



MALAYSIA AIRPORTS HOLDINGS BERHAD

TENDER NOTICE

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

No	Tender No.	Description	Registration Requirement	Price (RM)	# Mandatory Tender Briefing/ Site Visit
1.	MAHB-MASB/T/25/2019	Comprehensive Cleaning And Related Services For The Terminal Building And Surrounding Areas And Trolley Management At Sultan Mahmud Airport, Kuala Terengganu, Terengganu	<u>Mandatory Registration</u> i) MOF : 221001; ii) Suruhanjaya Syarikat Malaysia (SSM).	100.00	Date : 9 May 2019 Time : 10.30 am Venue : Meeting Room Administration Office, Malaysia Airports Sdn Bhd, Sultan Mahmud Airport, Kuala Terengganu Terengganu

Notes :

- Interested Tenderer(s)/Bidder(s) is required to download and complete the Declaration on Related Party Transaction prior to purchasing of the Tender Document. The Tenderer(s)/Bidder(s) shall not be allowed to purchase the Tender 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 Tender are allowed to attend the Mandatory Tender Briefing/Site Visit session
- Interested Tenderers who:-
 - have the same owner(s) and/or director(s) and/or shareholder(s) with other tenderer(s) participating in this same Tender; and/or
 - are related to other tenderer(s) participating in this same Tender, 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 Tender. 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 Tender Document before or during the Tender 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 Tender 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 Tender e.g. administration, transportation, lodging costs etc.
- The Companies are strongly advised to regularly visit <https://vms.malaysiaairports.com.my> for any updated/revised/additional Tender information that may be uploaded from time to time during Tendering Period.
- All Tenderers shall wear proper attire such as shirt with collar, shoes, long pants and bring IC for preparation airport daily pas.
- Any Queries/clarification for this Tender, 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 Tender Submission shall be UNCONDITIONALLY DISQUALIFIED notwithstanding that the Companies had purchased the Tender Document

Tender Documents can be obtained from **9 May 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	or	Administration Office Malaysia Airports Sdn Bhd, Sultan Mahmud Airport, 21300 Kuala Terengganu, Terengganu
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during normal working days as follows:-

02/05/2019

PCD, Malaysia Airports Corporate Office	Administration Office, Sultan Mahmud Airport
Monday – Thursday: 8.30 am – 12.00 noon & 2.30 pm – 4.30 pm	Sunday – Thursday: 8.30 am – 12.30 noon & 2.00 pm – 4.30 pm
Friday : 8.30 am – 12.00 noon & 2.30 pm – 4.30 pm	

Purchase of the Tender Documents must be accompanied by Cash or Bank Draft (Not refundable) made payable under the following names:-

Payable To	Locations where Tender Document is purchase
Malaysia Airports Holdings Berhad	Corporate Office, Malaysia Airports Holdings Berhad
Malaysia Airports Sdn Bhd	Sultan Mahmud Airport, Kuala Terengganu, Terengganu

Tender Documents shall only be issued to an authorized personnel of the participating firm or Company. The participating firm's or Company's representative is required to produce an authorization letter from the Company together with **a valid original registration certificate of MOF, SSM & the duly completed Declaration on Related Party Transaction (RPT)** (mandatory) upon purchase of Tender Documents.

The full sets of Tender 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 28 May 2019.**

MALAYSIA AIRPORTS HOLDINGS BERHAD

KENYATAAN TENDER

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. Tender	Perihal Kerja	Keperluan Pendaftaran	Harga (RM)	# Penerangan Tender/Lawatan Tapak Mandatori
1.	MAHB-MASB/T/25/2019	Comprehensive Cleaning And Related Services For The Terminal Building And Surrounding Areas And Trolley Management At Sultan Mahmud Airport, Kuala Terengganu, Terengganu	Pendaftaran Wajib i) MOF : 221001 ii) Suruhanjaya Syarikat Malaysia (SSM)	100.00	Tarikh : 9 Mei 2019 Jam : 10.30 Pagi Tempat : Bilik Mesyuarat Pejabat Pengurusan, Malaysia Airports Sdn Bhd, LT Sultan Mahmud, Kuala Terengganu, Terengganu

Nota :

- **Mana-mana Syarikat/Penender yang berminat untuk menyertai Tender ini adalah dikehendaki untuk memuat turun dan mengisi 'Declaration on Related Party Transaction' sebelum pembelian Dokumen Tender. Mana-Mana Syarikat/Penender adalah tidak dibenarkan untuk membuat pembelian Dokumen Tender 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 yang berkelayakan dan mereka yang berkaitan dengan Tender ini sahaja dibenarkan menghadiri sesi Penerangan Tender/lawatan Tapak Mandatori di atas.
 - Mana-mana Syarikat/Penender yang berminat untuk menyertai Tender ini yang:-
 - mempunyai pemilik dan/atau pengarah dan/atau pemegang saham yang sama dengan syarikat-syarikat lain yang menyertai Tender ini; dan/atau
 - mempunyai kaitan dengan syarikat-syarikat lain yang menyertai Tender 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 Tender 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 Tender sebelum atau semasa tarikh tutup Tender. 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 Tender ini mestilah seterusnya melengkapkan borang 'Declaration of Conflict of Interest' yang disediakan di dalam dokumen Tender 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 Tender ini, contohnya kos pentadbiran, pengangkutan, penginapan dan lain-lain.
 - MAHB tidak terikat atas apa jua sebab untuk menerima atau menolak Tender terendah, sama, tertinggi atau mana-mana Tender yang diterima; dan MAHB juga berhak membatalkan proses Tender 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.
 - Penender adalah dinasihatkan untuk melayari laman sesawang <https://vms.malaysiaairports.com.my> secara kerap untuk sebarang kemaskini/perubahan/maklumat tambahan Tender yang akan dimuatnaik dari masa ke semasa sepanjang Tender ini berlangsung.
 - Penender yang hadir perlu memakai pakaian yang sesuai seperti baju berkolar, berkasut, seluar Panjang dan membawa kad pengenalan untuk tujuan pas keselamatan lapangan terbang.
 - Sebarang klarifikasi/pertanyaan mengenai Tender ini hendaklah diemailkan ke procurementtender@malaysiaairports.com.my
- # Sila ambil perhatian bahawa Penerangan Tender/Lawatan Tapak di atas adalah diwajibkan dan penyertaan/penyerahan Tender mana-mana Syarikat yang gagal berbuat demikian akan DITOLAK TANPA SYARAT walaupun Syarikat tersebut telah membeli Dokumen Sebutharga ini

Dokumen Tender boleh diperolehi mulai **9 Mei 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	atau	Pejabat Pengurusan Malaysia Airport Sdn Bhd, LT Sultan Mahmud, 21300 Kuala Terengganu, Terengganu
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pada hari berkerja seperti berikut :-

PCD, Pejabat Korporat Malaysia Airports	Pejabat Pengurusan, LT Sultan Mahmud
Isnin – Khamis : 8.30 pagi – 12.00 T/Hari & 2.30 Petang - 4.30 Petang	Ahad – Khamis : 8.30 pagi– 12.30 T/Hari & 2.00 Petang – 4.30 Petang
Jumaat : 8.30 pagi – 12.00 T/Hari & 3.00 Petang – 4.30 Petang	

Pembelian untuk Dokumen Tender mestilah dibuat dalam bentuk Tunai atau Bank Deraf (tidak akan dikembalikan) atas nama seperti berikut :-

Bayaran kepada	Tempat di mana Dokumen Tender dibeli
Malaysia Airports Holdings Berhad	Pejabat Korporat, Malaysia Airports Holdings Berhad
Malaysia Airports Sdn Bhd	LT Sultan Mahmud, Kuala Terengganu, Terengganu

Dokumen Tender 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 **Pendaftaran MOF, SSM & 'Declaration on Related Party Transaction (RPT)' yang lengkap (diwajibkan)** yang masih dalam tempoh sahlaku semasa membeli Dokumen Tender di atas.

Dokumen Tender 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 28 Mei 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/We, NRIC No:
of full age and having address at

do hereby affirm and declare that :-

1. This transaction of **COMPREHENSIVE CLEANING AND RELATED SERVICES FOR THE TERMINAL BUILDING AND SURROUNDING AREAS AND TROLLEY MANAGEMENT AT SULTAN MAHMUD AIRPORT, KUALA TERENGGANU, TERENGGANU** to be entered/entered between **MALAYSIA AIRPORTS SDN BHD** ("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 of Vendor/Concessionaire /Operator/Contractor and must be the same individual that sign the Form of Tender/Quotation or Mandatory Proposal Form**

**** To strike out where inapplicable**

3. AND I/WE 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*

On behalf of]
 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 of Vendor/Concessionaire /Operator/Contractor and must be the same individual that sign the Form of Tender/Quotation or Mandatory Proposal Form
 ** To strike out where inapplicable