
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION/ISSUE NO. : 01
	REVISION NO. : 01
MANAGEMENT OF UPGRADING PROJECTS (POST-CONTRACT) FOR PROJECTS VALUE RM20,000 TO RM500,000	EFFECTIVE DATE : 19/10/2020
DOCUMENT NO. : IIUM/DEV/RENOV/03	PAGE : 1 of 4

MANAGEMENT OF UPGRADING PROJECTS (POST-CONTRACT) FOR PROJECTS VALUE RM20,000 TO RM500,000

Prepared By :-	Approved By :-
Name : Hazlina Mazlan	Name : Asst. Prof. Dr. Rustam Khairi Zahari
Position : Deputy Director (QS)	Position : Director Development Division
Date : 19/10/2020	Date : 19/10/2020

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1. OBJECTIVE

This procedure is prepared to describe the process involved during the post-contract stage for Upgrading Projects value RM20,000 to RM500,000 in order to ensure projects are implemented in accordance to the policies and procedures.

2. SCOPE

This procedure covers all the IIUM Upgrading Projects managed by the Development Division.

3. DEFINITION/ABBREVIATION

Definition :

3.1 End-User : Kulliyah/Centre/Division/Institute/Office of IIUM

Abbreviation :

3.2 IIUM : International Islamic University Malaysia


3.3 EOT : Extension of Time

3.4 CPC : Certificate of Practical Completion

3.5 CNC : Certificate of Non-Completion


3.6 DLP : Defects Liability Period

3.7 CMGD : Certificate of Completion of Making Good Defects

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4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<p>Note : Refer to the attached S.O.P.</p>

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5. RECORDS *(any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.)*

NO.	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Contract Document	Filing Cabinet	5 Years	Sen. Assistant QS
2	Certificate of Practical Completion	Filing Cabinet	5 Years	Administrative Assistant
3	Certificate of Completion of Making Good Defects	Filing Cabinet	5 Years	Administrative Assistant

6. FLOWCHART : As per attached.

7. APPENDICES :

- Appendix 1 : Checklist for Preparation of Contract Document
- Appendix 2 : Inspection Form
- Appendix 3 : Handing Over Form
- Appendix 4 : Evaluation of Contractor's Performance Form
- Appendix 5 : Defects Form

S.O.P. for Management of Upgrading Projects (Post-Contract)
(for Projects value RM20,000 to RM500,000)

Responsibility

Process

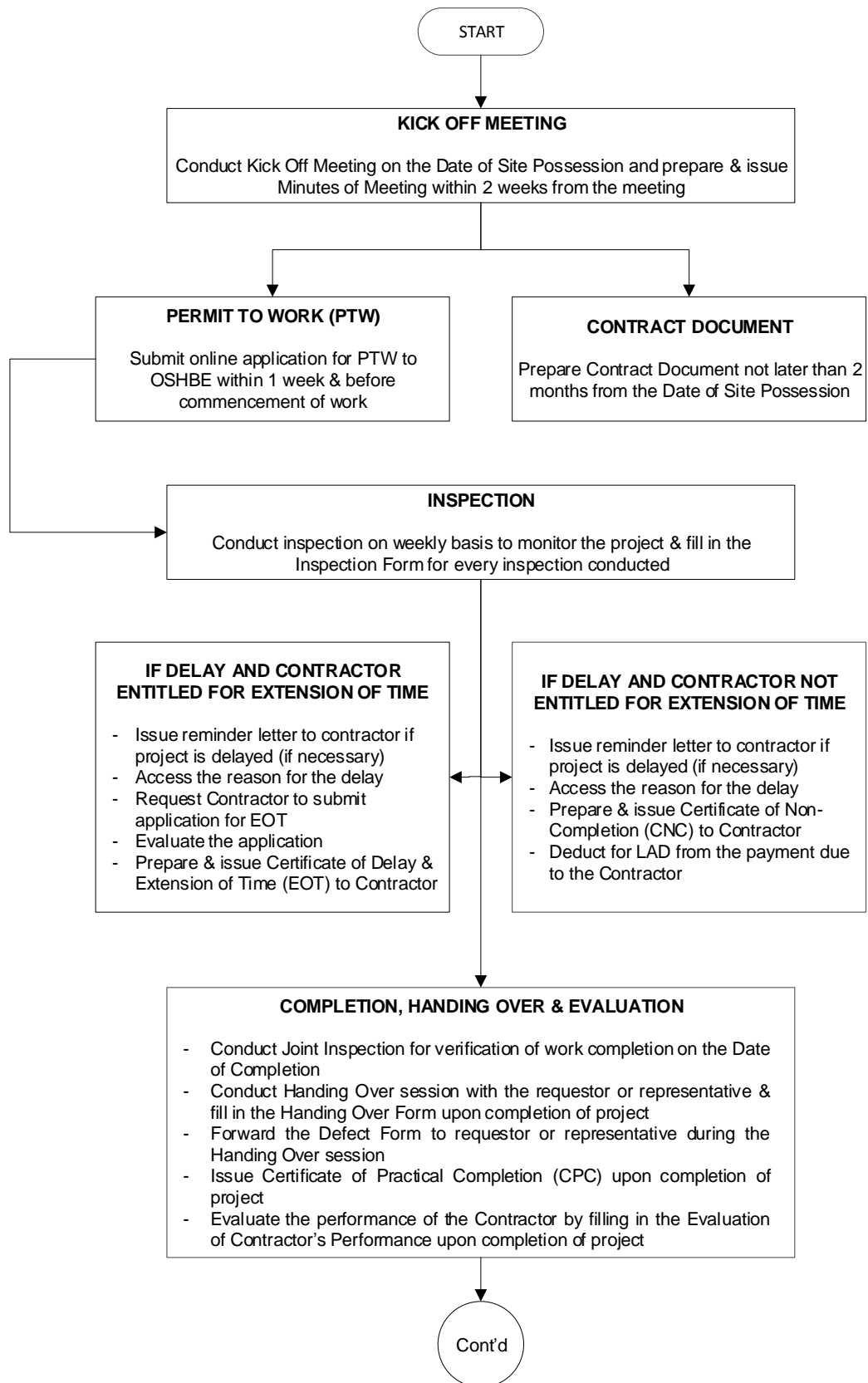
Engineer (Civil)
Project Manager
Assistant QS

