

**CONSULTANCY SERVICES**

**FOR** ..... **Specify full name of project** .....

**CONTRACT NO. :** ..... **Specify contract number** .....

**BETWEEN**

**THE GOVERNMENT OF MALAYSIA**

**AND**

..... **Name of consultancy firm** .....

**(COMPANY NO. :** ..... **Company registration no with Suruhanjaya Syarikat Malaysia (local company) or Board of Engineering Consultancy Practice Registration. If foreign companies specify its registration number in its country** ..... **)**

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**CONTRACT NO. :** Specify contract number

**“RECITALS”**

THIS AGREEMENT is made on Date (day)...day of Month and year...

**BETWEEN**

**THE GOVERNMENT OF MALAYSIA** as represented by Name of Government Agency.....  
whose address is at Specify full address.....(hereinafter referred to as “the **Government**”)  
of the first part;

**AND**

Name of the sole proprietorship/partnership/body corporate, (whichever is applicable)  
.....  
Suruhanjaya Syarikat Malaysia Registration No./ Ministry of Finance Registration No..... and Board of Engineering  
Consultancy Practice Registration No.....Specify registration number....., a sole proprietorship or  
partnership registered in Malaysia or a body corporate incorporated under the  
Companies Act 1965 (whichever is applicable) and practising as an Engineering  
Consultancy Practice, having its registered office at .....hereinafter  
Specify full address referred to as “**CE**”) of the other part.

The Government and the CE shall individually be referred as the “**Party**“ and  
collectively referred to as the “**Parties**”.

**WHEREAS -**

- (A) The Government intends to construct and complete.....Specify full name of project  
(hereinafter referred to as “**the Project**”) and is desirous of obtaining  
(hereinafter referred to as “**the Services**”) from the CE in connection with the  
.....Specify field of the consultancy service.....(hereinafter referred to as “**the Works**”).
- (B) The CE has submitted its proposal to the Government on the scope for the  
Services and both Parties have agreed on the scope of Services as per the  
Terms of Reference specified in **Appendix 1** and Technical Documents in  
**Appendix 2** of this Agreement.
- (C) In furtherance of such intention, the Government has agreed to appoint the CE  
and the CE has agreed to such appointment to provide the Services necessary  
for the effective implementation of the Project. A copy of the Letter of  
Acceptance dated .....Date issued by Government is attached in **Appendix 3** of this  
Agreement.

**NOW IT IS HEREBY AGREED** as follows:

**PART A**

**GENERAL**

**1.0 DEFINITIONS AND INTERPRETATIONS**

**1.1. Definitions**

Under this Agreement, unless the context otherwise requires the following words and expressions used under this Agreement shall have the following meanings:

- (a) "Agreement" means this document and shall comprise the clauses, schedules and appendices of this Agreement and include any supplemental written agreement thereto as may be executed and be in force from time to time or any time;
- (b) "Associated Consultant" means other consultant(s) engaged by the CE upon request and approval by the Government to carry out services for any part of the project;
- (c) "CE" means the engineering consultancy firm named in the Recitals of this Agreement, (a sole proprietorship, partnership or body corporate (whichever is applicable) which is established or incorporated under the laws of Malaysia (for a body corporate – "Companies Act 1965 [Act 125]") and registered under the Registration of Engineers Act 1967 [Act 138] and engaged to provide professional engineering consultancy services to the Government under this Agreement and shall include its personnel, servants, agents, heirs, administrators, successors and duly appointed representatives. A copy of the Certificate of Registration under the Registration of Engineers Act 1967 [Act 138] is attached in **Appendix 4**;
- (d) "Contractor" means any sole proprietorship, partnership or company engaged by the Government under a contract for the Project or to supply goods in connection with the Project or both and includes sub-contractors;
- (e) "Contract Price" means the ceiling of total consulting fee and ceiling out of pocket expenses as specified under clause 2.0;
- (f) Contract Period means the contract period as prescribed under Clause 3.1 herein;
- (g) "Cost of Works" means the cost incurred by the Government for the Works as particularly specified under the Schedules of this Agreement (Part B -Schedule of Fees);

