



PARTNER WITH US TO MAKE A DIFFERENCE!

Ever wanted to do your part in elevating Malaysia's image to the rest of the world? Now you can do just that by providing excellent service working together with Malaysia Airports to ensure guests are happy with the service we provide.

Malaysia Airports is one of the largest airport operator groups in the world in terms of number of passengers handled, managing 39 airports across Malaysia (with five international airports, 16 domestics and 18 STOLports) as well as one international airport in Turkey.

QUOTATION NOTICE 53/2019

Malaysia Airports Holdings Berhad (MAHB) would like to invite **Individual Companies** incorporated in Malaysia with relevant experience and registered with **Ministry of Finance Malaysia (MOF) and Suruhanjaya Syarikat Malaysia (SSM)** under the registration and works stated below :- **(Participation by JV Companies is Strictly NOT Allowed)**

| No | Quotation No. | Description | Registration Requirement | Price (RM) | # Mandatory Quotation Briefing/Site Visit |
|----|--------------------|--|---|------------|--|
| 1. | MAHB-HQ/SH/36/2019 | Cleaning And Related Services For All Buildings And Surrounding Areas At Malaysia Airports Training Centre, KL International Airport | Mandatory Registration i) MOF : 221001 ii) Suruhanjaya Syarikat Malaysia (SSM) | 100.00 | Date : 11 October 2019 Time : 9.30 am Venue : Northern Apron Room, Malaysia Airports Training Centre (MATC), KL International International Airport, Sepang, Selangor |

Notes :

- Interested Tenderer(s)/Bidder(s) is required to download and complete the Declaration on Related Party Transaction prior to purchasing of the Quotation Document. The Tenderer(s)/Bidder(s) shall not be allowed to purchase the Quotation Document in the event the Declaration in complete or fail to present. The said declaration can be download via website at <https://vms.malaysiaairports.com.my>
- Only qualified Companies and those personnel related to this Quotation are allowed to attend the Mandatory Quotation Briefing/Site Visit session
- Interested Tenderers/Bidders who:-
 - i) have the same owner(s) and/or director(s) and/or shareholder(s) with other tenderer(s) participating in this same Quotation; and/or
 - ii) are related to other tenderer(s) participating in this same Quotation, in terms of their ownership, directorship or shareholding or in any forms whatsoever including familial relationship (*);shall first make a declaration and obtain prior written approval from the Employer/MAHB prior to participating in this Quotation. The Employer /MAHB reserves its absolute right to grant or decline its approval for such application and shall have no obligation to inform the affected Tenderers of the grounds for such decision. The Employer's/MAHB's written approval, if granted, shall be submitted together with the Quotation Document before or during the Quotation closing date. The Employer/MAHB may take appropriate course of action at its sole and absolute discretion for failure by Tenderers to declare the existence of the relationship as described above.
Interested Tenderers shall complete the Declaration of Conflict of Interest form as provided in the Quotation document in pursuant herewith.
(*) Description of familial relationship/family members as per Malaysia Airports Vendor Code of Ethics at <https://vms.malaysiaairports.com.my>
- MAHB shall not be responsible all costs incurred by the Tenderers in relation to participation of this Quotation e.g. administration, transportation, lodging costs etc.
- The Tenderers/Bidders are strongly advised to regularly visit <https://vms.malaysiaairports.com.my> for any updated/revised/additional Quotation information that may be uploaded from time to time during Quotation Period.
- The Tenderers/Bidders shall wear proper attire such as shirt with collar, shoes, long pants and to bring IC for preparation of airport daily pass (if necessary).
- Any Queries/clarification for this Quotation, please email to procurementtender@malaysiaairports.com.my
- Please note that it is compulsory to attend the Mandatory Briefing/Site Visit as stated above, failing which, the Quotation Submission shall be UNCONDITIONALLY DISQUALIFIED notwithstanding that the Tenderers/Bidders had purchased the Quotation Document

Quotation Documents can be obtained from **11 October 2019** at :-

Procurement & Contract Division (PCD)

Level 1, Block B,
Malaysia Airports Holdings Berhad
Malaysia Airports Corporate Office,
Persiaran Korporat KLIA,
64000 KLIA, Sepang, Selangor

during normal working days as follows:-

Monday – Thursday : 8.30 am – 12.00 noon & 2.30 pm – 4.30 pm

Friday : 8.30 am – 12.00 noon & 3.00 pm – 4.30 pm

Purchase of the Quotation Documents must be accompanied by Cash or Bank Draft (Not refundable) made payable to **Malaysia Airports Holdings Berhad**

Quotation Documents shall only be issued to an authorized personnel of the participating Company. The participating Company's representative is required to produce an authorization letter from the Company together with the **original & copy of required registration documents (Mandatory Registration)** as stated in the registration requirement **& the duly completed Declaration on Related Party Transaction (RPT)** upon purchase of Quotation Documents.

The full sets of Quotation Documents, duly completed and signed by the Company shall be enclosed in a sealed envelope and deposited into the Tender Box at **Procurement & Contract Division, Level 1, Block B, Malaysia Airports Holdings Berhad, Malaysia Airports Corporate Office, Persiaran Korporat KLIA, 64000 KLIA, Sepang, Selangor not later than 12.00 noon on 31 October 2019.**

BERSAMA KAMI MELAKAR PERUBAHAN!

Ingin membantu menaikkan imej Malaysia di persada antarabangsa? Kini anda mampu melakukannya dengan memberikan servis yang terbaik melalui kerjasama bersama Malaysia Airports demi memastikan tetamu gembira dengan servis yang diberikan.

Malaysia Airports adalah salah satu daripada kumpulan pengendali lapangan terbang terbesar di dunia dari segi jumlah penumpang yang dikendalikan, menguruskan 39 lapangan terbang di seluruh Malaysia (dengan lima lapangan terbang antarabangsa, 16 domestik dan 18 STOLports) serta satu lapangan terbang antarabangsa di Turki.

KENYATAAN SEBUTHARGA 53/2019

Malaysia Airports Holdings Berhad (MAHB) dengan ini mempelawa mana-mana **Syarikat Individu** yang didaftarkan di Malaysia dan mempunyai pengalaman berkaitan dan berdaftar dengan **Kementerian Kewangan Malaysia (MOF)** dan **Suruhanjaya Syarikat Malaysia (SSM)** dibawah pendaftaran dan kerja-kerja seperti di bawah:- **(Penyertaan melalui Syarikat Usahasama (JV) TIDAK dibenarkan sama sekali)**

| Bil | No. Sebutharga | Perihal Kerja | Keperluan Pendaftaran | Harga (RM) | # Penerangan Sebutharga Tapak Mandatori |
|-----|--------------------|--|--|---------------|---|
| 1. | MAHB-HQ/SH/36/2019 | Cleaning And Related Services For All Buildings And Surrounding Areas At Malaysia Airports Training Centre, KL International Airport | Pendaftaran Wajib i) MOF : 221001 ii) Suruhanjaya Syarikat Malaysia (SSM) | 100.00 | Tarikh : 11 Oktober 2019 Jam : 9.30 Pagi Tempat : Bilik 'Northern Apron' 'Malaysia Airports Training Centre' (MATC), KL International Airport, Sepang, Selangor |

Nota :

- **Mana-mana Syarikat/Penender yang berminat untuk menyertai Sebutharga ini adalah dikehendaki untuk memuat turun dan mengisi 'Declaration on Related Party Transaction' sebelum pembelian Dokumen Sebutharga. Mana-Mana Syarikat/Penender adalah tidak dibenarkan untuk membuat pembelian Dokumen Sebutharga ini jika deklarasi tersebut tidak diisi dengan betul atau gagal untuk dikemukakan sewaktu pembelian dokumen. Deklarasi tersebut boleh dimuat turun dilaman sesawang <https://vms.malaysiaairports.com.my>**
 - Hanya Syarikat/Penender yang berkelayakan dan mereka yang berkaitan dengan Sebutharga ini sahaja dibenarkan menghadiri sesi Penerangan Sebutharga/Lawatan Tapak Mandatori di atas.
 - Mana-mana Syarikat/Penender yang berminat untuk menyertai Sebutharga ini yang:-
 - i) mempunyai pemilik dan/atau pengarah dan/atau pemegang saham yang sama dengan syarikat-syarikat lain yang menyertai Sebutharga ini; dan/atau
 - ii) mempunyai kaitan dengan Syarikat/Penender lain yang menyertai Sebutharga ini dari segi pemilikan, pengarah atau pegangan saham atau perkaitan dalam apa bentuk sekali pun, termasuklah dari segi pertalian kekeluargaan (*), hendaklah terlebih dahulu membuat perisytiharan dan kelulusan bertulis terlebih dahulu daripada MAHB sebelum menyertai Sebutharga ini. MAHB mempunyai hak mutlak untuk memberikan atau menolak kelulusannya untuk permohonan tersebut dan tidak mempunyai kewajipan untuk memaklumkan kepada syarikat-syarikat yang terlibat akan alasan untuk keputusan tersebut. Sekiranya diluluskan, kebenaran bertulis tersebut mestilah disertakan bersama dengan penyerahan Dokumen Sebutharga sebelum atau semasa tarikh tutup Sebutharga. MAHB di atas budi bicaranya akan mengambil tindakan yang sewajarnya ke atas Syarikat/Penender yang gagal mengisytiharkan kewujudan perkaitan yang diterangkan di atas.
- Mana-mana Syarikat/Penender yang berminat menyertai Sebutharga ini mestilah seterusnya melengkapkan borang 'Declaration of Conflict of Interest' yang disediakan di dalam dokumen Sebutharga yang berkaitan.
- (*). Keterangan berkaitan pertalian kekeluargaan/ahli keluarga adalah seperti yang terkandung di dalam Malaysia Airports Vendor Code of Ethics di laman sesawang <https://vms.malaysiaairports.com.my>