Project Manager
Assistant QS

Project Manager

Project Manager
Assistant QS
QS
Director

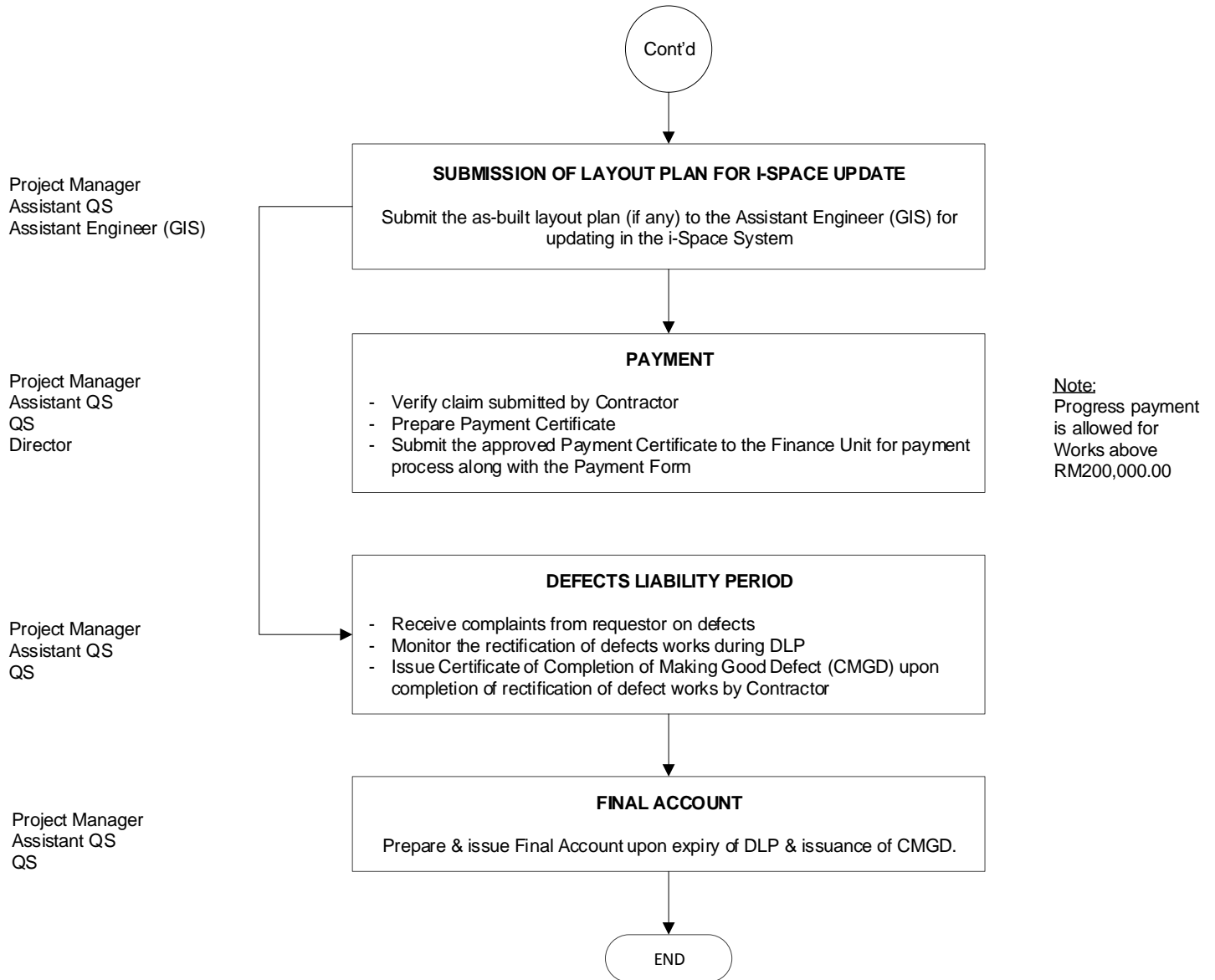
Project Manager
Assistant QS
QS
Director



