

SUPPLY, ERECTION AND COMMISSIONING OF AEON 33kV SWITCHING SUBSTATION, KUCHING

SARAWAK ENERGY BERHAD

TENDER DOCUMENTS – CONTRACT REF. NO.: PLS-160154-E

VOLUME 1

PART I – TENDER PROCEDURES

SECTION 3 - INSTRUCTIONS TO TENDERER

This Section specifies those procedures to be followed by the Tenderer in the preparation and submission of the Tender Offer. Information is also provided on the process for the submission and evaluation of the Tender Offers and award of the Contract. These Instructions to Tenderer should also be read in conjunction with the requirements set out in the Tender Particulars contained in Section 2 of Part I of the Tender Documents.

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1 GENERAL PROVISIONS

1.1 Definitions

For the purpose of these Instructions to Tenderer:

- 1.1.1 **"Affiliate"** means, in relation to any person, a subsidiary of that person or a holding company of that person or any other subsidiary of that holding company (and, for the purposes of these Instructions to Tenderer, the terms "holding company" and "subsidiary" shall have the meaning given to such terms under the Companies Act (and, for the avoidance of doubt, such meanings shall apply regardless of the jurisdiction of incorporation of the relevant company)).
- 1.1.2 **"Alternative Tender Offer"** means an alternative Tender Offer, additional to the Base Tender Offer, submitted by the Tenderer and clearly marked "Alternative Tender Offer".
- 1.1.3 **"Authorised Signatory"** means the person (or persons) authorised by the Tenderer to exercise the rights and powers and perform the functions set out in Sub-Clause 4.6 [*Corporate Authorisation*].
- 1.1.4 **"Base Tender Offer"** means, if an Alternative Tender Offer is permitted to be submitted and is submitted by the Tenderer, the Tender Offer submitted by the Tenderer marked "Base Tender Offer".
- 1.1.5 **"Closing Date and Time"** means the date and time by which the Tender Offer is required to be received by the Employer, as set out in the Tender Particulars.
- 1.1.6 **"Companies Act"** means the Companies Act 1965 (ACT 125).
- 1.1.7 **"Confidential Information"** means any information, irrespective of the medium in which such information is conveyed, communicated or embedded, which:
- (a) is disclosed to the Tenderer (whether before or after the date of issuance of the Tender Documents) by or on behalf of the Employer;
 - (b) relates, either directly or indirectly, to this tender process or the Works; and
 - (c) is not otherwise in the public domain.
- 1.1.8 **"Consortium Tenderer"** means a Tenderer formed by way of a joint venture, consortium or other unincorporated group between two or more persons.

- 1.1.9 **"Contract"** means the agreement to be entered into between the Employer and the successful Tenderer, as selected by the Employer in connection with this tender process, a draft of which is set out in the Form of Contract.
- 1.1.10 **"Corporate Authorisation"** means, with respect to the Tenderer:
- (a) a properly executed board or shareholder resolution;
- (b) a power of attorney; or
- (c) such other evidence of authority,
- in each case satisfactory to the Employer and which authorises such Tenderer's Authorised Signatory in accordance with the requirements of subparagraph (a) of Sub-Clause 4.6 [*Corporate Authorisation*].
- 1.1.11 **"Corporate Information Schedules"** means the documents set out in Part II, Section 3 of the Tender Documents.
- 1.1.12 **"Discount"** means a discount to the Tender Price, offered by the Tenderer by way of a separate letter accompanying its Tender Offer.
- 1.1.13 **"Eligibility Requirements"** means the eligibility requirements as set out in the Tender Particulars.
- 1.1.14 **"Employer"** means Sarawak Energy Berhad (Company No. 007199-D).
- 1.1.15 **"Employer's Tender Representative"** means the person named in the Tender Particulars as being the Employer's single point of contact in connection with this tender process.
- 1.1.16 **"Form of Contract"** means the documents listed under the heading "Form of Contract" in Part III of the Tender Documents.
- 1.1.17 **"Form of Tender"** means the document entitled "Form of Tender" set out in Part II, Section 1 of the Tender Documents.
- 1.1.18 **"Form of Tender Security"** means the document entitled "Form of Tender Security" set out in Part II, Section 2 of the Tender Documents.
- 1.1.19 **"Government Authority"** means the federal, national, state or local government of and any governmental department, state owned entity, ministry, commission, board, bureau, agency, regulatory authority, instrumentality, judicial, legislative or administrative body of Sarawak or Malaysia, or of any other jurisdiction where the Works are to be performed, or any subdivision of any of them.
- 1.1.20 **"Instructions to Tenderer"** means this document.

- 1.1.21 "**Key Employee**" means, any employee of the Employer or any Affiliate of the Employer that is responsible for the management or administration of budgetary or procurement decisions.
- 1.1.22 "**Lead Member**" means, with respect to a Consortium Tenderer, the lead member of such Consortium Tenderer.
- 1.1.23 "**Letter of Award**" means, if applicable, the letter of award issued by the Employer to the successful Tenderer.
- 1.1.24 "**Offshore Component**" means those parts of the Works (if any) where, according to the Tender Particulars, portions of the Tender Price can be quoted in a currency other than Ringgit.
- 1.1.25 "**Related Party**" means a director, partner or an officer of the Tenderer.
- 1.1.26 "**Ringgit**", "**RM**" or "**MYR**" means Malaysian Ringgit, the lawful currency of Malaysia.
- 1.1.27 "**Sarawak**" means the State of Sarawak, Malaysia.
- 1.1.28 "**Sarawak Energy Director**" means any director of the Employer or any director of any Affiliate of the Employer.
- 1.1.29 "**Taxes**" means all direct and indirect taxes imposed in any jurisdiction by any Government Authority, including income taxes, corporate taxes, withholding taxes, goods and services taxes (or any other similar value added taxes), customs duties, fees, levies, imposts, charges, royalties (including for raw materials), dues or assessments of any nature.
- 1.1.30 "**Tender Appendices**" means the appendices set out in Part II, Section 4 of the Tender Documents.
- 1.1.31 "**Tender Documents**" means those documents referred to in Sub-Clause 3.1 [*Contents of Tender Documents*], which have been issued to the Tenderer as part of this tender process and any addenda, clarification letters, notices or other communications issued by the Employer in connection with this tender process.
- 1.1.32 "**Tender Offer**" means those documents comprising the formal offer for the execution of the Works required to be completed by the Tenderer, which is to be submitted to the Employer by the Closing Date and Time in accordance with these Instructions to Tenderer and, if applicable, includes any Alternative Tender Offer submitted.

