

**XIDDIG CELLULAR COMMUNICATIONS SDN BHD
(COMPANY NO. 1014898-W)**

PROJECT PROCEDURE

PRE-QUALIFICATION APPLICATION GUIDELINE AND PROCEDURE FOR THE PROVISION OF ENHANCED MALAYSIA INTERNATIONAL INTERNET GATEWAY (EM-IIG) (SARAWAK)

EM-IIG OPTICAL FIBER NETWORK SYSTEM (PHASE 1)

Revision : 00
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REVISION HISTORY

REVISION NO.	ISSUE DATE	DETAILS OF REVISION
00	01/10/2018	Initial Submission

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1 INSTRUCTIONS TO CONTRACTOR(S)

- i. XIDDIG wishes to receive submissions from eligible contractor(s) who are interested to participate and met the terms and requirements stated in this document of the Pre-Qualification of contractor(s) for the following project: -

PROVISION OF ENHANCED MALAYSIA INTERNATIONAL INTERNET GATEWAY (EM-IIG)

- ii. A complete submission is to be submitted thru hardcopy (**submission to be filled in hand written**) and delivered by hand to the following address:

Lot 2875, 1st Floor Jln. Tunku,
RPR Phase II, 93050
Kuching, Sarawak
Malaysia

Tel/ Fax: 082-288 344

Email: abgasfia@xiddig.net

Attention to: Abang Asfia

- iii. Postal Submission may be considered if the submitter is able to provide proof of receipt and the delivery date does not exceed the dateline for submission to the above address

2 ELIGIBLE CONTRACTOR(S)

This invitation is extended to established and experienced contractor(s) registered in Malaysia who must fulfil the following criteria: -

3 APPLICATION EVALUATION PROCEDURE & CRITERIA

Stage	Item Description	Criteria
STAGE 1 Legal Entity & Registration	Pre-Qualification Form (SSM, CIDB etc)	Pass / Fail
	Completeness of basic documents	Pass / Fail
	Form of Qualification check	Pass / Fail
	Legal Evaluation Report	Review potential legal risks for consideration
STAGE 2 Pre- Qualification	Availability of Manpower (sufficiency & competency), tools, machineries, equipment	Pass / Fail
	Assessment of Technical Criteria	Scoring: Passing mark = 50%
	Assessment of Financial Criteria	Pass / Fail
	Track Record of similar projects / Project Experience	Pass / Fail

Stage	Item Description	Criteria
STAGE 3 Evaluation	Overall evaluation ranking according to the following offers:	Pass / Fail
	1. Combination of Technical and Financial Score	Pass / Fail
STAGE 4 Appointment	2. Statement of Compliance score	Pass / Fail
	1. Letter of Award	
	2. Contract issuance	

Table 3-1: Application Evaluation Procedure & Criteria

Note : **Applicants need to pass preceding stage before proceeding to the next**

3.1 Stage 1: Legal Entity and Registration

3.1.1 Pre-Qualification Form

Applicant need to fill up the Pre-Qualification Form and provide necessary documents and proof of submission to Xiddig before the deadline of submission. Late submission will not be entertained.

3.1.2 Completeness of Basic Documents

The applicant must submit the following:

- i) Proof of Deposit Payment (copy of receipt/bank in slip/online transfer receipt)
- ii) Pre-Qualification Form
- iii) Company Profile – including: -
 - a) Proof of registration with Construction Industry Development Board (CIDB)
 - Applicants to provide information on certificate, registration number, grade, category & specialization.
 - b) Proof of registered and validity status of NIOSH TM SP and any other related certification
 - c) Proof of registered as panel contractor for telco works/JKH/TNB etc (if any)
 - d) JV / Consortium Agreement (limited to a max of 3 contractors if any)
 - e) Certified Board of Directors Resolution and/or Power of Attorney for the authorized signatory
 - f) Letter of Certifications (where relevant)
 - g) Form of Non-Disclosure Agreement
 - h) Applicant's Declaration

3.1.3 Form of Qualification Check

- i. This is to be opened by XIDDIG committee and kept confidential;
- ii. Failure to submit will result in invalidation of the Application;
- iii. Form of Qualification must be signed by the Applicant's Authorized Signatories

