

Our ref: EA/CORA/2025/SP/TI/SEC/05

06th August 2025

QC Protection & Investigation Services Sdn Bhd

No. 28, Level 4,
Jalan Sri Utara 1 Batu 6 1/2,
Sri Utara Business Park,
68100 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur.

Dear Sir,

**TENDER INVITATION FOR PROVISION OF SECURITY SERVICES ("Services") AT
CORA, ECO ARDENCE**

We are pleased to invite you to submit a quotation based on the scope of services specified in Appendix A & B and Appendix C for Alternative Proposed Tender Price attached herewith.

Please submit your tender in a sealed envelope marked "Tender for provision of Security Services at Cora and address it for the attention of **"Property Manager" at Cora, Cora Management Office, Jalan U12/40A, Eco Ardence, Seksyen U12, 40170 Shah Alam, Selangor Darul Ehsan.**

Your tender is to reach us not later than **5.00 pm of 26 August 2025**. Any late submission may cause your tender to be disqualified.

Should you require any clarifications, please do not hesitate to contact Management Office at 03-5033 3169 or email at cora@neighbourhood.com.my.

Thank you.

PERBADANAN PENGURUSAN CORA



MUHAMMAD JASON TAN BIN ABDULLAH
Chairman

APPENDIX A

1.0 Tender Instructions

- 1.1 The Services is to be provided at Cora, Eco Ardence ("Premises"):-
- 1.2 Tenderer is required to inspect the Premises prior to preparing and submitting the tender proposal to the Property Manager.
- 1.3 Tenderer is required to include the following documents in their submission. Failure to submit these documents may cause their tender to be disqualified.
 - I. Manpower Deployment (please include Site Organization Chart and the Responsibilities);
 - II. List of tools, equipment and machineries used in the Services
- 1.4 Tenderer may refer to the General Requirement specified in Section 2.0 in preparing their tender proposal and shall state the tender price in the Table annexed in APPENDIX B.
- 1.5 Tenderer may suggest for alternative deployment aimed to achieve an excellent standard of security services within the Premises. Tenderer shall state the tender price based on alternative proposed deployment the Table annexed in APPENDIX C.
- 1.6 The Services Tenure shall be for a period of one (1) year commencing from the date of the Letter of Award issued to the successful tenderer.

2.0 General Requirements

- 2.1 Tenderer shall ensure that the manpower deployment is proposed at optimum level. Individual possess relevant experiences and aged between 20 to 45 years old are required.
- 2.2 Foreign individual engaged by the tenderer to carry out duties at the Premises must possess valid work permit approved by the authority and is registered with Kementerian Dalam Negeri (KDN). Successful tenderer is required to submit the relevant work permit, copies of identity documents and vetting reports from KDN for verification purposes by the Property Manager before the foreign individual is permitted to carry out duties within the Premises.
- 2.3 Individual assigned to carry out duties at the Premises must be in the uniform attire approved by the Property Manager and the successful tenderer must ensure that the individual are in proper attire at all times.
- 2.4 Individual assigned to carry out duties at the Premises must be able to converse in Bahasa Malaysia or English. He/She is physically and mentally fit to perform the duty and has no criminal records.

- 2.5 The successful tenderer is required to provide the below items and the cost of the below items are to be inclusive in the service contract sum:-

No	Items
1	Lanyard, appellate, belt, whistles, black shoes, vest with security reflector, flexible batons and baton lights for each security personnel
2	Raincoats, umbrella and safety boots for each security personnel
3	Heavy Duty LED torchlight
4	Guard Tour System
5	Walkie-talkie c/w 1 spare battery and charger
6	Bicycle
7	Motorbike
8	Attendance Machine

- 2.6 The successful tenderer shall claim the contracted Services Amount on a monthly basis attached with Attendance Report for the month duly acknowledged and certified by the authorized personnel of the Property Manager. Payment shall be made within thirty (30) days upon receiving the invoice from the tenderer.

- 2.7 In the case of absenteeism of individuals, the successful tenderer shall ensure that replacement for the individuals is made within two (2) hours upon receiving notification by the Property Manager and/or its authorized personnel. The Property Manager reserves the right to deduct the monthly contracted amount based on the contracted individual's unit rate and the absent hours.