- 1.1.33 **"Tender Particulars"** means the tender particulars set out in Part I, Section 2 of the Tender Documents.
- 1.1.34 **"Tender Price"** means the price or amounts set out in the Form of Tender.
- 1.1.35 **"Tender Security"** means the security required to be submitted by the Tenderer with its Tender Offer.
- 1.1.36 **"Tender Validity Period"** means the period of time during which the Tenderer's Tender Offer shall remain valid and open for acceptance by the Employer, as set out in the Tender Particulars (as may be extended from time to time in accordance with these Instructions to Tenderer).
- 1.1.37 **"Tenderer"** means any person(s), including all members of a Consortium Tenderer, issued with a copy of the Tender Documents, and includes any successors and assignees of such person(s).
- 1.1.38 **"Tenderer's Representative"** means the person authorised by the Tenderer to act as its single point of contact in connection with this tender process.
- 1.1.39 **"Works"** means the works to be completed by the successful Tenderer under the Contract.

1.2 Interpretation

- (a) Throughout the Tender Documents, except where the context otherwise requires:
 - (i) all words and expressions used in these Instructions to Tenderer shall be interpreted in accordance with the matters set out in the Form of Contract;
 - (ii) all capitalised terms used in these Instructions to Tenderer shall, unless otherwise defined in these Instructions to Tenderer, have the meaning assigned to them in the Form of Contract;
 - (iii) all references to "include", "includes" and "including" shall be deemed to be followed by the words "without limitation";
 - (iv) "written" or "in writing" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
 - (v) references to a "Part", "Section", "Schedule", "Clause", "Sub-Clause" or a "sub-paragraph" is a reference to a part, section, schedule, clause, sub-clause or a sub-paragraph of the Tender Documents; and
 - (vi) all headings are inserted for convenience only and shall not be taken into consideration for the purpose of interpretation.

- (b) Any Clauses of these Instructions to Tenderer which, by their nature, are intended to survive the cancellation, conclusion or termination of the tender process, shall survive the cancellation, conclusion or termination of the tender process.

1.3 Communication

Unless otherwise expressly stated in these Instructions to Tenderer:

- (a) all correspondence, notices, requests for clarifications or other communications relating to this tender process shall be in writing and sent by mail, courier, personal delivery or by electronic means; and
- (b) all communications regarding this tender process, up and until notification of the successful Tenderer, shall only be directed to the Employer's Tender Representative.

1.4 Language and Applicable Law

- (a) Subject to sub-paragraph (b) of this Sub-Clause, the Tender Offer and all communications, correspondence and documents relating to the tender process shall be in the English language.
- (b) The following documents constituting the Tender Offer may be in any other language, provided they are accompanied by a certified English translation:
 - (i) documents required to be in a language other than English for the purposes of legal efficacy;
 - (ii) official documents issued by governmental agencies or authorities that are not originally in the English language; or
 - (iii) documents issued by third parties that are not originally in the English language (e.g. letters of award of contract, certificates of completion of works issued by other employers).
- (c) This tender process is governed by the laws of Malaysia, as applicable in Sarawak.

2 REQUIREMENTS TO TENDERER

2.1 Scope of Tender Offer

The Tender Offer shall be submitted for the whole of the Works.

2.2 Compliance with Tender Documents

- (a) By agreeing to participate in this tender process, the Tenderer agrees to:

- (i) comply with and be bound by all rules, regulations and requirements relating to this tender process as set out in the Tender Documents, including in these Instructions to Tenderer;
 - (ii) examine all instructions, terms, specifications and other requirements set out in the Tender Documents; and
 - (iii) complete all schedules and appendices provided as part of the Tender Documents in sufficient detail to demonstrate the Tenderer's ability to meet the Employer's requirements for the Works.
- (b) Any failure by the Tenderer to comply with sub-paragraph (a) of this Sub-Clause may, at the Employer's sole and absolute discretion, result in the Tenderer being disqualified from the tender process and/or the Tender Offer being rejected.

2.3 Letter of Acknowledgment

The Tenderer shall return the letter of acknowledgment (enclosed with the cover letter to the Tender Documents) to the Employer within the time period stated in the Tender Particulars.

2.4 Eligibility to Tender

In order to participate in this tender process the Tenderer is required to meet the Eligibility Requirements. The fact that the Tenderer has been provided a copy of the Tender Documents does not imply that the Tenderer has met the Eligibility Requirements.

2.5 Confidentiality Obligations

- (a) The Tenderer shall:
- (i) hold the Confidential Information in absolute confidence and secrecy and use the Confidential Information for the sole purpose of participating in this tender process and not for any other purpose;
 - (ii) not in any manner, in whole or in part, disclose, or cause or permit the disclosure of, any Confidential Information except:
 - (A) to any person who has a clear and strict need to have access to the Confidential Information in order to facilitate the Tenderer's participation in this tender process;
 - (B) where required to be disclosed under applicable laws including the rules of any applicable listing authority or stock exchange or by a Government Authority; or
 - (C) with the specific prior written consent of the Employer;

- (iii) implement and maintain suitable systems and processes to ensure the safe and secure storage, management and handling of the Confidential Information (including procuring that any person to whom Confidential Information is disclosed shall sign a written confidentiality agreement on terms no less stringent than the provisions of this Sub-Clause); and
 - (iv) notify the Employer immediately if it suspects, or becomes aware of, any unauthorised use, storage, copying or disclosure of the Confidential Information and do anything required by the Employer to prevent or stop such unauthorised use, storage, copying or disclosure or any threatened unauthorised use, storage, copying or disclosure.
- (b) Upon receipt of any request by the Employer, the Tenderer shall:
- (i) immediately destroy all original and copies of documents containing Confidential Information, including documents and other materials derived from the Confidential Information; and
 - (ii) if so requested by the Employer, provide a certificate signed by a director or authorised officer of the Tenderer, confirming compliance with the obligations set out in this sub-paragraph.
- (c) At no time during the course of this tender process shall the Tenderer (or any of its Affiliates) issue any announcement or circular regarding this tender process (or any aspect of it), irrespective of whether such announcement or circular is considered to have been made public or not, without the prior written consent of the Employer.