3.1.4 Legal Evaluation Report

- i. Review and report findings regarding relevant termination, black-listing and/or litigation
- ii. Review and report any associated risks for consideration

Note

Only Applicants Having Passed All Evaluations Under Stage 1 Will Be Carried Forward to Stage 2 Evaluation

3.2 Stage 2: Pre-Qualification

3.2.1 Track Record of Similar Projects

- i. The applicant must be able to demonstrate that they have successfully completed at least two (2) large scale projects involving infrastructure for Optical Fiber Network construction with the value of **Ringgit Malaysia: One Million (RM1 Million) for EACH project** during the last five (5) years.
- ii. The applicant must also show proof of possessing operational and maintenance experience in telecommunication infrastructure for at least **two (2) years**.

3.2.2 Assessment of Technical Criteria

Stage	Item	Evaluation Criteria	Max Score	Pass Score
2a	i.	Compliance with Works Specifications	30	15
	ii.	Performance of Previous Projects	10	5
	iii.	Compliance with Key Dates	20	10
2b	iv.	Execution Management	10	20
	v.	Project Organization	10	
	vi.	Key Personnel	10	
	vii.	Quality and Site Safety, Health and Environment Assurance	10	
Total (Passing Score = 50)			100	50

Table 3-2: Assessment of Technical Criteria

Technical Evaluation Details 2b (iv)

Item	Evaluation Criteria	Max Score	Scoring Guideline
2b(iv)	Execution Management	10	Based on Execution Management Plans provided

Item	Evaluation Criteria	Max Score	Scoring Guideline
Details	Project Organization	2	<ul style="list-style-type: none"> • Very Good = 2 • Acceptable = 1.5 • Weak = 1 • Not available = 0
	Project Management	3	<ul style="list-style-type: none"> • Very Good = 3 • Acceptable = 2 • Weak = 1 • Not available = 0
	Installation Management	3	<ul style="list-style-type: none"> • Very Good = 3 • Acceptable = 2 • Weak = 1 • Not available = 0
	Testing & Commissioning Management	2	<ul style="list-style-type: none"> • Very Good = 2 • Acceptable = 1.5 • Weak = 1 • Not available = 0

Table 3-3: Technical Evaluation Details 2b (iv)

3.2.3 Assessment of Financial Criteria

- i. Updated Paid-up Capital and Retained Earnings
- ii. Average Profit over the Last Three (3) Years must be positive
- iii. Credit Facilities secured by applicants (for reference only)

Note

: Only Applicants Having Passed All Evaluations Under Stage 2 Will Be Carried Forward to Stage 3 Evaluation

3.3 Stage 3: Evaluation

3.3.1 Application Evaluation Report

Application Evaluation Committee Chairman to receive Application Evaluation Report based on:

- a) Technical Evaluation Report
- b) Commercial Evaluation Report
- c) Combined Evaluation Report
- d) Conditions of Contract Compliance Report
- e) Financial Evaluation Report
- f) Legal Evaluation Results

3.3.2 Statement of Compliance score (SoC)

- i. If the applicant with the highest combined evaluation ranking is also fully compliant/acceptable, award the Contract to it.
- ii. If the applicant with the highest combined evaluation ranking has qualifications to COC or has unacceptable terms, negotiate with the top two (2) ranked applicants to remove non-compliances

3.4 Stage 4: Appointment

1. Letter of Award (LOA)

The letter of award (LOA) will be issued to successful participants upon selection by Xiddig Cellular Communications Sdn Bhd.

2. Contract Issuance

Upon agreement between both parties (Xiddig and the participant), Xiddig will issue a contractual document regarding the EM-IIG project.

4 MANDATORY REQUIREMENTS

- i. Experienced in fiber optic cable and network deployment and related works including civil, mechanical and electrical works.
- ii. Having the ability to finance the project such as from Internal Fund, Banking Facilities, Performance Bond, etc;
- iii. Established Management, Professional Key Personnel involved in project management;
- iv. Having good track records in previous projects;
- v. Ability to meet XIDDIG's requirement in terms of speed, quality and cost efficiency;
- vi. Have the ability to prepare all documentations and meeting the contract requirements.

Only shortlisted contractor(s) will be **invited** for a briefing session to address the details of the project, technical compliance related to this selection exercise and questions from contractors.