- (h) “Defects Liability Period” is as provided in the contract between the Government and Contractor;
- (i) “Deliverables” means all deliverables (including designs, drawings, details, plans, calculations and reports) as specified in **Appendix 5** to be submitted to the Government by the CE as particularly specified in the Terms of Reference in **Appendix 1** of this Agreement;
- (j) “Government’s Representative (“GR”) means the person under item 5 in **Appendix 7** or such other person as may be appointed from time to time by the Government and notified in writing to the CE to carry out the duties of the GR and the person so designated or appointed may be described by position;
- (k) “Services” means the professional consultancy services for the project which the Government has engaged the CE to perform in accordance with the Terms of Reference, Technical Documents and Deliverables as specified in **Appendices 1, 2 and 5**;
- (l) “Professional Indemnity Insurance” means the insurances taken and maintained by the CE covering its liability in respect of any negligence, error or omission acts of CE and its employees under Clause 5.11;
- (m) “Project” means the project of which the Works form a part;
- (n) “Works” means the works described briefly in Recital (A) of this Agreement which the Government has engaged the CE to perform professional services and which may comprise those as specified under the Schedules of this Agreement (Part A - Schedule of Services).

### 1.1. Interpretations

Under this Agreement, except to the extent that the context otherwise requires:

- (a) references to any law, legislation or to any provisions of any law and legislation shall include any statutory modification or re-enactment of, or any legal or legislative provision substituted for and all legal or statutory instruments issued under the legislation or provisions;
- (b) references to clauses, appendices, and schedules are references to Clauses, Appendices, and Schedules of this Agreement;
- (c) words denoting the singular shall include the plural and vice versa;
- (d) words denoting individuals shall include corporations and vice versa;
- (e) recitals and headings are for convenience only and shall not affect the interpretation thereof;



- (f) reference to clauses shall be read in the case of sub-clauses, paragraphs and sub-paragraphs as being references to sub-clauses, paragraphs and sub-paragraphs as may be appropriate;
- (g) the Appendices hereto and any documents therein referred to shall be taken, read and construed as an essential and integral part of this Agreement PROVIDED HOWEVER that in the event of any conflict between the clauses and the Appendices of this Agreement, the clauses shall prevail;
- (h) the expression of "this Agreement" or any similar expression shall include any supplemental written agreement thereto as may be executed and be in force from time to time or any time;
- (i) references to any document or agreement shall be deemed to include references to such document or agreement as amended, novated, supplemented, varied or replaced from time to time;
- (j) words denoting any gender shall include all genders;
- (k) any reference to an "approval" is a reference to an approval in writing; and "approved" shall be construed accordingly;
- (l) any reference to an "amendment" includes any variation, deletion or additions, and "amend" or "amended" shall be construed accordingly;
- (m) any technical term not specifically defined under this Agreement shall be construed in accordance with the general practice of such relevant profession in Malaysia;
- (n) for the purpose of calculating any period of time stipulated herein, or when an act is required to be done within a specified period after or from a specified date, the period is inclusive of, and time begins to run from, the date so specified;
- (o) wherever there shall appear any reference to a time within which an act should be done or agreement reached or consent given, such reference shall be deemed to be read as including the expression "or any other period agreed in writing between the Parties from time to time";
- (p) any reference to a "day", "week", "month" or "year" is a reference to that day, week, month or year in accordance with the Gregorian calendar.

## **1.2. Entire Agreement**

This Agreement contains the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior agreements or understandings, inducements or conditions, express or implied, oral or written.

## **2.0 APPOINTMENT AND CONSIDERATION**

The Government hereby appoints the CE and the CE accepts the appointment to provide the Services for a consideration of Ringgit ..... only (RM.....) as the ceiling contract amount (hereinafter referred to as the “**Contract Price**” and specified in **Appendix 6A** of this Agreement) which consists of Ringgit Malaysia ..... only (RM.....) as the ceiling consulting fee (as specified in **Appendix 6B** of this Agreement) and Ringgit ..... only (RM.....) as the ceiling out of pocket expenses (as specified in **Appendix 6C** of this Agreement) subject to the terms and conditions set forth in this Agreement as per the Letter of Acceptance dated ..... (as specified in **Appendix 3** of this Agreement).

**3.0 EFFECTIVE DATE AND DURATION OF THIS AGREEMENT**

**3.1. Contract Period**

This Agreement shall be for a period of..... (Specify duration of consultancy period (week/month/year)) as specified under item 2 in **Appendix 7** (hereinafter referred to as the “**Contract Period**”) commencing from Specify start date.....(hereinafter referred to as “**Commencement Date**”) and shall expire on the date stated under item 3 in **Appendix 7** (hereinafter referred to as the “**Contract Expiry Date**”) unless terminated earlier in accordance with the provisions of Part E of this Agreement.

**3.2. Extension of Contract Period**

- (a) The CE shall, upon it becoming reasonably apparent that the progress of the Services is delayed, apply in writing to the Government for the approval of extension of the Contract Period. The CE shall further furnish to the Government relevant information as to the causes of delay together with a revised Services Implementation Schedule and estimated revised cost (if any), for the approval of the Government.
- (b) The Government shall have the absolute discretion whether or not to consider such application. In the event the Government agrees to extend the contract period, the Parties may, as soon as reasonably practicable, negotiate the terms and conditions of such extension ..... (Specify period) prior to the Contract Expiry Date as specified under item 4 in **Appendix 7**. If the Parties fail to reach an agreement, this Agreement shall automatically expire on the Contract Expiry Date.

## PART B

### CE'S REPRESENTATIONS, WARRANTIES AND OBLIGATIONS

#### 4.0 CE'S REPRESENTATIONS AND WARRANTIES

The CE hereby represents and warrants to the Government that –

- (a) it is a corporation validly existing under the laws of Malaysia;
- (b) it is registered as a consultancy firm with the Ministry of Finance Malaysia (MOF);
- (c) the CE is a body corporate or partnership or sole proprietorship registered under the Registration of Engineers Act 1967 [Act 138] and exists validly under the laws of Malaysia;
- (d) the CE shall keep current all such registrations and ensure their validity throughout the duration of this Agreement;
- (e) the CE has the legal capacity to enter into and perform its obligations under this Agreement and to carry out the Services as contemplated by this Agreement;
- (f) the CE has taken all necessary actions to authorize the entry into and performance of this Agreement and to carry out the Services contemplated by this Agreement;
- (g) as at the execution date, neither the execution nor performance by the CE of this Agreement nor any transactions contemplated by this Agreement will violate in any respect any provision of –
  - (i) its Memorandum and Articles of Association; or
  - (ii) any other document or agreement which is binding upon it or its assets;
- (h) no litigation, arbitration, tax claim, dispute or administrative proceeding is presently current or pending or, to its knowledge, threatened, which is likely to have a material adverse effect upon it or its ability to perform its financial or other obligations under this Agreement;
- (i) no corruption or unlawful or illegal activities or practices have been used to secure this Agreement;
- (i) this Agreement constitutes a legal, valid and binding obligation of the CE and is enforceable in accordance with its terms and conditions;
- (j) it has the necessary financial, technical, and professional capability and expertise to provide the Services under this Agreement,

and the CE acknowledges that the Government has entered into this Agreement in reliance on its representations and warranties as aforesaid.

## **5.0 CE'S OBLIGATIONS**

### **5.1. Quality of Services**

- (a) The CE shall maintain a professional standard of service and competence and shall exercise all reasonable skill, care and diligence in the discharge of the professional services agreed to be performed in this Agreement in the best interests of the Government and, in so far as their duties are discretionary, shall act fairly between the Government and any third party.
- (b) The CE shall have sufficient knowledge of current Local Authority requirements, bye-laws, local land acts and other regulations relating to the Project, and shall advise the Government accordingly in matters affecting the implementation of the Project.

### **5.2. Timeliness of Services**

- (a) The CE shall prepare a draft services implementation schedule incorporating the key dates specified for carrying out the Services which shall be in accordance with the requirements of the Terms of Reference, for the approval of the Government.
- (b) The agreed draft service implementation schedule as approved by the Government shall be the Service Implementation Schedule as in **Appendix 8**; which shall be amended only with the approval of the Government. Any subsequent changes or amendments approved by the Government shall form part and be read together with the Service Implementation Schedule.
- (c) The CE shall provide to the Government scheduled progress reports in such form and details as prescribed in the Terms of Reference.
- (d) The CE shall keep the GR informed on a day to day basis of all instructions, variations and design changes made or authorized by the CE.

### **5.3. Consequences of Delay**

- (a) If the CE fails to deliver any Deliverables by the due date(s) agreed by both parties as specified in **Appendix 5** of this Agreement without reasonable cause, the CE shall pay Liquidated and Ascertained Damages (LAD) to the Government for the delay. The period of delay shall be calculated beginning from the scheduled delivery date and ending on the actual date as delivered and submitted to the Government.

- (b) The LAD shall be computed on a daily basis for each day of delay at every stage of deliverables based on the formula specified under item 8 in **Appendix 7** of this Agreement.

#### **5.4. Instructions by The Government**

- (a) The CE shall comply with all instructions issued by the Government in regard to matters expressly empowered under this Agreement. The CE shall follow the Government procedures so far as possible and shall obtain prior approval in writing from the Government of any departures from such procedures. Nothing in this clause shall be deemed to affect the responsibilities of the CE in connection with the Services.
- (b) The CE shall attend or be represented at all meetings convened by the Government to which the CE may be summoned, and shall advise and assist the Government on all matters relating to the Services.

#### **5.5. Design Services**

- (a) Where the CE is required by the Government to provide design services, the CE shall guarantee the Government that such design shall be suitable, functional, safe and in compliance with the design standard and specification of the Works.
- (b) The CE shall use due skill and care to ensure that the design of all parts of the Works for which the CE is responsible under this Agreement is in accordance with the laws and regulations and other statutory and regulatory requirement applicable to the Works.
- (c) The CE shall strictly comply with the project brief and approved ceiling project cost as specified under the Terms of Reference. The CE shall not without prior written approval of the Government amend the project brief which in the opinion of the CE is likely to increase the project cost.
- (d) All drawings, designs, plans, specifications, bills of quantities or other documents, matters or things prepared by the CE for or in connection with any invitation for tenders shall not be used for any other such purposes unless they shall first have been approved by the GR. The approval by the GR shall not relieve the CE of its obligations in connection with the Services.
- (e) All designs, calculations, drawings and documents and any other deliverables in relation to the Services to be provided by the CE to the Government shall be approved and signed by the CE.
- (f) The CE shall not without prior written approval of the Government, make amendments to any approved design or give any instruction which is likely to increase the cost of the project, unless the variations are of an emergency nature and any delay in carrying out such variation works can cause claims against the Government or involve danger to life and

property and in the circumstance it is impracticable for the CE to obtain such approval. In such circumstances, the CE shall seek the approval of the Government as soon as possible of such variation works.

- (g) If during construction any defect or damage shall occur to the Works or any part thereof or if there shall arise a need for a variation to the Works, as a result of any defect, fault, insufficiency or inadequacy in the design, the Government shall issue to the CE a notice specifying the default and requiring the CE to remedy the same within the period specified by GR at the CE's own cost and expense. If the same is not remedied, the Government shall be entitled, without prejudice to any other rights or remedies it may possess against the CE under this Agreement or at law, to claim and recover from the CE any payment for any loss/claims and/or damages suffered or any other expenses incurred as a result thereof.
- (h) Notwithstanding clause 5.5(g), the Government may elect to remedy the defect, fault, insufficiency or inadequacy in the design as at the time such defect, fault, insufficiency or inadequacy is established and the Government shall be entitled to deduct the amount up to the limit of sum certified by the GR to be the sum required to remedy the same from any money due or to become due to the CE under this Agreement, failing which such sum shall be recovered from the Professional Indemnity Insurances taken by the CE or as a debt from the CE.

#### 5.6. CE's Personnel

- (a) The CE shall provide efficient, suitably qualified and experienced Personnel and acceptable to the Government to carry out the Services.
- (b) The Services shall be carried out by the CE's Personnel as specified under **Appendix 9** hereof within the time and stage as specified in the Service Implementation Schedule in **Appendix 8**.
- (c) The Project Manager of the CE as specified in **Appendix 9** shall be responsible for the management of the CE's Personnel for the Services as well as to act as liaison between the CE and the Government.
- (d) There shall be no changes or substitutions in the CE's Personnel set forth in **Appendix 9** without the prior written approval of the Government. If for any reason beyond the reasonable control of the CE, it becomes necessary to replace any of the CE's Personnel, the CE shall forthwith provide as a replacement, a person of equivalent or better qualification and experience to the Government at no additional cost to the Government of which the Government shall consider without undue delay.
- (e) In the event the number of CE's Personnel as specified in **Appendix 9** is reduced without the prior written approval of the Government, the Government shall have the right to deduct the Consulting Fee based on CE's Personnel Time Input Schedule as specified in **Appendix 10**.

- (f) The CE shall ensure that any changes, substitution or replacement of Personnel shall not affect the term and the implementation for the provision of the Services.

#### **5.7. Information and Records**

- (a) The CE shall furnish the Government such information in relation to the Services as the Government may from time to time reasonably request.
- (b) The CE shall keep accurate, systematic and up-to-date records and accounts in respect of the provision of the Services in such form and details as is customary in the profession or as may be required by the Government from time to time as shall be sufficient to establish accurately that the costs and expenditure referred to in **Appendix 6A, Appendix 6B and Appendix 6C** of this Agreement have been duly incurred.
- (c) The CE shall permit the GR from time to time to inspect their records and accounts relating to the Services and to make copies thereof and shall permit the Government or any person authorized by the Government, from time to time, to audit such records and accounts during the performance of the Services.
- (d) In the event of failure occurring after the completion of the Project, the CE may be required by the Government to submit a report detailing probable cause and remedial action. References shall be made to all kept records and accounts.

#### **5.8. Liability**

The CE agrees that it shall provide the Services under this Agreement in good faith and hereby warrants that the Services provided under this Agreement meet the professional standards for consultancy in the relevant field.

#### **5.9. Indemnity**

The CE agrees with the Government that –

- (a) the CE shall perform all of its obligations under this Agreement at its own risk and releases, to the fullest extent permitted by law, and shall indemnify and keep the Government and their agents and servants from all claims and demands of every kind resulting from any accident, damage, injury or death arising from carrying out of the Services except where such accident, damage, injury or death is caused or contributed to by any act or omission or negligence of the Government or its agents and servants and the CE expressly agrees that in the absence of any such act, omission or negligence as aforesaid the Government shall have no responsibility or liability whatsoever in relation to such accident, damage, injury or death.

- (b) the CE shall indemnify and keep the Government indemnified from and against all actions, suits, claim or demands, proceedings, losses, damages, compensation, costs (legal cost) charges and expenses whatsoever to which the Government shall or may be or become liable in respect of or arising from -
  - (i) the negligent use or act, misuse or abuse by the CE or the CE's Personnel, servants, agents or employees appointed by the CE in the performance of the Services; or
  - (ii) any loss or damage to property or injury of whatsoever nature or kind and howsoever or wherever sustained or caused or contributed to by carrying out the Services by the CE to any person and not caused by the negligence or willful act, default or omission of the Government, its agents or servants; or
  - (iii) any loss, damage or injury from any cause whatsoever to property or persons affected by the Services to the extent to which the same is occasioned or contributed to by the act, error, omission, neglect, breach or default of the CE or the CE's Personnel, servants, agents or employees; and
- (c) the obligations under this clause shall continue after the expiry or earlier termination of this Agreement in respect of any act, deed, matter or thing happening before such expiration or termination of this Agreement.

#### **5.10. Insurance**

The CE shall its own cost and expense effect and maintain all necessary insurance including insurances for its professional engineer, graduate engineer, sub-professional staff and employees. The insurance shall be valid until the expiry of the Defect Liability Period.