2.6 No Participation with Other Tenderers

The Tenderer or its shareholders, or any of their respective Affiliates, shall not participate in this tender process, or submit a Tender Offer, together with any other Tenderer, without the prior written consent of the Employer.

2.7 Subcontracting

The Tenderer shall not be permitted to subcontract the whole of the Works.

2.8 Tender Offer from Consortium Tenderers

- (a) A Tender Offer may be submitted by a Consortium Tenderer, provided that the members of the Consortium Tenderer collectively satisfy the Eligibility Requirements.
- (b) A Tender Offer submitted by a Consortium Tenderer, and in case of a successful Tender Offer, the Contract, shall be signed so as to be legally binding on all members on a joint and several basis.

- (c) Without the written consent of the Employer, no changes to the composition of a Consortium Tenderer shall be permitted after the Employer's prequalification of such Consortium Tenderer, or after the Closing Date and Time if a prequalification process has not been conducted by the Employer.

2.9 Conflict of Interest

- (a) The Tender Offer shall include a declaration (in the prescribed form set out in the Corporate Information Schedules) of the nature and extent of any conflict of interest that may exist or potentially arise in relation to this tender process and the Tenderer shall submit, as part of its Tender Offer, a proposal for avoiding any such conflicts of interest.
- (b) A conflict of interest situation may include circumstances where it may be perceived that the Tenderer could possibly influence the outcome of the tender process through, for example a pre-existing relationship with the Employer or through the Tenderer's relationship with another Tenderer.
- (c) If the Tenderer is of the opinion that it has no conflict of interest with respect to this Tender Process, the Tender Offer shall include a declaration (in the prescribed form set out in the Corporate Information Schedules) confirming this fact.

2.10 Persons Connected with a Director of the Employer or a Key Employee

- (a) The Tender Offer shall include a declaration (in the prescribed form set out in the Corporate Information Schedules) of the nature and extent of any of the following circumstances that may exist or arise in relation to this tender process:
 - (i) if the Tenderer or any Related Party is connected with any Sarawak Energy Director, in accordance with Section 122A of the Companies Act;
 - (ii) if any Sarawak Energy Director is a Related Party to a Tenderer;
 - (iii) if the Tenderer or any Related Party is a member of any Key Employee's family (which shall include such Key Employee's spouse, parent, child (including adopted child and stepchild), brother, sister and the spouse of such Key Employee's child, brother or sister) or is in any business relationship with any Key Employee; or
 - (iv) if to the best of the Tenderer's knowledge and belief, having made all reasonable enquiries, there is any other circumstance that may cause any Sarawak Energy Director or any Key Employee to have an actual or potential interest in the proposed Contract (within the meaning of the Companies Act or otherwise).
- (b) If none of the circumstances as set out in this Sub-Clause exist, the Tender Offer shall include a declaration (in the prescribed form set out in the Corporate Information Schedules) confirming this fact.

2.11 Corrupt and Other Prohibited Practices

- (a) The Employer requires that the Tenderer observe the highest standard of ethical practices throughout the tendering process and, in case the Tenderer becomes the successful Tenderer, during the execution of the Works.
- (b) The Employer may, in its sole and absolute discretion:
 - (i) reject a Tender Offer or, in case the Tenderer becomes the successful Tenderer, immediately terminate any Contract; and
 - (ii) impose sanctions on the Tenderer at any time, including declaring the Tenderer ineligible, either indefinitely or for a stated period of time, from participating in any tender process conducted by the Employer,

if at any time the Employer determines that the Tenderer has, directly or indirectly through another party, engaged in corrupt practices, fraudulent practices, collusive practices, coercive practices or other prohibited practices, including activities which constitute money laundering or financing of terrorism under any applicable laws.
- (c) For the purposes of these Instructions to Tenderer:
 - (i) "**corrupt practice**" means the offering, giving, receiving or soliciting, either directly or indirectly, anything of value with a view to improperly influence the actions of a person, including the Employer;
 - (ii) "**fraudulent practice**" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
 - (iii) "**coercive practice**" means impairing or harming, or threatening to impair or harm, either directly or indirectly, any party or the property of a party, with the intention of improperly influencing the actions of another party; and
 - (iv) "**collusive practice**" means:
 - (A) an arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party and/or the process of determining competitive pricing for the Works; or
 - (B) any act or omission in contravention of the Competition Act 2010.

2.12 Health, Safety and Environmental Management

- (a) The Tenderer acknowledges that it shall be required, during the execution of the Works, at all times:

- (i) to take all necessary steps to establish and maintain the highest levels of health, safety and environmental protection, consistent with best industry practice and in compliance with all legislative requirements, the requirements of Government Authorities and the requirements of the Employer;
 - (ii) to take all reasonable precautions to maintain the health and safety of all of its personnel, other personnel involved in the Works and members of the public; and
 - (iii) to protect the environment and to limit damage and nuisance to people and property resulting from pollution, noise and other consequences of its operations. Further reference is made to Tender Appendix D [*Employer's Administration Requirements*] and to Schedule 9 [*Health, Safety and Environmental Management*] of the Corporate Information Schedules that shall be completed by the Tenderer.
- (b) The Tenderer shall incorporate as part of its Tender Price all costs and expenses required to comply with its health, safety and environmental management obligations in the execution of the Works.