5 DOCUMENTS TO BE SUBMITTED

- i. The following documents are to be submitted together with the provided Pre-Qualification Form for contractor assessment. Please refer the submission criteria as per below:
 - a) Company Profile inclusive of licenses and registrations with relevant authorities.
 - b) **Certified true copies** of principal bank statements for the last six (6) months.
 - c) List of past and on-going projects by contractor(s) which also reflects contractor(s) commitment sum for the projects in the prescribed format herein.
 - d) **Certified true copies** of the supporting documents with respect of the items under **Clause 4. Mandatory Requirements.**
 - e) Any other document(s) to assist XIDDIG to assess the capabilities and strength of the contractor(s).

- ii. When submitting the Document, contractor(s) shall use the Pre-Qualification Form in the format prescribed herein.

6 LANGUAGE OF SUBMISSION

The submission must be prepared and submitted in English. Supporting documents and printed literature furnished by the contractor(s) may be in another language provided these are accompanied by its appropriate translations. If there are conflicting language present in both the printed literature and translation, the English language translation shall be prioritized over the original document/literature.

7 PERIOD OF VALIDITY

The submission is valid for twelve (12) months from and after the dateline for submission of documents stated under **Clause 8(ii)** herein.

8 SUBMISSION OF DOCUMENT

- i. Complete Submission are to be submitted thru hardcopy (**Proof of Deposit Payment** (copy of receipt/bank in slip/online transfer receipt) / **Pre-Qualification Form** and **Company Profile**) and delivered by hand to the following address:

Lot 2875, 1st Floor Jln. Tunku,
RPR Phase II, 93050
Kuching, Sarawak
Malaysia

Tel/ Fax: 082-288 344
Email: abgasfia@xiddig.net
Attention to: Abang Asfia

- ii. **Dateline for Submission of Documents**

The documents (**Proof of Deposit Payment** (copy of receipt/bank in slip/online transfer receipt) / **Pre-Qualification Form** and **Company Profile**) must be received by **XIDDIG – Sarawak Coordinator (Abang Asfia)** not later than **Friday (18th January 2019) at 12 noon.**

- iii. XIDDIG may, at its discretion, extend the deadline for submission stated under **Clause 8(ii)**, in which case, all rights and obligations of XIDDIG and the contractor(s) subject to the deadline stated under **Clause 8(ii)** will thereafter be subject to the deadline as extended.

9 LATE SUBMISSION

Any late submission shall not be accepted by XIDDIG's without exceptions for this Pre-Qualification exercise.

10 OPENING OF SUBMISSION

XIDDIG will open the submissions in private.

11 CLARIFICATION OF SUBMISSION

XIDDIG may, at its discretion, seek clarification from the contractor(s) for its submission to assist in the examination and evaluation process. All responses to requests for clarification shall be in writing, and no change in the substance of the submission shall be sought, offered or permitted.

12 CONTACT CONDITIONS

- i. No contractor(s) shall contact XIDDIG on any matter relating to the submission; and
- ii. Any effort by the contractor(s) to influence XIDDIG in XIDDIG's decisions in respect of the evaluation will result in the rejection of the contractor(s)' submission.

13 XIDDIG'S RIGHT TO ACCEPT ANY SUBMISSION AND TO REJECT ANY OR ALL SUBMISSIONS

XIDDIG reserves the right to accept or reject any submission and to annul the Pre-Qualification process and reject all submission at any time prior to selection of contractor(s) to participate in the tender without thereby incurring any liability to the affected contractor(s) or contractor(s) on the ground of XIDDIG's action.

14 XIDDIG'S RIGHT TO CALL ANY CONTRACTOR(S) FOR CLARIFICATION

XIDDIG reserves the right to call the contractor(s) for a clarification meeting if required. The notice to call for the meeting will be done in writing. Failure by the contractor(s) to send their representatives to the meeting may cause their submission to be rejected.

15 NOTIFICATION TO PARTICIPATE IN THE TENDER

XIDDIG will notify the successful contractor(s) to participate in the tender in writing.

16 STATE OF INFORMATION SUBMITTED

- i. XIDDIG reserves the right to verify the particulars furnished by the contractor(s) independently; and
- ii. If any information furnished by the contractor(s) is found to be false or incorrect at any stage, the contractor(s) shall be liable to be debarred from the tendering exercise.