- 2.8 The successful tenderer is also subject to the following penalties if breached: -

No.	Description	Penalty Charges Non-Compliance per person per occurrence (RM)
1.	Unkempt hair/moustache/fingernails / dirty attire while on duty	50.00
2.	Late for 10 minutes in reporting to work.	50.00
3.	Not in complete uniform and accessories while on duty	50.00
4.	Smoking while on duty	50.00
5.	Engage in phone /phone activities while on duty	50.00
6.	Sleeps while on duty	50.00
7.	Is not present at designated duty location and without valid reason	50.00
8.	Does not carry the necessary accessories/tools while on duty	50.00
9.	Does not comply to the Standing Instruction / Standard Operating Procedures	100.00
10.	Does not perform duties at the required standard	100.00
11.	Does not follow instructions given by the security officers / Property managers	100.00
12.	Does not report incident within stipulated timeframe	100.00
13.	Other disciplinary issue	100.00
14.	Negligence which resulted in minor mishap	Minimum RM100.00 or more (subject to condition)
15.	Negligence which resulted in major mishap /damage	The recovery costs of the damages

- 2.9 Without prejudice to the above, the Developer and the Property Manager reserve the absolute right to adjust the manpower and/or working hours to meet operational purposes. Any adjustments for the same shall be indicated in the claims submitted by the successful tenderer on a monthly basis.
- 2.10 The successful tenderer shall take up a Public Liability Insurance to the value of RM1,000,000 (unlimited claims) to indemnify the Developer and Property Manager against any claims arising from this working contract.
- 2.11 Upon receiving the Letter of Award, a Service Agreement shall be executed by the successful tenderer with Perbadanan Pengurusan Cora.
- 2.12 The successful tenderer shall send and obtain the stamped Service Agreement from the authority after executing the same. The stamp and registration fee for the Service Agreement shall be borne and paid by the successful tenderer.

3.0 Scopes of Services

- 3.1 Protection of the Premises from criminal activities, fire and any other causes which may result in damage, loss, death or injury.
- 3.2 Guard and monitor the security system of the Premises from vandalism, criminal activities and any other causes which may result in security breach, damage or loss at the Premises.
- 3.3 Provision of skilled, diligent, vigilant, trained, courteous, uniformed and unarmed Security Personnel who possess valid identity card or passport, work permit approved by the Ministry of Manpower, valid driver's licenses for 24 hours a day, 7 days a week for the duration of the term to carry out protection of the Premises.
- 3.4 Mobile patrol of the Common Area and Common Facilities including the entire perimeter fence of the Premises in the frequency and in the strength as shall be determined by the Management or the current standing instructions issued from Commencement Date and from time to time by the Management.
- 3.5 Guarding and control of the access or entry into and exit from the Premises and Guard House and any other security duties as instructed by the Security Team of the Management.
- 3.6 Maintenance of adequate records in the provision of the Security Services.
- 3.7 Report of any breaches in security of the Premises.
- 3.8 Recommendations of improvement to current security systems employed by the Management.
- 3.9 Attend discussions requested by the Property Manager and provide necessary assistance to resolve issues arise from the services or improve the operations that maybe required from time to time.

APPENDIX B

A. TENDER PRICES TABLE

Please indicate the prices in the following tabulation:-

No	Description	Quantity (No.)	Unit rate per hour (RM)	Amount per Month (RM)	Total Contract Sum for one year (RM)
1	Provision of Security Services at Cora, Eco Ardence Nepalese Guard & CCTV Officer Working Hours Day Shift (7am – 7pm) Unarmed Security Personnel Nepalese Guard & CCTV Officer Night Shift (7pm – 7am) Unarmed Security Personnel	6 5			
	Sub Total				
2	Taxes (e.g.: SST) 				
	Sub Total				
3	Others (please specify):- 				
	Sub Total				
	Grand Total				

Company Name and Stamp

Alternative Proposed Tender Price**B. TENDER PRICES TABLE**

Please indicate the prices in the following tabulation:-

No	Description	Proposed Quantity (No.)	Unit rate per hour (RM)	Amount per Month (RM)	Total Contract Sum for one year (RM)
1	Provision of Security Services at Cora, Eco Ardence Working Hours Day Shift (7am – 7pm) Unarmed Security Personnel Night Shift (7pm – 7am) Unarmed Security Personnel				
	Sub Total				
2	Taxes (e.g.: SST)				
	Sub Total				
3	Others (please specify):-				
	Sub Total				
	Grand Total				

Company Name and Stamp

C. Non-Disclosure / Confidentiality Agreement For The Tender Process

It is hereby agreed that tenderer shall keep confidential the contents of this Tender and shall not disclosure to any third parties the nature of the project contemplated hereunder. Any and all information in connection with this tender shall be kept confidential and not disclosed to third parties without the consent of Perbadanan Pengurusan Cora.

D. Declaration

Upon submission of the tender documents by the tenderer, the tenderer shall deem to have read, understand and comply to the require scope of services, area specifications and other conditions stated in this tender invitation.

Tender submitted by (Company):

Name :
(Authorised)

Company Name :
& Stamp

Signature :

Designation :