- MAHB tidak bertanggungjawab ke atas semua perbelanjaan berkaitan penyertaan Sebutharga ini, contohnya kos pentadbiran, pengangkutan, penginapan dan lain-lain.
 - MAHB tidak terikat atas apa jua sebab untuk menerima atau menolak Sebutharga terendah, sama, tertinggi atau mana-mana Sebutharga yang diterima; dan MAHB juga berhak membatalkan proses Sebutharga ini pada bila-bila masa sahaja tanpa menyatakan apa-apa sebab; atau memohon apa-apa maklumat tambahan daripada mana-mana penender, dan selanjutnya tanpa mengenakan sebarang liabiliti di dalam apa jua bentuk kepada penender-penender yang terlibat atau bertanggungjawab untuk memberitahu para penender yang terlibat berkaitan sebab musabab keputusan tersebut diambil.
 - Syarikat/Penender adalah dinasihatkan untuk melayari laman sesawang <https://vms.malaysiaairports.com.my> secara kerap untuk sebarang kemaskini/perubahan/maklumat tambahan Sebutharga yang akan dimuatnaik dari masa ke semasa sepanjang Sebutharga ini berlangsung.
 - Syarikat/Penender yang hadir perlu memakai pakaian yang sesuai seperti baju berkolar, berkasut, seluar Panjang dan membawa kad pengenalan untuk tujuan pas keselamatan lapangan terbang. (jika diperlukan)
 - Sebarang klarifikasi/pertanyaan mengenai Sebutharga ini hendaklah diemalikan ke procurementtender@malaysiaairports.com.my
- # Sila ambil perhatian bahawa Penerangan Sebutharga/Lawatan Tapak di atas adalah diwajibkan dan penyertaan/penyerahan Sebutharga mana-mana Syarikat/Penender yang gagal berbuat demikian akan DITOLAK TANPA SYARAT walaupun Syarikat/Penender tersebut telah membeli Dokumen Sebutharga ini

Dokumen Sebutharga boleh diperolehi mulai **11 Oktober 2019** di

Bahagian Perolehan Dan Kontrak (PCD)

Tingkat 1, Blok B,
Malaysia Airports Holdings Berhad
Pejabat Korporat Malaysia Airports
Persiaran Korporat KLIA,
64000 KLIA, Sepang, Selangor

pada hari berkerja seperti berikut :-

Isnin – Khamis : 8.30 pagi – 12.00 tengahari & 2.30 petang – 4.30 petang

Jumaat : 8.30 pagi – 12.00 tengahari & 3.00 petang – 4.30 petang

Pembelian untuk Dokumen Sebutharga mestilah dibuat dalam bentuk Tunai atau Bank Deraf (tidak akan dikembalikan) atas nama **Malaysia Airports Holdings Berhad**.

Dokumen Sebutharga ini hanya akan dikeluarkan kepada Syarikat yang sah sahaja. Dalam hal ini mana-mana wakil Syarikat adalah dikehendaki membawa surat perwakilan kuasa yang ditandatangani oleh pihak Syarikat bersama-sama dengan **sijil asal & salinan bagi syarat keperluan pendaftaran (Pendaftaran Wajib) seperti yang dinyatakan dikeperluan Pendaftaran & 'Declaration on Related Party Transaction (RPT)' yang telah dlengkapkan** semasa membeli Dokumen Sebutharga di atas.

Dokumen Sebutharga yang lengkap diisi dan ditandatangani oleh pihak Syarikat hendaklah dimasukkan ke dalam sampul surat bermeteri dan dimasukkan ke dalam **Peti Tender di Bahagian Perolehan & Kontrak, Tingkat 1, Blok B, Malaysia Airports Holdings Berhad, Pejabat Korporat Malaysia Airports, Persiaran Korporat KLIA, 64000 KLIA, Sepang, Selangor** pada atau sebelum jam **12.00** tengahari **31 Oktober 2019**.

