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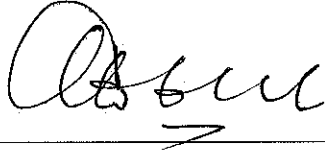
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

CONTRACT ADMINISTRATION

DOCUMENT NO.: QP-SEDC-09

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Allin Bandang	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Acting Director, Engineering & Project Management Division	General Manager, SEDC
DATE	17 September 2021	17 September 2021

ISSUED TO	IQD		
REVISION NO.	3	DATE	17 September 2021



QUALITY PROCEDURE			
TITLE	CONTRACT ADMINISTRATION		
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1. OBJECTIVE

This procedure is to provides guidelines for contract administration.

2. SCOPE

This procedure is applicable for the appointment of contractor.

3. DEFINITION

- a) Letter of Award & Acceptance - Letter of award to the successful contractor and acceptance by the contractor.
- b) Contractor - Contractor / external proappointed through procurement process.
- c) Board - A body whose members are appointed by the Minister under Section 4 of the SEDC Ordinance 1971 (Sarawak Cap 35).
- d) Tender, Finance & Investment Committee (TFIC) - Tender, Finance & Investment Committee established under Regulation 10 of SEDC Financial & Accounting Procedure Regulations 1980.
- e) Chairman's Committee Meeting (CCM) - Chairman's Committee is the highest management committee in SEDC established under Regulation 10B of SEDC Financial & Accounting Procedure Regulations 1980. This committee is chaired by the Chairman and its other members consist of GM, DGM and Director of Corporate Finance Division.
- f) Management Executive Committee (MEC) - Management Executive Committee established under Regulation 10 of SEDC Financial & Accounting Procedure Regulations 1980. This committee is chaired by General Manager and members consists of all the Divisional Directors.
- g) Jawatankuasa Sebutharga dan Perolehan Terus (JSPT) - The committee is chaired by DIR(IQD) and its other members consists of DIR(HRA), DIR(CFD) and 2 other Divisional Directors appointed by GM.

4. ABBREVIATIONS

- Board - SEDC Board
- CH - Chairman
- GM - General Manager
- DIR(LAD) - Legal Affairs Division Director
- DIR(ENG) - Engineering & Project Management Division Director
- DIR(ID) - Director, Initiating Division
- TFIC - Tender, Finance and Investment Committee
- CCM - Chairman's Committee Meeting
- MEC - Management Executive Committee
- CONS - Consultant
- CONT - Contractor
- FFO - Federal Financial Officer
- JSPT - Jawatankuasa Sebutharga Dan Perolehan Terus

5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	Letter of Acceptance of Tender	Permanent	ID
-	Contract Document	Permanent	LAD



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QUALITY PROCEDURE

TITLE

CONTRACT ADMINISTRATION

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REVISION

3

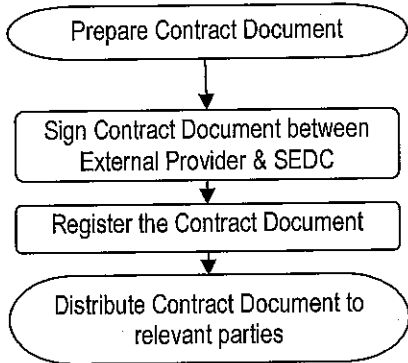
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- Successful Bidder

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Responsibility

Quality Record

DIR(ID) / DIR(PTY) /
DIR(LAD) /
DIR(ENG) / CONS

LAD / CONT

DIR(LAD) / ID /
DIR(ENG)

DIR(ID) / DIR(PTY) /
DIR(ENG)

Contract Document

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PROCESS OUTPUT:

- Contract Documents Generated

REFERENCE DOCUMENTATION:

- QP-SEDC-08 (Procurement)
- QP-SEDC-10 (Project Management)



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QUALITY PROCEDURE			
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REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	<ul style="list-style-type: none">• Cover Page - Change of General Manager's name and Director's name• Page 2 - Abbreviations – Amend Legal Affairs Division to Legal Affairs & Secretarial Services Division
2.	<ul style="list-style-type: none">• Page 2 - Abbreviations – Amend Legal Affairs & Secretarial Services Division to Legal Affairs Division
3.	<ul style="list-style-type: none">• Change Management Executive Meeting (MEM) to Management Executive Committee (MEC)

Ref:

Date:

Tuan,

LETTER OF ACCEPTANCE OF TENDER FOR
.....
.....

We are pleased to inform that your tender in the sum of RM.....
(Ringgit Malaysia:) is hereby accepted subject to the terms, conditions and stipulations stated in this letter and your tender dated

This letter also serves to advise you that the site for the abovementioned project will be handed over to you to commence works on, which will be taken as the official date of possession of site in accordance with Clause of the General Conditions of Contract.

The time for completion of this contract is

Therefore, the contract completion date will be on

As conditions precedent to the commencement of the works, you are required to deposit by the date of the possession of site with this Corporation the following:

- (i) Performance Bond in the value of RM..... (being 5% of the tender sum) in the form of an approved Banker's Guarantee; failing which you shall be deemed to have opted for a performance Bond in the form of a Performance Guarantee Sum pursuant to Clause 13.1 (a) of the General Conditions of Contract; and
- (ii) Workmen's Compensation, Public Liability and Fire Insurance Policies and other policies as required under this Contract together with the receipts showing premium had been paid.

LETTER OF ACCEPTANCE OF TENDER FOR
.....

No work under this Contract shall commence unless and until you have complied with the conditions precedent prior to the commencement of works.

The contract document will be handed to you for signing in due course. Pending the execution of the Agreement, this acceptance together with your tender and confirmation of your tender price shall constitute a legally binding contract between and our Corporation.

Kindly confirm your tender in the amount stated above by signing and returning the duplicate of this letter by

Thank you.

"BERSATU BERUSAHA BERBAKTI"

"COMMITTED TO EXCELLENCE"

Yours faithfully,

General Manager
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

LETTER OF ACCEPTANCE OF TENDER FOR

We,(Name and Company No.) of
(Address), hereby confirm our tender in the sum of RM.....
(Ringgit Malaysia:) on the
above terms and conditions.

.....
Authorised Signature of Contractor
affixed with common seal/stamp

.....
Signature of Witness

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.....
Name in Full

.....
Name in Full

.....
In Capacity of

.....
Occupation

Date:

Date: