

TENDER SUBMISSION CHECKLIST

DOKUMEN TENDER

SURAT AKUAN PEMBIDA

ISI BORANG & LENGKAPKAN MAKLUMAT

CHOP & SIGN

PROTÉGÉ

ISI BORANG & LENGKAPKAN MAKLUMAT

CHOP & SIGN

BORANG A

ISI BORANG & LENGKAPKAN MAKLUMAT

CHOP & SIGN

ISI TARIKH

BORANG B

ISI BORANG & LENGKAPKAN MAKLUMAT

DOKUMEN WAJIB

BORANG- BORANG SYARIKAT

BORANG 24

BORANG 49

BORANG 9

Status Guide:
 ✓ = Completed
 ✗ = Missing
 N/A = Not Applicable
 C = Checked

C1	C2	C3

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LESEN-LESEN SYARIKAT

	MULA	TAMAT	C1	C2	C3
PPK					
SPKK					
STB					
SCORE	***				

BORANG C

ISI BORANG & LENGKAPKAN MAKLUMAT

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PENYATA BANK

	BANK	BULAN	TAHUN
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1

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2

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3

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DI SAH KAN OLEH PIHAK BANK PADA SETIAP MUKA SURAT**AUDIT REPORT****TAHUN**

1

2

3

DI SAH KAN OLEH JURUAUDIT BERTAULIAH PADA M/S BALANCE SHEET

BORANG CA (JIKA ADA FASILITI BANK)

BORANG D

ISI BORANG & LENGKAPKAN MAKLUMAT

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BILANGAN

SURAT SETUJU TERIMA (LA)

PERAKUAN SIAP KERJA (CPC)

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BORANG E

ISI BORANG & LENGKAPKAN MAKLUMAT

C1	C2	C3

BILANGAN

IJAZAH

DIPLOMA

SIJIL

CARUMAN KWSP

BULAN

TAHUN

1

2

3

SILA SERTAKAN RESIT BAYARAN KWSP

BORANG F

ISI BORANG & LENGKAPKAN MAKLUMAT

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BORANG G

ISI BORANG & LENGKAPKAN MAKLUMAT

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BORANG GA

ISI BORANG & LENGKAPKAN MAKLUMAT

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BORANG GA1

ISI BORANG & LENGKAPKAN MAKLUMAT

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ISI RINGKASAN HARGA TENDER (SUMMARY OF TENDER)

ISI SETIAP BILL OF QUANTITIES

ISI HARGA TENDER IKUT JUMLAH (**NOMBOR**)

ISI TARIKH

CHOP & SIGN

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ISI BORANG TENDER (FORM OF TENDER)

ISI HARGA TENDER (**NOMBOR**)

ISI HARGA TENDER (**PERKATAAN**)

ISI TEMPOH HARI/MINGGU/BULAN

ISI TARIKH

CHOP & SIGN

C1	C2	C3

TECHNICAL DATA

KATALOG

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ADDENDUM

ADDENDUM

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.....
Prepared by:
(Document Compilation)

.....
Reviewed by:
(Technical & Compliance Checking)

.....
Confirmed by:
(Final submission approval)

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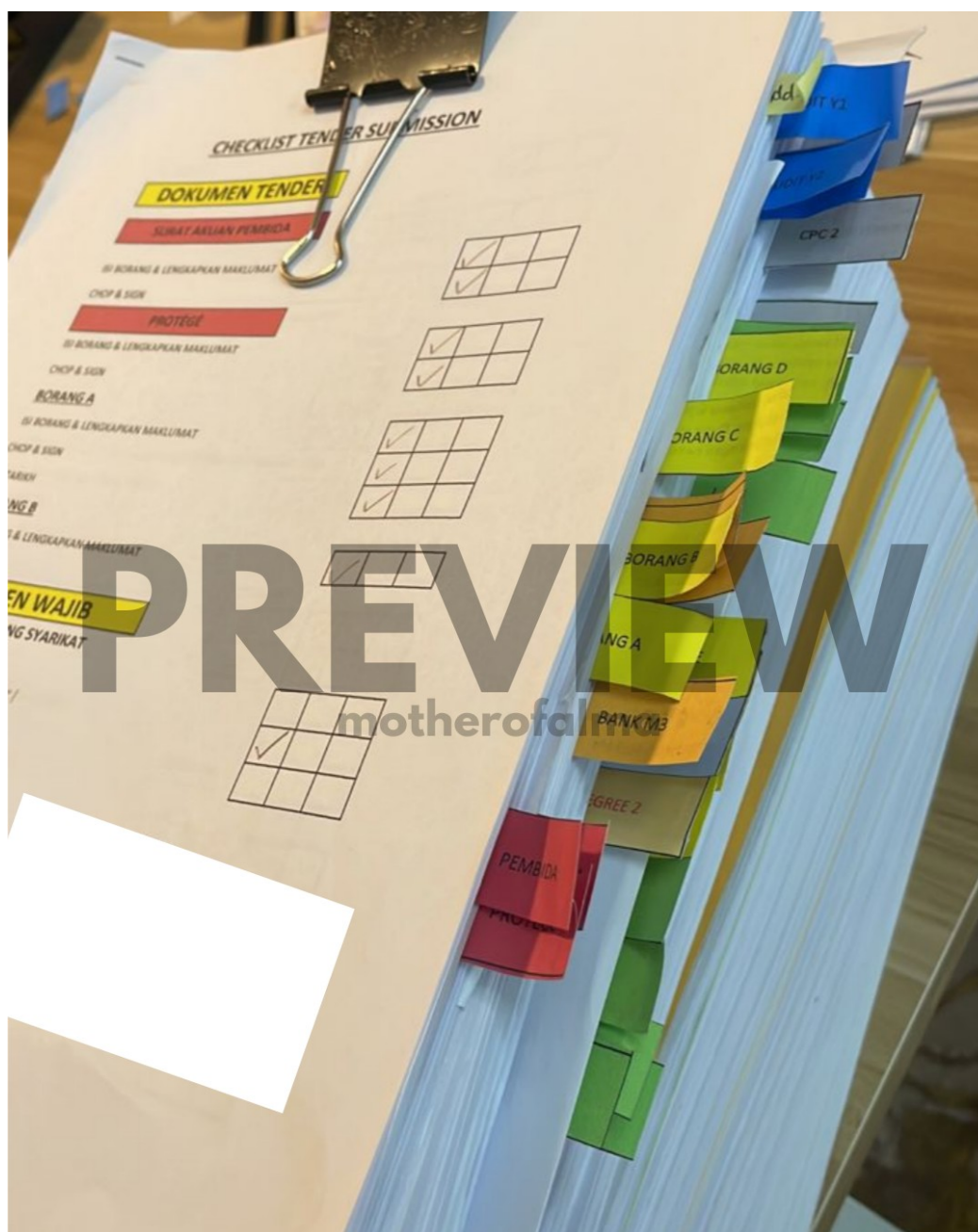
Legend:
C = Responsible Checker (Document Verification/Preparation)

C1 = Primary Checker
C2 = Secondary Checker
C3 = Final Verification

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1. Sila pastikan dokumen disusun mengikut aliran checklist yang disediakan.
2. Label berwarna (colour-coded) sangat penting bagi membantu pemahaman yang lebih mudah, terutamanya bagi mereka yang masih baru dalam proses ini.
3. Bagi tujuan kejelasan, kemudahan semakan, dan kecekapan pelaksanaan kerja, semua bahagian perlu dilabel dengan betul. Ini bagi memastikan dokumen kekal tersusun, mudah dinavigasi, dan senang untuk disemak semula apabila diperlukan.
4. Pelaksanaan tiga (3) tahap semakan (checker) adalah untuk memastikan tiada dokumen yang tertinggal serta mengurangkan risiko kesilapan seperti terlepas pandang atau lupa melengkapkan butiran tertentu.
5. Sila ambil perhatian bahawa walaupun kesilapan kecil atau kecuaiian seperti dokumen tidak dicop, tiada tandatangan, salah ejaan nama atau kekurangan butiran tertentu boleh menyebabkan penyerahan tender ditolak atau tidak layak dipertimbangkan.



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