S.O.P. for Management of Upgrading Projects (Post-Contract)
(for Projects value RM20,000 to RM500,000)

Responsibility

Process



DEVELOPMENT DIVISION, IIUM

CHECKLIST FOR PREPARATION OF CONTRACT DOCUMENT **(FOR QUOTATION)**

- | | |
|---|---|
| 1. Cover | |
| i. Title of Project | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| ii. Contract No. | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| iii. Name of Parties Involved | |
| - Development Division | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| - Contractor | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| - Consultant (if any) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 2. Table of Contents | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 3. Section A - Instruction to Tenderers | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 4. Section B - Conditions of Contract | |
| i. Conditions of Contract approved by OLA | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 5. Section C - Form of Quotation | |
| i. Form of Quotation | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 6. Section D - Letter of Award | |
| i. Original Letter of Award | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| ii. Acknowledgement by Contractor | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| iii. Successful Bidder's Declaration - Appendix G | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| iv. If there is Price Negotiation: | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| - Minutes of Price Negotiation Meeting | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| - Letter from Contractor on the Reduced Price | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| - Approval from IIUM Approving Authority on the Reduced Price | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 7. Section E - Final Summary of Quotation | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 8. Section F - Bill of Quantities | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 9. Section G - Drawings (if any) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 10. Section H - Appendices | |
| i. Appendix A - Contractor's Particular | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| ii. Appendix B - Contractor's Organisation Chart | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| iii. Appendix C - List Of Contractor's Present Jobs | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| iv. Appendix D - List Of Contractor's Previous Jobs | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| v. Appendix E - List Of Equipment & Tools | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| vi. Appendix F - Bidder's Declaration | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| vii. Appendix G - Company Profile | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INSPECTION FORM

(ARCHITECTURAL WORKS)

Name of Project : _____
Name of Contractor : _____

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	COMMENTS/ REMARKS
1.	Brickwork/ Gypsum Board/ Cement Board			
	▪ alignment			
	▪ verticality			
	▪ stiffener			
2.	Plastering			
	▪ thickness			
	▪ surface leveling			
	▪ trueness of corner			
	▪ joint			
	▪ cracklines after harden			
3.	Painting			
	▪ surface preparation			
	▪ 1 layer undercoat			
	▪ 2 layers finishing coat			
4.	Screeding			
	▪ thickness			
	▪ level			
	▪ finishing			
	▪ joints			
	▪ dividing strip			
5.	Floor tiling			
	▪ type/material			
	▪ size			
	▪ alignment			
	▪ level			
	▪ finishing			
	▪ skirting			

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INSPECTION FORM

(CIVIL & STRUCTURAL WORKS)

Name of Project : _____
Name of Contractor : _____

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	COMMENTS/ REMARKS
1.	Setting Out			
2.	Excavation Work			
	▪ dimension			
	▪ depth			
3.	Footing			
	▪ size			
	▪ alignment			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			
4.	Column stump			
	▪ size			
	▪ alignment			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			
5.	Column			
	▪ size			
	▪ alignment			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			
6.	Ground Beam			
	▪ size			
	▪ alignment			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
7.	Ground Floor Slab			
	▪ dimension			
	▪ level			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			
8.	Upper Floor Beam			
	▪ size			
	▪ alignment			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			
9.	Upper Floor Slab			
	▪ dimension			
	▪ level			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			
10.	Roof beam			
	▪ size			
	▪ alignment			
	▪ formwork			
	▪ reinforcement			
	▪ concreting			