#### **5.11. Professional Indemnity Insurance**

- (a) The CE warrants that the CE has taken and is maintaining its own cost and expense a profesional indemnity insurance covering its liabilities in respect of any act of negligence, error or omission of the CE, its employees, partners, servants and any persons under its supervision in the course of providing the Services under this Agreement. The professional indemnity insurance shall be valid and irrevocable not less that twelve (12) months after the expiry of the Defect Liability Period.
- (b) The GR may at any time request the CE to produce a copy of the insurance policy as evidence that the insurances required under this clause are being maintained and remain valid not less than twelve (12) months after the expiry of the Defect Liability Period.



## 5.12. Emergency and Accident

- (a) Where any accident, failure or other event occurs due to any cause whatsoever to, in or in connection with the Services provided for the Works or any part thereof either during the execution of the Works or during the Defect Liability Period or the period thereafter, the CE shall immediately report to the Government of the accident, failure or event together with the CE's proposal on any interim measures required to be taken.
- (b) The CE shall conduct a full investigation on the accident, failure or event if directed in writing by the Government in order to determine the cause or reason for the accident, failure or event and submit a report of the investigation to the Government together with the CE's proposals for remedial works in respect thereof.
- (c) If the Government directs the CE to carry out any remedial works as specified under clause 5.12 (b), the CE shall carry out the remedial works within fourteen (14) days from the date of the written direction.
- (d) The CE shall immediately obtain the approval of the Government before giving any instruction for any variation of works required if an accident, failure or event had occurred and any delay in carrying out the variation will cause claims against the Government or involve danger to life or property.
- (e) In the event that the Government decides that the investigation in relation to the accident, failure or event which occurred should be carried out by the Government, its employee or any person or body appointed or authorized by the Government, the CE shall give full co-operation and render all necessary assistance and facilities including the giving of access to all specifications, designs, records and other available information relating to the Works as may be required by the Government, its employee or such authorized person or body at no additional cost.
- (f) If the accident, failure or event occurred is not due to the negligence, error, omission, default or poor supervision of the CE, then the Services provided by the CE hereto during the Defect Liability Period shall be construed as Additional Professional Services not included in Basic Professional Services and be paid accordingly by the Government and any services required from a third party for works not within the scope of Basic Professional Services described in **Appendix 1** of this Agreement shall also be paid accordingly by the Government.
- (g) If the investigation reveals that the accident, failure or event which occurred is due to the negligence, error, omission, default or poor supervision of the CE, and its negligence, error, omission, default or poor supervision had resulted in injury, damage or loss of any person or property, then the CE shall be responsible for the injury, damage or loss caused to any person or property and shall undertake to-

- (i) pay any person for the injury, damage or loss suffered by any person or his property; and
  - (ii) repair, replace or make good all injury, damages and/or pay all expenses and costs pertaining to injury and loss suffered by that person or his property.
- (h) In the event that the CE fails to comply with clause 5.12(g) and the Government is held liable for damages to any person for injury, damage or loss suffered, or has to repair or make good such damages and/or losses, such payment shall be deducted from any payment due to the CE under this Agreement or shall be claimed from the CE as a debt due to the Government.

### **5.13. Confidentiality**

- (a) Except with the prior written consent or the instructions of the Government, the CE shall not at any time communicate to any person or body or entity any confidential information disclosed to the CE for the purpose of the provision of the Services or discovered by the CE in the course of this provision and performance of the Services; nor make public any information as to the recommendations, assessments and opinions formulated in the course of or as a result of the provision and performance of the Services; nor make or cause to be made any press statement or otherwise relating to the Services; nor make use of the Deliverables for the purposes other than that stipulated in this Agreement and the foregoing obligations shall not be rendered void by suspension, termination or expiry of this Agreement for whatsoever cause.
- (b) This sub-clause shall not apply to information which:
- (i) is or becomes generally available to the public other than as a result of a breach of an obligation under this clause;
  - (ii) is already known to the other party to whom it is disclosed to, at the time of disclosure;
  - (iii) is independently developed without benefit of the confidential information of the other party;
  - (iv) is in possession of the CE without restriction before the date of receipt from the other party subject to the right of the Government to re-classify certain information as confidential.
- (c) In the event that the CE receives a request to disclose all or any part of any confidential information under the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction, judicial or administrative agency or by a legislative body or committee, such

disclosure by the CE shall not constitute a violation of this Agreement provided that-

