



LAMPIRAN A

BIL.	BUTIRAN KERJA	KUANTITI	PEMATUHAN (Sila ✓ atau X)	CATATAN**
	<p><b><u>FLOOR SIGNAGE</u></b> To Supply 1ft x 3ft floor signage using polycarbonate material with approved design and material: For 2<sup>nd</sup> &amp; 3<sup>rd</sup> Floor including installation &amp; wiring (if any)</p>	2 Unit	<input type="checkbox"/>	
3.	<p><b><u>DEMOLITION WORKS</u></b></p> <p><b><u>PLASTERED WALL PARTITION</u></b> To do demolition work on existing plastered wall partition at 2<sup>nd</sup> floor for new Director Office and Business Centre 1</p> <p>To do demolition work on existing plastered wall partition at 3<sup>rd</sup> floor for new Meeting Room</p> <p><b><u>DEMOLISH &amp; HACKING FLOOR TILES</u></b> To demolish existing floor tile and carry out repair after hacking work at (pantry area) on 2nd Floor &amp; 3rd Floor;</p> <p><b><u>PINHOLE GYPSUM CEILING</u></b> To demolish/ dismantle whole existing pinhole gypsum ceiling system on 3<sup>rd</sup> Floor</p>	L/S  L/S  L/S  L/S	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
4.	<p><b><u>BUILDING WORK (2<sup>ND</sup> FLOOR)</u></b></p> <p><b><u>FLOOR FINISHING</u></b> To Supply and Install Floor Carpet complete with underlay. Thickness : +/- 6mm <b>(Refer to Carpet Sample)</b></p> <p>Area : a) Director's Room b) Business Centre 1 &amp; 2 c) Reception &amp; Lobby d) Operation Office</p> <p>To Supply and Lay combination of (12''x 24'') and (12''x12'') tiles with Interlock pattern for pantry area. <b>Refer to Approved Tiles Color</b></p>	L/S       L/S	<input type="checkbox"/>       <input type="checkbox"/>	

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	To Supply and Install <i>Homogeneous Vinyl Flooring</i> at Photocopy & Printing Room( <b>upon site visit</b> )	L/S	<input type="checkbox"/>	
	<b><u>CEILING</u></b>			
	To Supply, Construct & Install metal steel ceiling frame at 600mm c/c	L/S	<input type="checkbox"/>	
	To Supply and Install new 10mm thick plaster ceiling board including fixing the joint area with pillar	L/S	<input type="checkbox"/>	
	<b><u>TEMPERED GLASS DOOR</u></b>			
	To Supply & Installed 3ft x 7ft of 10mm thickness tempered glass single swing door complete with accessories including Frosted Glass Film Sticker( <b>Refer to approved design</b> ):	5 Unit	<input type="checkbox"/>	
	Area : a) Director's Room b) Business Centre 1 & 2 c) Operation Office d) Photostat & Equipment Room e) Main Door Entrance			
	To Supply & Installed 3ft x 7ft of 8mm thickness swing door/sliding glass door with aluminum frame and accessories including Frosted Glass Film Sticker ( <b>Refer to approved design</b> ) for:	1 Unit	<input type="checkbox"/>	
	a) Pantry Door			
	<b><u>ALUMINIUM AND GLASS WORKS</u></b>			
	To Supply & Install 8mm thick aluminum Fixed Glass with accessories including Frosted Glass Film Sticker ( <b>Refer to approve design</b> ) for :	L/S	<input type="checkbox"/>	
	Area : a) Director's Room b) Business Centre 1 & 2 c) Reception & Lobby d) Operation Office e) Photostat & Equipment Room			
	Aluminium Section : 40mm x 76mm x 1.10mm thick(frame) Inner / outer frame			