2.13 Information Security Management System

In carrying out the Works, the successful Tenderer may be required to comply with the Employer's information security management system ("**ISMS**") requirements as may be notified by the Employer to the successful Tenderer from time to time. Such requirements may include the vetting of those personnel required to work within identified restricted access zones across the Employer's generation, transmission and distribution assets, including any related IT networks and services. Subject to the Employer's specific ISMS requirements, the successful Tenderer may also be required to establish its own procedures and protocol with respect to the security of any third party software required to be installed within the Employer's network.

2.14 Conditions of Employment

- (a) In carrying out the Works, the successful Tenderer shall ensure that it fully complies with all applicable laws, including the laws of Sarawak, regarding the employment of personnel and shall otherwise ensure that all personnel engaged in the Works are, amongst other things:
- (i) subjected to conditions of employment that are no less favourable than those observed in similar positions of employment available in Sarawak;
 - (ii) treated and assessed fairly and equitably;
 - (iii) above the minimum age for working according to all applicable laws, including the UN Convention on The Rights of the Child;
 - (iv) not subjected to slavery, servitude or forced labour; and

- (v) provided with accommodation conditions acceptable to the Employer.
- (b) Tender Offers that display a commitment to promoting the diversity of its employees, the establishment and continued improvement of working conditions and the promotion of the health and safety of personnel will be viewed favourably by the Employer during the tender evaluation process.

2.15 Corporate Social Responsibility

- (a) Tender Offers that display a commitment to high standards of corporate social responsibility, through good corporate citizenship, will be viewed favourably by the Employer during the tender evaluation process.
- (b) Examples of initiatives encouraged by the Employer include sponsorships, charitable initiatives or general community services, which promote the following principles:
 - (i) creation of economic opportunities for Sarawakians;
 - (ii) investment in local communities;
 - (iii) sustainability; and
 - (iv) transparency and community engagement.
- (c) As part of its Tender Offer, the Tenderer shall provide details of its corporate social responsibility initiatives. Further reference is made to Schedule 11 [*Corporate Social Responsibility*] of the Corporate Information Schedules that shall be completed by the Tenderer.

2.16 Good Corporate Governance

- (a) The Tenderer is expected to at all times, during the execution of the Works and during its participation in this tender process, adopt good corporate governance practices and corporate citizenship, and to respect the interests of all its stakeholders (including its employees, suppliers and the wider community).
- (b) By participating in this tender process, the Tenderer shall take all necessary steps to preserve and maintain the integrity and reputation of the Employer at all times.

2.17 Personal Data

By submitting a Tender Offer, the Tenderer shall be deemed to provide explicit consent to the Employer, in accordance with the requirements of the Personal Data Protection Act 2010, to process its personal data for the purposes of, or related to, the tender process.

3 TENDER DOCUMENTS AND TENDER PROCESS

3.1 Contents of Tender Documents

The Tender Documents consist of Part I, II and III, comprising of:

- (a) Part I - Tender Procedures:
 - (i) Section 1 - Introduction;
 - (ii) Section 2 - Tender Particulars; and
 - (iii) Section 3 - Instructions to Tenderer.
- (b) Part II - Information to be Included with Tender Offer:
 - (i) Section 1 - Form of Tender;
 - (ii) Section 2 - Form of Tender Security;
 - (iii) Section 3 - Corporate Information Schedules; and
 - (iv) Section 4 - Tender Appendices.
- (c) Part III - Form of Contract:
 - (i) Section 1 - Contract Agreement;
 - (ii) Section 2 - Contract Particulars;
 - (iii) Section 3 - Conditions of Contract; and
 - (iv) Section 4 - Contract Appendices.

3.2 Conditions of Contract

The Conditions of Contract are not represented as being a 'FIDIC Contract'. The Conditions of Contract have been prepared by the Employer using elements of the FIDIC Conditions of Contract for Plant and Design-Build Projects, 1st Edition, 1999 with due permission by FIDIC.

3.3 Deviations to the Form of Contract

- (a) The Employer discourages major deviations (not constituting an Alternative Tender Offer), or even a significant number of minor deviations, to the Form of Contract. Tender Offer's containing deviations may be determined by the Employer as being materially non-conforming to the requirements of the Tender Documents.
- (b) To the extent that the Tenderer proposes any deviation to the Form of Contract, it shall do so at its own risk by documenting in Tender Appendix L [*Deviations to Contract Appendix A, C, D, E, F and H*] and Tender Appendix M [*Deviations to Contract Agreement, Contract Particulars, Conditions of Contract, Contract Appendices B, I, J and K*]:

- (i) the nature and impact of the proposed deviation; and
 - (ii) the adjustment to the Tender Price in the event that the Employer requires that the proposed deviation is withdrawn.
- (c) The Tender Price is submitted on the basis that the deviations documented by the Tenderer within Tender Appendix L [*Deviations to Contract Appendix A, C, D, E, F and H*] and Tender Appendix M [*Deviations to Contract Agreement, Contract Particulars, Conditions of Contract, Contract Appendices B, I, J and K*] are accepted by the Employer and incorporated in the Contract.
- (d) Any deviations not expressly documented in Tender Appendix L [*Deviations to Contract Appendix A, C, D, E, F and H*] or Tender Appendix M [*Deviations to Contract Agreement, Contract Particulars, Conditions of Contract, Contract Appendices B, I, J and K*] will not be considered by the Employer.

3.4 Clarification of Tender Documents

If the Tenderer requires clarification of any matter set out in the Tender Documents it shall notify the Employer's Tender Representative in writing at any time up to fourteen (14) days prior to the Closing Date and Time. The Employer will respond in writing to any such request and reserves the right to issue such response to all Tenderers.

3.5 Issuing of Addendum

- (a) The Employer may amend the Tender Documents by issuing an addendum at any time up to seven (7) days prior to the Closing Date and Time.
- (b) Any addendum will be issued to all Tenderers in writing, clearly noting that it is to be read as an addendum to the Tender Documents.
- (c) Once issued, the contents of an addendum shall form part of the Tender Documents, as of the date of issuance of the addendum, notwithstanding the date of receipt by the Tenderer.

