pemilik syarikat.....akan menandatangani  
sendiri semua dokumen berkaitan dengan urusan perolehan Sebut Harga Kerja-Kerja  
Membaikpulih Lima (5) Unit Pondok Wakaf Di Institut Perakaunan Negara, Sabak  
Bernam, Selangor Darul Ehsan atau mewakilkan kuasa untuk menandatangani bagi  
pihak syarikat untuk urusan perolehan tersebut iaitu\*:

Nama : .....  
Alamat : .....  
Jawatan : .....  
No. Kad Pengenalan : .....  
No Telefon : .....  
No Faks : .....  
Emel : .....

3. Sehubungan itu, dikemukakan untuk makluman/ rujukan pihak tuan selanjutnya.  
Pihak kami akan memaklumkan kepada pihak tuan sekiranya terdapat perubahan  
penama bagi perkara ini secara rasmi.

Sekian, terima kasih.

.....(Tandatangan).....

**(NAMA PEMILIK SYARIKAT)**

Jawatan:

Cop Syarikat:

\* potong yang mana tidak berkenaan.



**SURAT AKUAN PEMBIDA UNTUK MELAKSANAKAN  
PROGRAM *PROFESSIONAL TRAINING AND EDUCATION FOR GROWING  
ENTREPRENEURS (PROTEGE)***

Akauntan Negara Malaysia  
Jabatan Akauntan Negara Malaysia,  
Bahagian Pembangunan Perakaunan Dan Pengurusan,  
Aras 7, Kompleks Kementerian Kewangan,  
No 1, Persiaran Perdana,  
Presint 2,62594,  
Wilayah Persekutuan Putrajaya.

Tarikh:

Tuan,

**Sebut Harga/Tender** :

Saya.....nombor kad pengenalan..... yang mewakili syarikat.....Nombor pendaftaran.....(\*MOF/CIDB) dengan ini, mengisytiharkan bahawa saya akan melaksanakan program PROTÉGÉ jika dipilih untuk sebut harga/tender ini mengikut had nilai ambang (*threshold value*) dan bilangan minimum peserta program PROTÉGÉ yang di ditetapkan di dalam syarat sebut harga/tender.

2. Sekiranya saya tidak melaksanakan program PROTÉGÉ mengikut had nilai ambang (*threshold value*) dan bilangan minimum peserta setelah dipilih untuk sebut harga/tender ini, maka Kerajaan boleh mengambil tindakan ke atas syarikat saya berdasarkan syarat/klausa kontrak dan saya mungkin tidak akan dipertimbangkan untuk sebut harga/tender perolehan kerajaan pada masa yang akan datang

Yang Benar,

.....  
(Nama dan No. Kad Pengenalan)

Cop Syarikat

Catatan:

- i. \*Potong mana yang tidak berkenaan.
- ii. Surat akaun ini hendaklah ditandatangani oleh hanya penama di sijil pendaftaran MOF/CIDB.