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	Aluminium finish : Powder coated (white) or any available color			
	<b><u>MILD STEEL GRILL</u></b> To supply and Install 3ft x 7ft m.s grill for front entrance & back door with epoxy coated finishing and accessories.	2 Unit	<input type="checkbox"/>	
	To supply and Install 2ft x 2ft m.s grill for toilet casement window with epoxy coated finishing.	2 Unit	<input type="checkbox"/>	
	To supply and Install grill for kitchen window with epoxy coated finishing.	L/S	<input type="checkbox"/>	
	<b><u>FABRIC CURTAIN</u></b> To Supply & Install Fabric or Black Out Curtain complete with railing and accessories for window at:	L/S	<input type="checkbox"/>	
	Area : a) Director's Room b) Business Centre 1 c) Reception & Lobby d) Operation Office e) Pantry.			
	<b><u>PAINTING WORKS</u></b>		<input type="checkbox"/>	
	To paint all internal wall area with one coat of alkaline primer and double coated of finishing emulsion paint.	L/S		
	To paint ceiling with one coat of alkaline primer and double coated of finishing emulsion paint.	L/S		
	<b><u>FURNITURES</u></b>			
	<b><u>RECEPTION AREA</u></b> To Supply & Install		<input type="checkbox"/>	
	a) *6ft length x 2ft width x 4ft height reception counter;	1 Unit		
	b) 6ft length x 7ft height tempered glass display panel with SME Corp. logo sticker(size to be advised);	1 Unit		

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	c) Sofa set 3+2+2 (Mix PVC-leather) complete with coffee table; d) *low cabinet 600mm x 750mm; e) low back fabric upholstery office chair; and f) *built in wall mounted TV rack.	1 Unit 1 Unit 2 Unit 1 Unit		
	<b><u>OFFICE</u></b>		<input type="checkbox"/>	
	a) 4ft (h ) x 5ft (l) partition complete with wire trunking	6 Unit		
	b) *office table, 3ft (w ) x 5ft (l)	6 Unit		
	c) high back executive chair, fabric upholstery	6 Unit		
	d) low back office chair, fabric upholstery	12 Unit		
	e) *built in low cabinet & filing	4 Unit		
	f) Kabinet Beralang	1 Unit		
	<b><u>PENGARAH ROOM</u></b>		<input type="checkbox"/>	
	a) *Executive office table	1 Unit		
	b) high back executive chair, Mix PVC-leather upholstery	1 Unit		
	c) low back office chair, Mix PVC-leather upholstery	2 Unit		
	d) Sofa set 3+2+1 (Mix PVC-leather) complete with coffee table	1 Unit		
	e) *built in low cabinet & filing	1 Unit		
	<b><u>BUSINESS CENTRE 1</u></b>		<input type="checkbox"/>	
	a) *round discussion table	1 Unit		
	b) low back office chair, fabric upholstery	4 Unit		
	c) *built in low cabinet	1 Unit		
	<b>(*type of wood and design are advised to be proposed)</b>			
	<b><u>BUSINESS CENTRE 2</u></b>		<input type="checkbox"/>	
	a) *round discussion table;	1 Unit		
	b) low back office chair, fabric upholstery;	4 Unit		
	c) *built in low cabinet.	1 Unit		
	<b><u>PHOTOCOPY &amp; EQUIPMENT ROOM</u></b>		<input type="checkbox"/>	
	*built in low cabinet & filing.	1 Unit		