3.6 Tender Briefing

- (a) For the assistance of all Tenderers, the Employer may arrange a tender briefing on such date(s) and time(s), and at such location(s), as set out in the Tender Particulars (if any). If so stated in the Tender Particulars, attendance at a tender briefing is mandatory.
- (b) Not later than two (2) days prior to a tender briefing, the Tenderer shall inform the Employer of the persons that will be attending the tender briefing on its behalf (limited to a maximum of three (3) persons).

3.7 Site Visit

- (a) For the assistance of all Tenderers, the Employer may arrange a visit to the site on such date(s) and time(s), and commencing from such meeting point, as set out in the Tender Particulars (if any). If so stated in the Tender Particulars, attendance at a site visit is mandatory.
- (b) Where a date and time for a site visit is not set out in the Tender Particulars, the Tenderer is nevertheless advised to arrange with the Employer's Tender Representative to visit and examine the site and its surroundings and obtain for itself all information that may be necessary for the preparation of a complete Tender Offer.
- (c) Not later than two (2) days prior to a site visit, the Tenderer shall inform the Employer of the persons that will be attending the site visit on its behalf.
- (d) The Tenderer may not visit the site or carry out any examinations or tests without the prior written consent of the Employer's Tender Representative (which shall not be unreasonably withheld).
- (e) In participating in any site visit, the Tenderer and its personnel or agents agree to release and indemnify the Employer, including their personnel and agents, from all liability for death or personal injury, loss of or damage to property or any other loss, damage, costs and expenses arising as a result of or in connection with the site visit.

4 PREPARATION OF TENDER OFFER

4.1 Cost of Tendering

The Tenderer shall bear all costs associated with the preparation and submission of the Tender Offer and its participation in the tender process. The Employer (and its officers, directors, employees and agents) shall in no case be responsible or liable for any such costs, regardless of the conduct or the outcome of the tender process.

4.2 Documents Comprising the Tender Offer

- (a) The Tender Offer shall (before being placed into an additional single, sealed envelope, in accordance with sub-paragraph (b) of Sub-Clause 4.11 [*Sealing and marking of Tender Offers*]) be structured and presented in three separate volumes, which shall be in individual sealed envelopes and distinctly labelled as:
 - (i) Volume 1: Priced Commercial;
 - (ii) Volume 2: Unpriced Commercial; and
 - (iii) Volume 3: Technical,

with the structure and content of each volume required to be in the format as set out below:

Volume 1: Priced Commercial

- 1.1 Form of Tender
- 1.2 Tender Security
- 1.3 Tender Appendix B [*Contract Price*]

Volume 2: Unpriced Commercial

- 2.1 Corporate Information Schedules (Schedules 1 – 12)
- 2.2 Tender Appendix I [*Insurance*]
- 2.3 Tender Appendix J [*Form of Securities*]
- 2.4 Tender Appendix M [*Deviations to Contract Agreement, Contract Particulars, Conditions of Contract and Contract Appendices B, I, J and K*]

Volume 3: Technical

- 3.1 Tender Appendix A [*Scope of Works*]
- 3.2 Tender Appendix C [*Contract Schedule*]
- 3.3 Tender Appendix D [*Employer's Administration Requirements*]
- 3.4 Tender Appendix E [*Employer's Technical Requirements*]
- 3.5 Tender Appendix F [*Employer's Deliverables*]
- 3.6 Tender Appendix G [*Contractor's Information*]
- 3.7 Tender Appendix H [*Subcontractors*]
- 3.8 Tender Appendix L [*Deviations to Contract Appendices A, C, D, E, F and H*]
- 3.9 Tender Appendix O [*Other Relevant Information*]

- (b) Within each volume, the Tenderer shall use tagged dividers protruding the Tender Documents to separate and identify the different appendices and documents (including each Schedule comprising the Corporate Information Schedules), and the appropriate document name shall be shown on each tag.

4.3 Tender Price

- (a) The Tender Price shall be clearly stated in the Form of Tender and shall be calculated by reference to, and in accordance with, the pricing basis set out in the Tender Particulars.

- (b) Irrespective of the pricing basis set out in the Tender Particulars, the Tenderer shall fill in rates and prices for all items of the Works in accordance with the requirements set out in Tender Appendix B [*Contract Price*].
- (c) A Discount may be offered by the Tenderer, provided that:
 - (i) any offer of Discount received by the Employer after the Closing Date and Time will not be considered by the Employer; and
 - (ii) the Employer may, in its absolute discretion, take into account the Discount offered by the Tenderer in its evaluation of the Tender Offer and shall be entitled to treat the final Tender Price of such Tender Offer to be the price read with the Discount.
- (d) On and from the Closing Date and Time, the Tenderer shall under no circumstances be permitted to amend its Tender Price, regardless of:
 - (i) any change in applicable laws (including the introduction of any new Taxes);
 - (ii) any fluctuation in foreign exchange rates;
 - (iii) any fluctuations in the cost of materials and/or labour; or
 - (iv) any other occurrence.

4.4 Tender Price Inclusive of All Taxes

- (a) Subject to the matters contained in this Sub-Clause and unless otherwise specified in the Form of Contract, the Tender Price submitted by the Tenderer is required to be stated inclusive of all Taxes which may be imposed or payable in connection with the Works.
- (b) With the implementation of the Goods and Services Tax Act 2014, intended to take effect on 1 April 2015, the Tenderer specifically notes that the Tender Price shall be stated inclusive of Sales Tax and Service Tax as may be applicable to the Works up and until 31 March 2015.
- (c) The Tender Price shall be stated exclusive of GST applicable to the Works on and from 1 April 2015.
- (d) In accordance with sub-paragraph (b)(i) of Sub-Clause 14.14 [*Taxes*] of the Conditions of Contract in the Form of Contract, the Tenderer also specifically notes that the Tender Price is to exclude any import duties (in accordance with the [Customs Act 1967]), Sales Tax and GST payable to the relevant Government Authority in relation to the importation of machinery, equipment and associated spare parts (as determined by the Government Authority) forming part of the Permanent Works.
- (e) Without prejudice to sub-paragraphs (a) to (d) of this Sub-Clause, the Tenderer shall particularly familiarise itself with:

- (i) the Goods and Services Tax Act 2014;
- (ii) all customs regulations and associated laws applicable in Sarawak and Malaysia;
- (iii) all laws applicable to the payment of withholding tax within Sarawak; and
- (iv) the Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) Act 1994, which requires contractors and builders undertaking construction works exceeding a certain contract value to pay a levy to the Construction Industry Development Board (CIDB).

