



**LEMBAGA PERKHIDMATAN KEWANGAN LABUAN  
(LABUAN FINANCIAL SERVICES AUTHORITY)**

**REQUEST FOR QUOTATION**

**REFURBISHMENT OF LABUAN FSA'S OFFICE**

**Quotation Requirements**

1. Quotation information:

<b>Quotation No</b>	<b>Project Name</b>	<b>Deadline and Place of Submission</b>
RFQ 00021	Refurbishment of Labuan FSA's Office	<b>25 March 2022</b>  Labuan FSA, Level 17, Main Office Tower, Financial Park Complex, Jalan Merdeka, 87000 Labuan F.T

2. Only companies with the following requirements will be considered:

1. Malaysian registered business.
2. Full compliance with the specifications and requirements under the scope of work.

3. The quotation must be submitted not later than **25 March 2022** by email or by courier to the address below:

**Labuan Financial Services Authority**

Level 17, Main Office Tower

Financial Park Complex

Jalan Merdeka

87000 Labuan F.T.

(Attn: Head of Facility Management Unit)

Email : [procurement@labuanfsa.gov.my](mailto:procurement@labuanfsa.gov.my)

4. Labuan FSA shall not be responsible for any loss of quotation or delay of submission. Proof of posting shall not be accepted as evidence for the submission of a quotation.
5. Labuan FSA is also not bound to accept the lowest or any quotation nor be responsible for any cost incurred in this RFQ.

## Documentation

1. For purchase of goods and services:  
The interested company is required to submit Bidder's Declaration upon submission of quotation. **Refer Attachment A**
2. For consultation services (if relevant):  
The interested company is required to submit the Declaration of Interest by Consultant upon submission of quotation. **Refer Attachment B**
3. Guidelines on the Dress Code (if relevant) :  
The interested company is required to comply with the Guidelines on the Dress Code. **Refer Attachment C**

The interested company is required to comply with regulations under the Malaysia Occupational Health and Safety Act (OSHA).

## Quotation Offers

1. The price stated must be in Ringgit Malaysia (RM) only. The price offered by the company during the project must adhere at all times. The company shall not incur any other cost or disbursement **UNLESS** approved in writing by Labuan FSA.
2. The price must include all expenses during the project, including the **out-of-pocket expenses (not more than 10% of the total project cost)**, and **tax** as set by the Malaysian Government.

## Site Visit

1. The interested company is required to attend a site visit which will be held as follows:

Date : 5 March 2021 (Saturday)  
Time : 9.30 am  
Venue : Level 17, Main Office Tower, Financial Park Complex,  
Jalan Merdeka, 87000 Labuan  
Early : **Early appointment is required.**  
appointment : Only one (1) representative is allowed for the site visit.  
Please contact En. Robin Patrick Mangkah at 03 – 8873  
2082 / [robin@labuanfsa.gov.my](mailto:robin@labuanfsa.gov.my).

All visitors are required to submit Health Declaration Form **one day before the site visit.** You may submit the Health Declaration Form by online at:

<https://survey.labuanfsa.gov.my/index.php?r=survey/index&sid=823885&lang=en>

Please note that only visitors who have completed vaccination and in the **LOW RISK** category are allowed to enter Labuan FSA's premise.

## Scope of Services

- 1) The details scope of works are as follows:

No	Work Description	Location	Quantity
<b>A</b>	<b>Lobby Area (Reception Counter and Waiting Area)</b>		
A1	Demolition Work		
	• Remove and dispose of existing marble tiles	Waiting area	L/S
	• Remove and dispose of the existing gypsum board partitioning	Registrar of Company (ROC)	
	• Remove and dispose of the existing Pigeon Hole and Tender Box	Registrar of Company (ROC)	L/S