- (i) the CE promptly notifies the Government of the existence, terms and circumstances surrounding such request;
  - (ii) the CE consults with the Government on the advisability of taking available legal steps to resist or narrow, such request; and
  - (iii) the CE exercises its best efforts to obtain an order or other reliable assurance that confidential treatment shall be accorded to the information to be disclosed.
- (d) This clause continues in force notwithstanding the termination of this Agreement for any reason.

#### **5.14. Notice of Delay**

In the event the CE encounters any delay in obtaining the required assistance and information set forth in clause 5.7(a), the CE shall notify the Government of such delay and its duration and the Government, at its absolute discretion, may grant an appropriate extension of time and other consideration appropriate for provision of the Services.

#### **5.15. Assistance in Arbitration Inquiry or Litigation**

The CE shall, if so required by the Government, within the period of work before completion, assist and advise the Government with regard to any matter or thing which may be the subject of arbitration, inquiry or litigation and if and when so required by the Government shall attend and give evidence or otherwise assist the Government before any court or in any arbitration or at any inquiry dealing with any matter arising from or in connection with the execution of the Services. In the event of arbitration or other proceedings arising after the completion of Services, if so required by the Government, the CE shall assist in any manner whatsoever and advise the Government under the same conditions of engagements as are applicable generally to this Agreement, subject always to –

- (a) the right of the CE to recover its time and cost in attending to this request, such time and cost to be negotiated separately with the Government; and
- (b) the right of the CE to take appropriate measures to safeguard and protect its interest.

#### **5.16. Situation Beyond Control Of CE**

- (a) The CE shall immediately inform the Government in writing of any situation or the occurrence of any event beyond the reasonable control

of the CE, which makes it impossible for the CE to carry out its obligations hereunder.

- (b) If the Government agrees in writing that such situation or event exists, the Government may terminate this Agreement by giving not less than thirty (30) days written notice and shall pay all fees and payments due and outstanding to the CE in accordance with clause 14.0 within thirty (30) days from the date of termination of this Agreement.
- (c) In the event of disagreement between the Parties as to the existence of such situation or event, the matter shall be referred to the GR as specified under item 5 in **Appendix 7** for a decision.

#### **5.17. Prohibition on Association**

The CE agrees that during and after the conclusion or termination of this Agreement, the CE shall limit its role for the Project to the provision of the Services and hereby disqualifies itself from the provision of goods or services in any capacity for the Project including bidding for any part of the Project except as the Government may otherwise agree or request the CE.

#### **5.18. Prohibition on Conflicting Activities**

No Personnel of the CE assigned to the Services under this Agreement nor the CE's staff, subsidiary or associate shall engage, directly or indirectly, either in his name or through his then employer, in any business or professional activities connected to the Services or Project and neither shall the CE's Personnel be so engaged directly or indirectly, either in his name or through the CE in any such other conflicting business or professional activities.

#### **5.19. Independent Consultant**

Nothing contained herein shall be construed as establishing or creating between the Government and the CE the relationship of master and servant or principal and agent. The position of the CE performing the Services is that of an independent consultant.

#### **5.20. Technology and Knowledge Transfer**

- (a) If the CE appoints foreign professionals, the CE shall endeavour to ensure that the employees of the Government are trained or exposed to the expertise of such foreign professionals pursuant to a programme for technology and knowledge transfer.
- (b) Pursuant to clause 5.20(a) above, the CE shall provide training for a minimum of .....*Specify number of government officer*.....officials nominated by the Government to be competent and conversant in the implementation of the Project.

- (c) The CE shall allow the employees of the Government to be involved in the implementation of the Project commencing from the Commencement Date of this Agreement until the Contract Expiry Date.