4.5 Currencies and Payment

- (a) The Tender Price and all rates and the prices set out in the Tender Offer shall be quoted by the Tenderer in the currency (or currencies) set out in the Tender Particulars.
- (b) If the Tender Particulars specifies an Offshore Component, then any such Offshore Component may be quoted in the currency stated in the Tender Particulars, or in Ringgit.
- (c) In relation to any Offshore Components, for the purposes of tender evaluation, the Employer will convert such Offshore Components of the Tender Price into Ringgit using the "1200 Middle Rate", quoted by Bank Negara Malaysia, as at the Closing Date and Time.

4.6 Corporate Authorisation

- (a) The Tenderer shall provide an appropriate Corporate Authorisation identifying and authorising the Authorised Signatory to:
 - (i) act in the name of the Tenderer as its authorised and official representative in connection with this tender process and, in respect of Consortium Tenderers, to conduct all business for and on behalf of any and all members of such Tenderer during the tender process;
 - (ii) sign the Tender Offer and irrevocably bind the Tenderer on all matters connected with this tender process;
 - (iii) deliver and receive any document (including the Tender Security), instruction or instrument for and on behalf of the Tenderer; and
 - (iv) do all other acts and things and sign or execute (under hand or under seal) and deliver any and all other documents and give any and all notices which may be required or which the Authorised Signatory, in its discretion, considers necessary in connection with the Tenderer's participation in the tender process, including in respect of the matters set out in sub-paragraphs (a)(i) to (a)(iv) of this Sub-Clause.

- (b) The Tenderer and/or the Authorised Signatory may delegate any of its rights, powers and functions (other than signing the Tender Offer) to the Tenderer's Representative.

4.7 Alternative Tender Offer

- (a) An Alternative Tender Offer will only be permitted if so stated in the Tender Particulars. If an Alternative Tender Offer is permitted:
 - (i) the Tenderer is required to submit a Base Tender Offer;
 - (ii) the Tenderer may (subject to any other requirements set out in the Tender Documents) also submit an Alternative Tender Offer by completing Tender Appendix N [*Alternative Tender Offer*] and the corresponding Tender Price within the Form of Tender provided, both of which together shall form the Tenderer's Alternative Tender Offer; and
 - (iii) the Employer may or may not, in its sole and absolute discretion, consider any Alternative Tender Offer.
- (b) The Base Tender Offer and the Alternative Tender Offer shall be binding on the Tenderer.

4.8 Tender Security

- (a) As part of the Tender Offer, the Tenderer shall provide the Employer with the Tender Security for the value set out in the Tender Particulars.
- (b) The Tender Security may be provided, at the Tenderer's option, in any of the following forms:
 - (i) an unconditional bank guarantee in the Form of Tender Security set out in the Tender Documents, or such other form of security confirmed in writing as being acceptable to the Employer; or
 - (ii) cash, bank draft, cashier's cheque or certified cheque made payable to the Employer,

and shall be issued by a bank which is registered, and which has offices, in Malaysia (and which is otherwise acceptable to the Employer).
- (c) For unsuccessful Tenderers, the Tender Security will be returned by the Employer as promptly as possible upon execution of the Contract between the Employer and the successful Tenderer.
- (d) The Tender Security of the successful Tenderer will be returned by the Employer as promptly as possible once the performance security, required to be provided in accordance with the Contract, has in fact been provided to the Employer.

- (e) In the Employer's reasonable discretion, the Tender Security may be forfeited without notice, demand or other legal process if the Tenderer has breached a material aspect of this tender process, including circumstances where:
- (i) the Tenderer sought to influence the outcome of the tender evaluation process;
 - (ii) the Tender Offer contains any false or materially misleading statements which the Tenderer knew, or ought to have known, to be false or misleading;
 - (iii) the Tenderer has, directly or indirectly through another party, engaged in a corrupt practice, fraudulent practice, coercive practice, collusive practice (as each term is defined in sub-paragraph (c) of Sub-Clause 2.11 [*Corrupt and Other Prohibited Practices*]), or other prohibited practices;
 - (iv) the Tenderer has withdrawn its Tender Offer during the Tender Validity Period without justifiable cause; or
 - (v) the Tenderer, after notification that its Tender Offer has been successful, fails to:
 - (A) acknowledge a Letter of Award validly issued in accordance with Sub-Clause 7.1 [*Contract Award*];
 - (B) sign the Contract in accordance with (and within the times set out in) the Tender Documents (or any reasonable timeframes specified by the Employer); or
 - (C) furnish any required performance security and (if applicable) any Parent Company Guarantee in accordance with the Contract.
- (f) In circumstances where the Tender Security includes an expiry date, such expiry date shall be no earlier than ninety (90) days after the date of expiry of the Tender Validity Period.

4.9 Tender Validity Period

- (a) The Tender Offer shall in all circumstances remain open and valid for the Tender Validity Period and a Tender Offer with a shorter validity than the stipulated Tender Validity Period may be rejected by the Employer.
- (b) In certain circumstances, the Employer may request that the Tenderer agrees to extend the Tender Validity Period. Such requests (and the Tenderer's response to such request) shall be in writing.
- (c) The Tenderer is not bound to agree to any request by the Employer to extend the Tender Validity Period and any refusal to extend the Tender Validity Period will not cause the Tenderer to forfeit its Tender Security.

- (d) If the Tender Validity Period of a Tender Offer is extended:
 - (i) the Tenderer shall (at its own cost) accordingly extend the validity of the Tender Security to reflect the extended Tender Validity Period; and
 - (ii) all provisions set out in these Instructions to Tenderer regarding the release and forfeiture of the Tender Security shall continue to apply during the extended period of validity of the Tender Security.
- (e) If the Tenderer agrees to an extension of the Tender Validity Period, it is not permitted to modify its Tender Offer without the Employer's express written consent.