Inspected by:

Contractor's representative:

Signature

Name :

Date :

Signature

Name :

Date :

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
6.	Wall tiling			
	▪ type/material			
	▪ size			
	▪ alignment			
	▪ height			
	▪ finishing			
7.	Vinyl sheet/vinyl tile/carpet			
	▪ cleanliness of screeding			
	▪ damp proof glue/adhesive			
	▪ size			
	▪ alignment			
	▪ joints			
	▪ skirting			
8.	Door			
	▪ type/material			
	▪ size			
	▪ frame			
	▪ painting			
	▪ fixing/firmness			
9.	Window			
	▪ type/material			
	▪ size			
	▪ frame			
	▪ painting			
	▪ fixing/firmness			
10.	Ceiling			
	▪ type/material			
	▪ size			
	▪ joints			
	▪ level			
11.	Plumbing Works			
	▪ type/material			
	▪ size			
	▪ jointing			

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
12.	Discharge pipe			
	▪ type/material			
	▪ size			
	▪ jointing			
13.	Overall cleanliness of work			
14.	Safety			
	▪ signage/barricade			

Inspected by:

Contractor's representative:

Signature

Name :

Date :

Signature

Name :

Date :

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INSPECTION FORM

(ELECTRICAL WORKS)

Name of Project : _____
Name of Contractor : _____

[illegible]

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
7.	Exhaust fan / wall fan / ceiling fan			
	▪ type			
	▪ size			
	▪ quantity			
	▪ position			
8.	Isolator			
	▪ type (SPN/TPN)			
	▪ quantity			
	▪ position			
9.	Earthing System			
	▪ earth electrode 16mm diameter			
	▪ earth chamber			
	▪ earth electrode plate			
	▪ clamp / clip / saddle			
	▪ air terminal			
	▪ ohm reading			
10.	Testing & Commissioning			
11.	Finishing / making good work			
12.	Submission of single line diagram / layout drawing approved by competent person			
B.	EXTERNAL LIGHTING			
1.	Type			
2.	Size			
3.	Quantity			
4.	Location			
5.	Installation			
6.	PVC / SWC / PVC Cable			

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
7.	Building Automation System Control			
8.	Anti-rust primer			
C.	DISTRIBUTION BOARD			
1.	Type / material			
2.	Segregation of circuit			
3.	Busbar			
4.	Terminal block			
5.	Miniature Circuit Breaker (MCB)			
6.	Moulded Case Circuit Breaker (MCCB)			
7.	Earth Leakage Circuit Breaker (ELCB)			
8.	Main Switch			
9.	Labels			
D.	SOUND & PUBLIC ADDRESS SYSTEM			
1.	Antenna			
2.	Centre control console			
3.	Amplifier			
4.	Input/master modules			
5.	AM/FM radio tuners			

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
6.	Speaker			
7.	Volume Control Unit			
8.	Equipment Rack			
9.	PVC Cable			
10.	Wiring / conduit work			
11.	Microphones			
12.	Battery			
13.	Switches			
14.	Sound pressure level – 96db/1 n/1 m			
15.	Testing & Commissioning			
16.	Warranty			

Inspected by:

Contractor's representative:

Signature

Name :

Date :

Signature

Name :

Date :

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INSPECTION FORM

(MECHANICAL WORKS)

Name of Project : _____
Name of Contractor : _____

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	COMMENTS/ REMARKS
A.	AIR-CONDITIONING SPLIT UNIT SYSTEM			
1.	Brand			
2.	Type			
3.	Horse power (hp)			
4.	British Thermal Units (BTU)			
5.	Piping/drainage work			
6.	Wiring work			
7.	Power load to in-coming			
8.	Switches / Starter Panel			
9.	Remote control			
10.	Testing & Commissioning			
11.	Finishing / making good work			
12.	Warranty			
B.	FIRE PROTECTION – CO₂ SYSTEM / FM 200			
1.	Brand			
2.	Valve			

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
3.	Piping work			
4.	Wiring work			
5.	Control panel			
6.	Battery			
7.	Smoke detector/heat detector/sprinkler			
8.	Earthing system			
10.	Testing & Commissioning			
11.	Finishing / making good work			
12.	Warranty			
B.	FIRE PROTECTION -PORTABLE FIRE EXTINGUISHER			
1.	Certificate			
2.	Valve			
3.	Quantity			
4.	Location			
5.	Installation work			