No	Work Description	Location	Quantity
A2	Floor and Associated Works		
	<ul style="list-style-type: none"> <li>Surface preparation</li> </ul>	Waiting area	L/S
	<ul style="list-style-type: none"> <li>Supply new SPC or Vinyl 6mm to 8mm wood look, including necessary treatment and finishing. The floor should be antimicrobial, mark resistant, phthalate-free, formaldehyde-free, removable, scratch-resistant, skid-resistant, stain-resistant, waterproof, and fire-resistant</li> </ul>	Waiting area	L/S
	<ul style="list-style-type: none"> <li>Make good of the existing carpeted floor</li> </ul>	Registrar of Company (ROC)	L/S
A3	Wall Finishes		
	<ul style="list-style-type: none"> <li>Install new logo of Labuan FSA c/w necessary finishing, lighting.</li> </ul>	Waiting area	1
	<ul style="list-style-type: none"> <li>Install 12mm gypsum board partitioning including necessary frame and support system and all necessary fixing accessories fixed in position</li> </ul>	Registrar of Company (ROC)	L/S
	<ul style="list-style-type: none"> <li>Prepare and apply one layer of undercoat and two layers of finishing coats of selected emulsion paint</li> </ul>	Registrar of Company (ROC)	L/S
A4	Door & Ironmongery		
	<ul style="list-style-type: none"> <li>Supply and install single leaf hollow timber hidden door with vision panel</li> </ul>	Registrar of Company (ROC)	1
A5	Custom-Build Furniture		
	<ul style="list-style-type: none"> <li>Supply and install new tender and quotation boxes c/w keys</li> </ul>	Registrar of Company (ROC)	2
A6	Facility Services		
	<ul style="list-style-type: none"> <li>To relocate the existing socket outlet point to the new wall including necessary electrical works</li> </ul>	Registrar of Company (ROC)	3
	<ul style="list-style-type: none"> <li>To relocate the existing Lighting point, including necessary protective earth conductor and necessary electrical work</li> </ul>	Registrar of Company (ROC)	3
	<ul style="list-style-type: none"> <li>To relocate, supply, install and terminate data point using CAT 6</li> </ul>	Registrar of Company	2

No	Work Description	Location	Quantity
	cable c/w exclusive faceplate for Network point	(ROC)	
	<ul style="list-style-type: none"> <li>To prepare card access points to new locations</li> </ul>	Registrar of Company (ROC)	2
<b>B Main Entrance</b>			
B1	Wall Finishes		
	<ul style="list-style-type: none"> <li>Remove the existing logo</li> </ul>		L/S
	<ul style="list-style-type: none"> <li>Install 12mm gypsum board partitioning including necessary frame and support system and all necessary fixing accessories fixed in position</li> </ul>	Main Entrance	L/S
	<ul style="list-style-type: none"> <li>Prepare and apply one layer of undercoat and two layers of finishing coats of selected emulsion paint</li> </ul>	Main Entrance	L/S
	<ul style="list-style-type: none"> <li>Supply and install selected Homogeneous Wall tiles c/w adhesive including necessary finishing</li> </ul>	Main Entrance	L/S
	<ul style="list-style-type: none"> <li>Install new Labuan FSA logo</li> </ul>	Main Entrance	1
B2	Custom-Build Furniture		
	<ul style="list-style-type: none"> <li>Supply and install half-height Pigeon Hole cabinet (44 holes) c/w keys for each hole.</li> </ul>	Main Entrance	1
B3	Floor and Associated Works		
	<ul style="list-style-type: none"> <li>Surface preparation</li> </ul>	Main Entrance	L/S
	<ul style="list-style-type: none"> <li>Supply new SPC or Vinyl 6mm to 8mm wood look, including necessary treatment and finishing. The floor should be antimicrobial, mark resistant, phthalate-free, formaldehyde-free, removable, scratch-resistant, skid-resistant, stain-resistant, waterproof, and fire-resistant</li> </ul>	Main Entrance	L/S
B4	Ceiling and Associated Works		
	<ul style="list-style-type: none"> <li>Install 600mm x 1200mm fibrous cement board; fixed with self-drilling screws to and including aluminium support system; raw-bolted to concrete soffits; trimming and extra framing around light fittings, diffuser and the like; all in accordance with</li> </ul>	Main Entrance	L/S

No	Work Description	Location	Quantity
	manufacturer's instructions		

- 2) The interested company is required to submit the following documents:
  - a) Details of specifications, i.e. materials used, price per item.
  - b) Conceptual design. The design should fit the contemporary ambience.
  - c) Company's profile, including past projects with similar projects.
- 3) The interested company must obtain necessary approval from the relevant Authorities such as the Building Management.
- 4) The price should include the Defect Liability Period (DLP) for three (3) months.
- 5) The interested vendor to provide a quotation with a validity of 60 days.

### Contact Information

Please do not hesitate to contact the following personnel should you require further clarifications:

#### **Puan Khadijah Zahri**

Tel. No : 03 – 8873 2077  
Email : khadijah@labuanfsa.gov.my

#### **En. Robin Patrick Mangkah**

Tel. No : 03 – 8873 2082  
Email : robin@labuanfsa.gov.my

**BIDDER'S DECLARATION**

**REFURBISHMENT OF LABUAN FSA'S OFFICE (RFQ 00021)**

I, \_\_\_\_\_ NRIC No \_\_\_\_\_  
representing \_\_\_\_\_ with registration number  
\_\_\_\_\_ hereby declare that I, or any individual(s)  
representing this company, shall not offer or give any bribes to any individual(s) in  
**Labuan FSA** or any other individual(s), as gratification for being selected in the  
aforementioned tender/quotation\*. I attach herewith a Letter of Authorisation which  
empowers me as the representative for the aforementioned company, to make this  
declaration.

2. If I, or any individual(s) representing this company, is offering or giving bribes to  
any individual(s) in **Labuan FSA** or any other individual(s) as gratification for being  
selected in the aforementioned tender/quotation\*, I hereby agree as a representative of  
the aforementioned company, for the following actions to be taken:

- 2.1 Revocation of the contract offer for the aforementioned tender/quotation\*; or
- 2.2 Termination of the contract for the aforementioned tender/quotation\*; and
- 2.3 Other disciplinary actions according to the Government procurement rules  
and regulations in force.

3. In the event where there is any individuals(s) who attempts to solicit bribes from  
me or any individual(s) related to this company as gratification for being selected in the  
aforementioned quotation, I hereby pledge to immediately report such act(s) to the  
Malaysian Anti-Corruption Commission (MACC) 's office or at the nearest police station.

Sincerely,

Name:  
NRIC No.:  
Company stamp:

Note  
i. \*Delete whichever not applicable

**DECLARATION OF INTEREST BY CONSULTANTS**

I ..... NRIC No. .... as owner  
..... with registration no ..... hereby declare that I or  
any other individual(s) representing this company will not offer or give bribe or use influence  
on any individuals in ..... or any other individuals, as gratification  
to obtain this procurement.

If there is any attempt of bribery from any party, I shall immediately lodge a report at the  
Malaysian Anti-Corruption Commission's (MACC) office or the nearest police station. I am  
aware that failure to do so is an offence under the Malaysian Anti-Corruption Commission  
Act 2009 [Act 694].

Sincerely,

Name : .....  
NRIC No : .....  
Signature : .....  
Date : .....  
Comp. Stamp : .....





## GARIS PANDUAN ETIKA PEMAKAIAN BAGI PEMBEKAL/KONTRAKTOR

### 1.0 Objektif

Garis panduan ini diterbitkan untuk dijadikan rujukan kepada pihak pembekal/kontraktor supaya wujud kesegaraman dan konsistensi cara berpakaian dan penampilan diri ketika memasuki pejabat Labuan FSA.

### 2.0 Panduan Pakaian

Berikut merupakan panduan pemakaian bagi urusan rasmi di pejabat Labuan FSA samaada ketika lawatan tapak, taklimat projek, penyerahan dokumen tender atau sebut harga, atau menghadiri mesyuarat:

- Pembekal/kontraktor adalah dinasihatkan berpakaian kemas, bersih dan sesuai dengan amalan masyarakat Malaysia dan mematuhi etika berpakaian yang telah ditetapkan oleh Labuan FSA.
- Pakaian yang dibenarkan adalah pakaian yang sopan seperti baju kemeja, baju T-berkolar, kasut, seluar panjang, dan skirt panjang di bawah paras lutut. Seluar jeans adalah dibenarkan dengan syarat ianya tidak koyak atau lusuh.
- Pembekal/kontraktor dilarang daripada berpakaian tidak sopan dan yang terlalu mendedahkan tubuh atau menjolok mata seperti berikut:
  - ✓ Berskirt atas paras lutut atau berseluar pendek
  - ✓ Berbaju tanpa lengan
  - ✓ Berseluar/berskirt terlalu ketat
  - ✓ Berselipar

Berikut merupakan panduan pemakaian ketika kerja-kerja penyelenggaraan, pembinaan, pembaikan, atau pengubahsuaian:

- Bagi kerja-kerja pembinaan, pembaikan, penyelenggaraan atau pengubahsuaian:
  - ✓ Pembekal/kontraktor adalah dinasihatkan berpakaian kemas, selamat, bersih dan sesuai dengan kerja-kerja yang dibuat.
  - ✓ Pembekal/kontraktor hendaklah memastikan keselamatan pekerja terjaga. Pemakaian kasut atau but keselamatan dan topi keselamatan adalah diwajibkan. Pemakaian selipar adalah dilarang sama sekali.
  - ✓ Memakai tali pinggang keselamatan bagi kerja-kerja yang melibatkan tempat tinggi.
  - ✓ Pemakaian sarung tangan adalah digalakkan untuk melindungi tangan daripada sebarang kecederaan.
- Bagi kerja-kerja pembersihan pejabat:
  - ✓ Adalah menjadi tanggungjawab pembekal/kontraktor untuk membekalkan pekerja uniform supaya mudah dikenalpasti dan mengekalkan keseragaman.

- ✓ Uniform tersebut hendaklah sentiasa dipakai semasa di dalam pejabat Labuan FSA.

### 3.0 Pematuhan Garis Panduan

Pelawat yang tidak mematuhi etika berpakaian di atas boleh dilarang dari memasuki pejabat Labuan FSA.