4.10 Format and Signing of Tender Offer

- (a) The Tender Offer shall be submitted in hard copy and/or soft copy in such numbers as is set out in the Tender Particulars.
- (b) Without limiting sub-paragraph (a) of this Sub-Clause, if it is stated in the Tender Particulars that the Tender Offer is required to be submitted in soft copy, then the Tender Offer shall include an electronic version on a CD-ROM (or such other electronic format as may be acceptable to the Employer) of those documents originally provided by the Employer to the Tenderer in electronic format and required to be completed by the Tenderer as part of its Tender Offer. Such electronic version of the documents comprising the Tender Offer shall be:
 - (i) certified by the Tenderer as a true and complete version of the corresponding hard copy submitted; and
 - (ii) in an editable format capable of being read using MS[®] Office XP applications without further conversion.
- (c) The Tenderer shall prepare one (1) original version of the documents comprising its Tender Offer and clearly mark it "ORIGINAL".
- (d) Each copy of the original version of the Tender Offer, which is required to be submitted in accordance with the Tender Particulars, shall be:
 - (i) a complete photocopy of such signed original version; and
 - (ii) clearly marked "COPY",

and, in the event of any discrepancy between the original version and any copy of the Tender Offer, the original version of the Tender Offer shall prevail.
- (e) The original and all copies of the Tender Offer shall be typewritten in indelible ink and be signed by the Authorised Representative of the Tenderer, with any interlineations, erasures or overwriting within the Tender Offer only valid if initialled by the Authorised Representative. If the Tenderer is a Consortium Tenderer, the Tender Offer shall be signed so as to be legally binding on all members on a joint and several basis.

4.11 Sealing and Marking of Tender Offers

- (a) The Tenderer shall prepare and enclose the original and all copies of its Tender Offer in accordance with the requirements set out in Sub-Clause 4.2 [*Documents Comprising the Tender Offer*]. The different volumes shall be in separate sealed envelopes (the inner envelopes) and each envelope shall be:
- (i) duly marked as "Volume 1: Priced Commercial", "Volume 2: Unpriced Commercial" or "Volume 3: Technical" as applicable;
 - (ii) marked as "ORIGINAL" and "COPY" as applicable;
 - (iii) marked "Confidential" with the Tender reference and title and the Closing Date and Time; and
 - (iv) identify the Tenderer.
- (b) The envelopes shall, once sealed and marked in accordance with sub-paragraph (a) of this Sub-Clause, be secured as one package, in an additional single sealed envelope, container or box (the outer package), which shall:
- (i) not contain any markings that may identify the Tenderer;
 - (ii) be addressed to the Employer's address for submission of Tender Offers in accordance with the Tender Particulars;
 - (iii) state the Closing Date and Time;
 - (iv) bear the warning "Do not open before the Closing Date and Time"; and
 - (v) bear the following in bold letters:

**SUPPLY, ERECTION AND COMMISSIONING OF AEON 33kV SWITCHING
SUBSTATION, KUCHING
DISTRIBUTION PROJECT EXECUTION
TENDER DOCUMENTS - CONTRACT REF. NO.: PLS-160154-E**

- (c) The Employer will not assume any responsibility for the misplacement of any Tender Offers which are improperly sealed or marked.

5 SUBMISSION AND OPENING OF TENDER OFFERS

5.1 Closing Date and Time

- (a) The Tender Offer shall be received by the Employer at the address for submission of Tender Offers set out in the Tender Particulars by no later than the Closing Date and Time.
- (b) The Employer may, in its sole and absolute discretion, extend the Closing Date and Time by issuing an addendum to all Tenderers.

- (c) In the Employer's sole and absolute discretion, any Tender Offer delivered to the Employer after the Closing Date and Time may be declared late and be rejected by the Employer and returned unopened to the Tenderer.

5.2 Employer to Acknowledge Receipt

- (a) The receipt of the Tender Offer will be acknowledged by written advice from the Employer to the Tenderer within seven (7) days following the Closing Date and Time.
- (b) The Employer's acknowledgment of receipt of a Tender Offer does not imply that it has been admitted for consideration.

5.3 Withdrawal, Substitution and Modification of Tender Offers

- (a) The Tenderer may withdraw, substitute or modify its Tender Offer, provided that a written notice, that is duly signed by the Tenderer's Representative, of the withdrawal, substitution or modification is received prior to the Closing Date and Time.
- (b) In relation to the substitution or modification of Tender Offers, the substituted or modified Tender Offer shall accompany the relevant written notice issued to the Employer and shall be clearly marked "SUBSTITUTION" or "MODIFICATION".
- (c) In relation to a withdrawal of a Tender Offer, the Tenderer shall deliver its notice of withdrawal to the Employer in an envelope duly marked "WITHDRAWN".
- (d) If the Tenderer withdraws its Tender Offer, it is not permitted to submit another Tender Offer (except for its substituted or modified Tender Offer), directly or indirectly, in connection with this tender process.
- (e) The Tender Offer can only be withdrawn during the Tender Validity Period with the prior written consent of the Employer. In such circumstances, the Tenderer notes that the Employer may impose sanctions in accordance with its rights under Sub-Clause 6.6 [*Employer's Rights*].

5.4 Tender Opening

- (a) The Employer will open all Tender Offers in accordance with its own internal governance processes.
- (b) The Tenderer is not permitted to attend the opening of Tender Offers and the prices submitted by the Tenderer will not be disclosed to other Tenderers.

