



**UNIVERSITI KUALA LUMPUR
MALAYSIA FRANCE INSTITUTE**

**FINAL EXAMINATION
JANUARY 2014 SEMESTER**

SUBJECT CODE : FCD 30202
SUBJECT TITLE : TENDER AND DOCUMENTATION
LEVEL : DIPLOMA
DURATION : 2 HOURS
DATE / TIME :

INSTRUCTIONS TO CANDIDATES

- 1. Please read the instructions given in the question paper CAREFULLY.**
 - 2. This question paper is printed on both sides of the paper.**
 - 3. Please write your answers on the answer booklet provided.**
 - 4. Answer should be written in blue or black ink except for sketching, graphic and illustration.**
 - 5. This question paper consists only one section. Answer all four (4) questions.**
 - 6. Answer all questions in English.**
-

THERE ARE 3 PRINTED PAGES OF QUESTIONS.

INSTRUCTION: Answer ALL questions.

Please use the answer booklet provided.

Question 1

You are employed with an HVAC contracting company in Kajang. Your employer has briefed you that they are mainly involved with government's contracts.

- (a). What is the definition of a successful bidder?
(5 marks)
- (b). What type of contract involved with the government?(i.e. Unit rates, negotiated or fixed price?)
(5 marks)
- (c). What is the definition of a project?
(5 marks)
- (d). Your company has asked you to be in charge of a project in Bangi. Before starting with the project, you need to know the project life cycle. List down 4 types of phases in project life cycle.
(5 marks)
- (e). Sketch the accumulative level of effort involved in the project life cycle.
(5 marks)

Question 2

Your company has assigned you to the 'Tender Department'. The department has just purchased a tender document and you need to prepare the bidding process.

- (a). You are required to prepare the quantity for the tender. What is the definition of quantity takeoff?
(5 marks)
- (b). In preparing the material quantity, what are the factors involved in determining the tender price.
(5 marks)
- (c). In preparing the labour estimates, what equation to be used in to determine total cost of labour?

(5 marks)

(d). List down two factors that affect labour productivity.

(5 marks)

(e). You need to request suppliers to quote chillers price for the tender. The chillers suppliers request a complete technical data in order for them to prepare a quotation. What section in the tender document the information can be extracted?

(5 marks)

Question 3

The company is awarded with the projects that you bid in Q2. Answer these questions.

(a). When you review the project cost summary, there is an item known as contingencies and the amount is amounting to RM 50,000.00. Explain the purpose of this amount.

(7 marks)

(b). In order to prepare the necessary cash reserve and bank facilities for the project, your company's accountant requested some cash flow projection from you. Prepare a cash flow statement based on these data from Nov '08 to May '09.

(18 marks)

- The client takes two months to pay from the date of your monthly claim.

Table 1 Amount claimed monthly

MONTH	Amount claimed monthly (RM)
Nov.' 08	150,000.00
Dec.' 08	250,000.00
Jan.' 09	360,000.00
Feb.' 09	190,000.00
Mac.'09	500,000.00

Cost of the project:

- Site overheads are **RM 15,000.00** per month.
- Material **50%** of each claim. Supplier gives two- month credit.
- Labour **20%** of each claim. Paid every month.

Question 4

Refer on the drawing given which attached with the question, you are required to;

- (a). Create the equipment list Identified all equipment, specified the capacity and quantity. (10 marks)
- (b). Measure all refrigerant pipe quantities base on dimension given. (5 marks)
- (c). To estimate the ductwork total required c/w with necessary fitting. (10 marks)

END OF QUESTION