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	<p><b><u>PANTRY</u></b>            a) *built in low cabinet ;            b) *round table;            c) low back office chair fabric upholstery.   <b>(*type of wood and design are advised to be proposed)</b></p>	<p>1 Unit            1 Unit            4 Unit</p>	<p><input type="checkbox"/></p>	
5.	<p><b><u>ATTENDANCE SYSTEM</u></b>            To Supply &amp; Install attendance system  <b>(Refer to approve Model and points to be allocated)</b></p>	<p>1 Unit</p>	<p><input type="checkbox"/></p>	
6.	<p><b><u>CCTV</u></b>            To Supply &amp; Install CCTV system  <b>(Refer to approved Model and points to be allocated)</b></p>	<p>4 Unit</p>	<p><input type="checkbox"/></p>	
7.	<p><b><u>MECHANICAL &amp; ELECTRICAL WORKS</u></b>  <b><u>(2<sup>nd</sup> FLOOR)</u></b></p> <p><b><u>SOCKET OUTLETS</u></b>            Supply and Install new 13A switch socket outlet point, new 32A MCBs in ring circuit wired using 2.5mm<sup>2</sup> cu PVC cable running conceal in UPVC.            For switch socket outlet point:            Area : a) Director's Room                  b) Business Centre 1 &amp; 2                  c) Reception, Waiting Area &amp; TV                  d) Operation Office (<b>3 unit per cubical</b>) + 1 unit general area                  e) Photostat &amp; Equipment Room                  f) Pantry  <b>(Subject to electrical drawing plan and building <i>Chargeman</i> approval)</b></p> <p>Supply and Install new switch socket outlet point for split unit Air Conditioning to tap from main panel with cable running conceal in UPVC.</p>	<p>5 Unit            6 Unit            5 Unit            16 Unit            6 Unit            4 Unit</p> <p>L/S</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p><b><u>LIGHTING</u></b> To Supply and Install lighting point complete with 6A 1-way switches, new MCBs, wired using 1.5mm<sup>2</sup> cu PBV cable in UPVC high impact conduit. Wiring shall be Conceal in Ring Circuit complete with accessories.</p> <p>To supply and Install 18 watt LED downlight complete with accessories.</p> <p>Supply and Install new LED EMERGENCY LIGHT, 3 hours NiCad battery, self-charger casing and accessories</p> <p><b><u>COOLING ELEMENT</u></b></p> <p><b><u>DIRECTOR ROOM</u></b> Supply and Install Indoor Ceiling Cassette type brand York with capacity of <b>1.5hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p> <p><b><u>OPERATION OFFICE</u></b> Supply and Install Indoor Ceiling Cassette type brand York with capacity of <b>3.0hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p> <p><b><u>RECEPTION AREA</u></b> Supply and Install Indoor Ceiling Cassette type Brand York with capacity of <b>2.5hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p> <p><b><u>BUSINESS CENTRE 1</u></b> Supply and Install Indoor Wall Mounted type Brand York with capacity of <b>1.0hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p>	<p>L/S</p> <p>2 Unit</p> <p>1 Unit</p> <p>1 Unit</p> <p>1 Unit</p> <p>1 Unit</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p><b><u>BUSINESS CENTRE 2</u></b> Supply and Install Indoor Wall Mounted type Brand York with capacity of <b>1.0hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p> <p><b><u>PHOTOCOPY &amp; EQUIPMENT ROOM</u></b> Supply and Install Indoor Wall Mounted type Brand York with capacity of <b>1.0hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p> <p><b><u>PANTRY 2<sup>ND</sup> FLOOR</u></b> Supply and Install Ceiling Fan Brand National (4 blades) with remote Control.</p> <p><b><u>LED TV</u></b> To supply and install 45" LED TV Brand Toshiba/ Sony at Waiting Area</p> <p><b><u>TELEPHONE &amp; ETHERNET SOCKET</u></b> To supply and install telephone and Ethernet socket including wiring and network cabling (CAT6) with complete accessories.</p> <p>Server Rack</p>	<p>1 Unit</p> <p>1 Unit</p> <p>1 Unit</p> <p>1 Unit</p> <p>L/S</p> <p>1 Unit</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
8.	<p><b><u>BUILDING WORK (3<sup>rd</sup> FLOOR)</u></b></p> <p><b><u>FLOOR FINISHING</u></b> To Supply and Install Floor Carpet complete with underlay. Thickness : +/- 6mm (Refer to Carpet Sample)</p> <p>Area : a) Meeting Room b) Surau</p> <p>To Supply and Lay combination of (12"x 24") and (12"x12") tiles with Interlock pattern for pantry area. <b>Refer to Approved Tiles Color</b></p>	<p>L/S</p> <p>L/S</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	