DECLARATION ON RELATED PARTY TRANSACTION (RPT/ RRPT)

(Pursuant to **Chapter 10 of Bursa Malaysia Listing Requirements/**Malaysian Financial Reporting Standard 124)

*Note: The Interested Vendor/Concessionaire/Operator/Contractor is required to complete and sign this RPT Declaration Form in the form of handwriting. This RPT Declaration Form **SHOULD NOT BE LEFT BLANK** or retype or reproduce in any other format. Failure by the Interested Vendor/Concessionaire/Operator/Contractor to complete and/or sign this RPT Declaration Form may subject to Employer's discretion for disqualification from the procurement exercise.*

*I, NRIC No:
of full age and having address at

.....
do hereby affirm and declare that :-

1. This transaction of **CLEANING AND RELATED SERVICES FOR ALL BUILDINGS AND SURROUNDING AREAS AT MALAYSIA AIRPORTS TRAINING CENTRE, KL INTERNATIONAL AIRPORT** to be entered/entered between **MALAYSIA AIRPORTS HOLDINGS BERHAD** ("MAHB Group of Companies") AND

.....
.....
.....
(**the Vendor/Concessionaire/Operator/Contractor):

[Please tick either item i) or ii) below where applicable]

- i) **is not** Related Party Transaction ("RPT") / Recurrent Related Party Transaction ("RRPT")
(please complete Item 3 below)

OR

- ii) **is** Related Party Transaction ("RPT") / Recurrent Related Party Transaction ("RRPT")
(please provide particulars of RPT/RRPT in Item 2 below)

2. Particulars of RPT/RRPT are as follows: -

| PARTIES TO TRANSACTION | DETAILS OF RELATED PARTY IN THE TRANSACTION |
|--|---|
| MAHB GROUP OF COMPANIES: | Name : Designation : Relationship / : Connection |
| **VENDOR/ **CONCESSIONAIRE/ **OPERATOR/ **CONTRACTOR: | Name : Designation : Relationship/ : Connection |

(please complete Item 3 below)

*To be declared by the Managing Director or Major Shareholder of vendor/Concessionaire/Operator/Contractor

** To strike out where inapplicable

3. AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the same to be true and in the event of any false declaration made herein, MAHB Group of Companies shall be entitled to terminate and withdraw the transaction/contract/award made in favour of the ****Vendor/Concessionaire/Operator/Contractor** and to further exercise all or any of its rights and remedies under the law.

Signed by the abovenamed,*

NAME:]
NRIC No:]
DESIGNATION:]
DATE:]
COMPANY'S STAMP:]

in the presence of,

NAME:]
NRIC No:]
DESIGNATION:]
DATE:]
COMPANY'S STAMP:]

Explanatory Note:

1. The term RPT and RRPT are as defined under Chapter 10 of the Listing Requirements of Bursa Malaysia Securities Berhad and the Malaysian Financial Reporting Standard (MFRS) 124.
2. The information provided in this declaration may be used for by MAHB Group of Companies for assessment of Related Party disclosure under the requirement of FRS 124 Related Party Disclosure and Chapter 10 of the Listing Requirements. A copy of MFRS 124 can be found at the Malaysian Financial Accounting Standard Board (MASB) Website: www.masb.org.my > Our Standard > MASB Approved Accounting Standard for Entities Other than Private Entities > Malaysian Financial Reporting Standard (MFRS). A copy of Chapter 10 of the Listing Requirements can be found at Bursa Malaysia's website: www.bursamalaysia.com > Regulation > Rules > Listing Requirements > Chapter 10 (Transaction)
3. A copy of a fresh declaration must be submitted to MAHB Group of Companies whenever there are changes to the nature of the relationship as disclosed in the table. This includes changes to the directorship and shareholdings of the ****Vendor/Concessionaire / **Operator/ **Contractor**.
4. Reference and definition of "Related Party" and "Person Connected" can be found in Chapter 1 of Bursa Malaysia Listing Requirement and in MFRS 124 of the Malaysian Financial Reporting Standard.
5. Reference and definition of "Close members of the family of a person connected" is as laid down in MFRS 124 of the Malaysian Financial Reporting Standard.

*** To be declared by the Managing Director or Major Shareholder of vendor/Concessionaire/Operator/Contractor**

**** To strike out where inapplicable**