Inspected by:

Contractor's representative:

Signature

Name :

Date :

Signature

Name :

Date :

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INSPECTION FORM

(FURNITURE)

Name of Project : _____

Name of Contractor : _____

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	COMMENTS/ REMARKS
1.	Size			
2.	Material			
3.	Colour			
4.	Quantity			
5.	Quality of workmanship			

Inspected by:

Contractor's representative:

Signature

Name :

Date :

Signature

Name :

Date :

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INSPECTION FORM

(INFRASTRUCTURE WORKS)

Name of Project : _____
 Name of Contractor : _____

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	COMMENTS/ REMARKS
1.	Road Works			
	▪ right of way / alignment			
	▪ excavation work			
	▪ excavation of unsuitable material			
	▪ width			
	▪ formation level/sub-grade (including compaction)			
	▪ sub-base (incl. compaction)			
	▪ road base (incl. compaction)			
	▪ binder course (incl. compaction)			
	▪ wearing course			
	▪ road kerb - size - painting			
	▪ road marking and signage			
	▪ scupper drain			
2.	Drainage Works			
	▪ excavation			
	▪ dimension			
	▪ invert level			
	▪ type - cast in-situ - precast - clay drain - culvert			
	▪ size			
	▪ reinforcement work (if any)			
	▪ concreting of base (if any)			
	▪ brickwork (if any)			
	▪ weephole			
	▪ jointing			

APPENDIX 4

Work Station : DEV

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NO.	DESCRIPTION	OK (✓)	NOT OK (X)	REMARKS
	<ul style="list-style-type: none"> ▪ drain cover <ul style="list-style-type: none"> - precast - mild steel grating - reinforced fibre 			
3.	Earthwork			
	▪ boundary			
	▪ site clearing			
	▪ stripping of top soil			
	▪ excavation of unsuitable material			
	<ul style="list-style-type: none"> ▪ cutting <ul style="list-style-type: none"> - slope (1:1.5) - compaction 			
	<ul style="list-style-type: none"> ▪ filling <ul style="list-style-type: none"> - slope (1:2) - compaction 			
	▪ earth drain			
	▪ earth bund			
4.	River and Pond			
	▪ alignment			
	▪ bed level			
	▪ retaining works (if any)			
	▪ width			

Inspected by:

Contractor's representative:

Signature

Name :

Date :

Signature

Name :

Date :

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INSPECTION FORM

(LANDSCAPE WORKS)

Name of Project : _____

Name of Contractor : _____

NO.	DESCRIPTION	OK (✓)	NOT OK (X)	COMMENTS/ REMARKS
1.	Type of plant			
2.	Size			
3.	Quantity			
4.	Method of planting			
5.	Condition of plant			
6.	Cleanliness			

Inspected by:

Contractor's representative:

Signature

Name :

Date :

Signature

Name :

Date :



DEVELOPMENT DIVISION

HANDING OVER FORM

PROJECT TITLE :

.....

.....

.....

The undersigned hereby confirmed that the above Works have been completed on and handed over to the end-user (K/C/D/I/O) on and all keys (if any) have been received.

Handed over by:

Received by:

.....
Signature of Representative of
Development Division

.....
Signature of Representative of
End-User

Name :

Name :

Position :

Position :

Date :

Date :

DEVELOPMENT DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

EVALUATION OF CONTRACTOR'S PERFORMANCE

Name of Project : _____

Awarded Price : _____

Name of Contractor : _____

Date of Commencement : _____

Date of Completion : _____

Date of Extension (if any) : _____

NO.	CRITERIA	RATING <i>(Please Circle)</i>				
		Excellent	Good	Satisfactory	Poor	Very Poor
1.	Planning/Progress	5	4	3	2	1
2.	Effectiveness of Supervision	5	4	3	2	1
3.	Manpower Available	5	4	3	2	1
4.	Quality of Work/ Workmanship	5	4	3	2	1
5.	Quality of Material Used	5	4	3	2	1
6.	Safety Practices	5	4	3	2	1
	Overall Rating	5	4	3	2	1

Overall Comments on the Contractor's Performance:

Note : Minimum rating is 3 to be recommended for future projects.

Evaluated by : _____ Verified by : _____
(Signature) (Signature)
Director
Development Division

Date : _____ Date : _____

[illegible]