BIL.	BUTIRAN KERJA	KUANTITI	PEMATUHAN (Sila ✓ atau X)	CATATAN**
	<p>To Supply and Install <i>Homogeneous Vinyl Flooring</i> at (<b>upon site visit</b>) Area : a) Filing Room b) Store Room</p> <p><b><u>CEILING</u></b> To Supply, Construct &amp; Install metal steel ceiling frame at 600mm c/c</p> <p>To Supply and Install new 10mm thick plaster ceiling board including fixing the joint area with pillar</p> <p><b><u>TEMPERED GLASS DOOR</u></b> To Supply &amp; Installed 3ft x 7ft of 10mm thickness tempered glass single swing door Complete with accessories including Frosted Glass Film Sticker (<b>Refer to approved design</b>):</p> <p>Area : a) Main Door Entrance b) Store c) Surau d) Filing Room e) Meeting Room Entrance</p> <p>To Supply &amp; Installed 3ft x 7ft of 8mm thickness swing door/sliding glass door with aluminum frame and accessories including Frosted Glass Film Sticker(<b>Refer to approved design</b>) for:</p> <p>a) Pantry Door</p> <p><b><u>ALUMINIUM AND GLASS WORKS</u></b> To Supply &amp; Install 8mm thick aluminum Fixed Glass with accessories including Frosted Glass Film Sticker (<b>Refer to approve design</b>) for : Area : a) Filing Room b) Store Room c) Surau</p> <p><u>Aluminium Section</u>:40mm x 76mm x 1.10mm thick(frame) Inner/ outer frame</p>	<p>L/S</p> <p>L/S</p> <p>L/S</p> <p>5 Unit</p> <p>1 Unit</p> <p>L/S</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p><u>Aluminium finish</u>: Powder coated (white) or any available Color</p> <p><b><u>Meeting Room</u></b> To Construct and Install Slide &amp; Fold Glass Door System for Meeting Room Partition with door. <b>(Refer to approve design)</b></p> <p><b><u>MILD STEEL GRILL</u></b> To supply and Install 3ft x 7ft m.s grill for front entrance &amp; back door with epoxy coated finishing.</p> <p>To supply and Install 2ft x 2ft m.s grill for toilet casement window with epoxy coated finishing.</p> <p><b><u>FABRIC CURTAIN</u></b> To Supply &amp; Install Fabric or Black Out Curtain complete with railing and accessories for window at:</p> <p>Area : a) Meeting Room b) Store c) Surau d) Pantry</p> <p><b><u>PAINTING WORKS</u></b> To paint all internal wall area with one coat of alkaline primer and double coated of finishing emulsion paint.</p> <p>To paint ceiling with one coat of alkaline primer and double coated of finishing emulsion paint.</p> <p><b><u>FURNITURES</u></b></p> <p><b><u>MEETING ROOM</u></b> To Supply &amp; Install</p> <p>a) Selected Meeting Table<b>(Refer to approved design)</b></p> <p>b) high back executive chair, fabric upholstery</p>	<p>L/S</p> <p>2 Unit</p> <p>2 Unit</p> <p>L/S</p> <p>L/S</p> <p>L/S</p> <p>1 Unit</p> <p>2 Unit</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p>c) low back fabric upholstery office chair            d) *built in low cabinet 600mm x 750mm            d) *built in wall mounted tv rack            e) Auto projector screen with switch power and wiring.  <b>(*type of wood and design are advised to be proposed)</b></p> <p><b>STORE</b>            to supply low back, plastic foldable chair</p> <p><b>FILING ROOM</b>            a) to install existing Compactor Storage file cabinet            b) to supply and install new Compactor Storage file cabinet</p> <p><b>SURAU</b>            a) *to supply ready-made hanging cabinet  <b>(*type of wood and design are advised to be proposed)</b></p> <p><b>PANTRY</b>            a) *built in low cabinet            b) *round table            c) low back chair fabric upholstery  <b>(*type of wood and design are advised to be proposed)</b></p>	<p>20 Unit            1 Unit            1 Unit            1 Unit            30 Unit            L/S            1 Unit            2 Unit            1 Unit            1 Unit            4 Unit</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	
9.	<p><b><u>MECHANICAL &amp; ELECTRICAL WORKS (3<sup>rd</sup> FLOOR)</u></b></p> <p><b><u>SOCKET OUTLETS</u></b>            Supply and Install new 13A switch socket outlet point, new 32A MCBs in ring circuit wired using 2.5mm<sup>2</sup> cu PVC cable running conceal in UPVC.            For switch socket outlet point:            Area : a) Meeting Room ( 4 units at wall; Meeting table 8 units)            b) Store File            c) Store            c) Lobby</p>	<p>12 Unit            2 Unit            2 Unit            5 Unit</p>	<p><input type="checkbox"/></p>	