6 EVALUATION OF TENDER OFFERS

6.1 Employer's Evaluation of Tender Offers

- (a) The Employer will evaluate all substantially responsive Tender Offers on the basis of the information submitted by each Tenderer and using pre-determined evaluation criteria and weightings, with a view to determining the Tender Offer representing best value in accordance with the Employer's own internal policies and individual project requirements.
- (b) Without limiting the Employer's right to consider all information submitted by each Tenderer, in evaluating Tender Offers the Employer will have regard to:
 - (i) the completeness and responsiveness of the Tender Offer;
 - (ii) the capability, capacity and experience of the Tenderer (including its members or shareholders, if the Tenderer is a Consortium Tenderer);
 - (iii) the Tenderer's proposed Works methodology;
 - (iv) the Tenderer's ability to meet the Employer's project schedule and programming requirements;
 - (v) the Tenderer's adherence to technical specifications applicable to the Works;
 - (vi) the Tenderer's adherence to all administrative requirements applicable to the Works, including all safety, information security management, environmental, quality and reporting requirements;
 - (vii) the Tenderer's proposed policies and procedures in the areas of health and safety, information security management, environmental management and corporate social responsibility;
 - (viii) the Tender Price and the rates and prices set out in Tender Appendix B [*Contract Price*];
 - (ix) the whole of life cost of the Works;
 - (x) all other information required to be submitted by the Tenderer as part of its Tender Offer; and
 - (xi) such other information as the Employer considers relevant to the evaluation and assessment of each Tenderer's Tender Offer.

6.2 Comparison of Tender Offers

As part of the evaluation process the Employer will compare all substantially responsive Tender Offers to determine the Tender Offer that represents the best value to the Employer.

6.3 Determination of Responsiveness

- (a) The Employer will determine the responsiveness of the Tender Offer based on the requirements of the Tender Documents.
- (b) Any Tender Offer determined by the Employer to be materially non-conforming to the requirements of the Tender Documents may be rejected and the Tenderer may not be provided with the opportunity to correct any such material non-conformance.
- (c) The Employer may evaluate a Tender Offer with immaterial non-conformances, provided that the Employer determines that the Tender Offer is substantially responsive to the requirements of the Tender Documents.

6.4 Tender Price Prevails

The Tender Price shall prevail, notwithstanding any arithmetical errors in any other parts of the Tender Offer. In case of any discrepancy between amounts stated in words and figures, the amount in words will prevail.

6.5 Clarification of Tender Offers

- (a) The Employer may as part of the evaluation process, request that the Tenderer provides written clarification of certain aspects of its Tender Offer and/or attend a clarification meeting with the Employer.
- (b) Any responses given by the Tenderer in accordance with this Sub-Clause shall be deemed to be incorporated within the Tender Offer.

6.6 Employer's Rights

- (a) The Employer is not obliged to:
 - (i) consider or evaluate any Tender Offer; or
 - (ii) award the Contract to the Tenderer submitting the lowest Tender Price, or accept any Tender Offer, and reserves the right to accept, reject or disqualify any Tender Offer or to cancel the tender process at any time without any obligation (including any obligation to inform affected Tenderers of the grounds, justification or reason for such action) and without incurring any liability to any Tenderer.
- (b) The Employer's rights set out in this Sub-Clause shall survive the cancellation, conclusion or termination of the tender process.

- (c) Notwithstanding any other provision of these Instructions to Tenderer to the contrary, the Employer (and its officers, directors, employees and agents) shall not, under any circumstances, whether as a result of breach of contract, indemnity, tort (including negligence), strict liability or otherwise, be liable to any Tenderer for any loss of profit, loss of revenues, loss of use of equipment, loss of chance or opportunity, loss of contract, cost of capital or for any indirect or consequential loss or damage which may be suffered by the Tenderer, as a result of or in connection with this tender process.
- (d) The Employer may impose sanctions against a Tenderer for any failure to comply with any of the requirements of this tender process, including the imposition of a penalty or disqualification of such Tenderer from participation in relation to this tender process and/or any future tender process carried out by the Employer.

6.7 Non-disclosure of Evaluation Information

Information relating to the examination, evaluation, comparison and qualification of Tender Offers, including recommendation for Contract award, will not be disclosed to Tenderers or any other persons not officially concerned with such process.

6.8 Improper Influence of the Evaluation Process

Any attempt by the Tenderer to improperly influence the outcome of the evaluation process may result in the Tenderer being disqualified, its Tender Offer being rejected and/or its Tender Security being forfeited.

7 AWARD OF CONTRACT

7.1 Contract Award

- (a) Prior to the expiration of the Tender Validity Period, the Employer will, by written notice, notify the successful Tenderer that its Tender Offer has been accepted, either by issuing a Letter of Award or the Contract.
- (b) In the case of a Letter of Award:
 - (i) such letter shall specify the terms and conditions on which the successful Tenderer is awarded the Contract;
 - (ii) the successful Tenderer shall, within the timeframe stipulated within the Letter of Award, sign and return the acknowledgement of its agreement to the terms and conditions set out in the Letter of Award; and
 - (iii) upon signing by the successful Tenderer, the Letter of Award will, until such time as a finalised form of the Contract is executed, constitute the binding agreement between the Employer and the successful Tenderer for the Works.

- (c) Upon receipt of the Contract, the successful Tenderer shall, within the timeframe so required by the Employer, duly sign and return it to the Employer. If the successful Tenderer fails to sign and return the Contract within the timeframe required by the Employer, the Employer shall be entitled to treat such failure as a repudiation of the agreement referred to in sub-paragraph (b)(iii) of Sub-Clause 7.1 [*Contract Award*].

7.2 Failure to Sign the Acknowledgement or the Contract

If the successful Tenderer fails to sign and return the acknowledgement of its agreement to the terms and conditions set out in the Letter of Award, or the Contract, within the timeframe required by the Employer, the Employer shall be entitled to award the Contract for the Works to any other Tenderer.

7.3 Notification to Unsuccessful Tenderers

- (a) Upon entering into a binding agreement with the successful Tenderer, the Employer will notify all other Tenderers that their Tender Offer has not been successful. In providing such notification, the Employer will not disclose any information regarding the successful Tenderer's Tender Offer.
- (b) The Employer will not return the original or copies of any Tender Offer submitted by any Tenderer.

7.4 Tender Debriefing

The Employer may, if requested in writing by an unsuccessful Tenderer within twenty-one (21) days following receipt of notification that its Tender Offer has not been successful, arrange for a tender debriefing with such unsuccessful Tenderer to discuss the grounds on which its Tender Offer was not selected. During any tender debriefing process, the Employer will not disclose any information regarding any other Tender Offer.