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	<p>d) Pantry e) Surau <b>(Subject to electrical drawing plan and building <i>Chargeman</i> approval)</b></p> <p>Supply and Install new switch socket outlet point for split unit Air Conditioning to tap from main panel with cable running conceal in UPVC.</p> <p><b><u>LIGHTING</u></b> To Supply and Install lighting point complete with 6A 1-way switches, new MCBs, wired using 1.5mm<sup>2</sup> cu PBV cable in UPVC high impact conduit. Wiring shall be Conceal in Ring Circuit complete with accessories.</p> <p>To supply and Install 18 watt LED downlight complete with accessories.</p> <p>Supply and Install new LED EMERGENCY LIGHT , 3 hours NiCad battery, self-charger casing and accessories</p> <p><b><u>COOLING ELEMENT</u></b></p> <p><b><u>MEETING ROOM</u></b> Supply and Install Indoor Ceiling Cassette type Brand York with capacity of <b>3.0hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p> <p><b><u>OPEN AREA</u></b> Supply and Install Indoor Ceiling Cassette type Brand York with capacity of <b>2.0hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. Refrigerant : R410A</p>	<p>4 Unit 1 Unit</p> <p>L/S</p> <p>L/S</p> <p>2 Unit</p> <p>2 Unit</p> <p>1 Unit</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p><b><u>FILING ROOM</u></b> Supply and Install Indoor Wall Mounted type Brand York with capacity of <b>1.0hp</b> complete with outdoor unit. Conceal copper insulated pipe &amp; drainage. - Refrigerant : R410A</p> <p><b><u>PANTRY 2<sup>ND</sup> FLOOR</u></b> Supply and Install Ceiling Fan Brand National 4 blades with remote Control.</p> <p><b><u>SURAU</u></b> Supply and Install Ceiling Fan Brand National 4 blades with remote Control.</p> <p><b><u>LED TV</u></b> To supply and install 45” LED TV Brand Toshiba/Sony at Waiting Area</p> <p><b><u>TELEPHONE &amp; ETHERNET SOCKET</u></b> To supply and install telephone and Ethernet socket including wiring and network cabling (CAT6) with complete accessories. <b>(Refer to approved points to be allocated)</b></p>	<p>1 Unit</p> <p>1 Unit</p> <p>1 Unit</p> <p>1 Unit</p> <p>L/S</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
10.	<p>Sebarang kerja elektrik yang dijalankan hendaklah mematuhi “<i>IEE Regulation</i>”, Peraturan-Peraturan Elektrik 1994, Akta Bekalan Elektrik 1990 dan Garis Panduan Pendawaian Elektrik yang dikeluarkan oleh Suruhanjaya Tenaga serta dilaksanakan oleh Orang Kompeten yang berdaftar dengan Suruhanjaya Tenaga. Sekiranya perlu/ berlaku perubahan kepada sesuatu sistem, pihak kontraktor dikehendaki merujuk kepada khidmat nasihat teknikal bangunan.</p>		<p><input type="checkbox"/></p>	
11.	<p>Salinan pelan-pelan terbina bagi keseluruhan ruang pejabat (yang terlibat dan tidak terlibat) dalam bentuk <i>softcopy</i> dan <i>hardcopy</i> bagi kerja-kerja ubahsuai dalaman (ID Fit-Out), Mekanikal dan Elektrikal perlu dikemukakan ke Ibu Pejabat untuk simpanan/ rujukan dan</p>	3 salinan	<p><input type="checkbox"/></p>	

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	tujuan penyelenggaraan yang diluluskan oleh <i>Chargeman</i> bangunan.			
12.	Kerja-kerja yang melibatkan struktur bangunan hendaklah dirujuk dan mendapat kelulusan Jabatan Kerja Raya terlebih dahulu.		<input type="checkbox"/>	

*\*\* sila lampirkan kertas tambahan berkaitan cadangan sekiranya ruangan Catatan tidak mencukupi.*

**Saya / Kami memperakui maklumat yang diberikan adalah benar.**

.....  
Nama :

Jawatan :

Tarikh :

Cop Syarikat :