## **5.21. Intellectual Property Rights**

- (a) Any intellectual property rights arising out of design, plans, calculations, drawings, developed or used for or incorporated in the Services shall vest in and become the sole property of the Government free and clear of all liens, claims and encumbrances. The CE shall not during or at any time after completion on the Services or after the expiry or termination of this Agreement, in any way, question or dispute the ownership of the Government.
- (b) The CE agrees to grant to the Government free from all royalties, fees and other charges, all licenses in respect of intellectual property rights now or hereafter owned or controlled by the CE or in respect of which the CE has or will have the right to grant licenses of any design, plans, calculations, drawings, developed or used for or incorporated in the Services or any part thereof.
- (c) The CE shall defend and indemnify the Government from and against all claims, costs, damages, charges and proceedings whatsoever for or on account of infringement of any intellectual property rights in respect of any design, plans, calculations, drawings, documents, plant, equipment, machinery, material, methods or processes developed or used for or incorporated in the Services except where such infringement results from compliance with the Government's instructions in accordance with this Agreement.
- (d) Where any infringement results from compliance with the Government's instructions in accordance with this Agreement, any royalties, damages or other monies which the CE may be liable to pay to the persons entitled to such intellectual property rights shall be reimbursed by the Government.

## PART C

### GOVERNMENT'S OBLIGATIONS AND RIGHTS

#### 6.0 GOVERNMENT'S OBLIGATIONS

##### 6.1. Appointment of GR

- (a) The Government shall appoint the person under item 5 in **Appendix 7** of this Agreement or other persons from time to time as the Government Representative ("GR") to carry out its obligations and to exercise its right under this Agreement, and the GR shall have the power to carry out such obligations and exercise such rights on behalf of the Government, except for the provisions under clause 10.0, 12.0 and 13.0 which are expressly reserved to the officer authorized as named in the signatories to this Agreement or any other officer authorized under section 2 of the Government Contracts Act 1949 [ Revised 1973].
- (b) The CE shall comply with all instructions issued by the GR in regard to matters expressly empowered to the GR to issue under this Agreement.

##### 6.2. Obligation to give instructions, decisions, etc. without delay

- (a) All instructions, notifications, consent or approval issued by the Government or the GR shall be in writing. However the GR may, where necessary issue oral instructions, notifications, consent or approvals and such oral instructions, notifications, consents or approvals shall be followed in writing not later than seven (7) days thereafter.
- (b) If the CE requires a decision from the Government for the performance of its Services under this Agreement, the CE shall submit its request in writing to the GR and the GR shall give its decision within the period stipulated under item 6 in **Appendix 7** of this Agreement.

##### 6.3. Obligation to Supply Relevant Information and Assistance

- (a) The CE may request all the necessary and relevant information which are in the possession of the Government required for purposes of carrying out of its Services under this Agreement. Notwithstanding the request, the Government shall have the discretion to supply the necessary information it deems relevant.
- (b) Any necessary and relevant information supplied by the Government to the CE pursuant to clause 6.3(a) of this Agreement shall not relieve the CE of any of the CE's obligations under this Agreement.
- (c) The Government gives no warranty in any manner whatsoever for the data, report, map, photograph, plan, drawing, record or other information either as to the accuracy or sufficiency or as to how the same should be interpreted and the CE, when he makes use of and interprets the same,

shall do so entirely at his own risk and it shall not constitute a breach of obligation on the part of the Government under clause 6.3(a) of this Agreement if such data, report, map, photograph, plan, drawing, record or information is not accurate or sufficient for the purpose of performing the CE's obligation under this Agreement.

- (d) Where necessary, the Government shall assist the CE to obtain, free of charge, unimpeded access to all land in respect of which access is required for the performance of the Services. The Government shall not be responsible for any damage to such land or any property thereon resulting from such access.

#### **6.4. Payment to the CE for Services**

- (a) In consideration for the performance of the Services, the Government shall pay or reimburse to the CE the Contract Price subject to the ceiling consulting fee, the ceiling out of pocket expenses or any other agreed and approved amount as revised from time to time, and in situation where the actual costs incurred in the performance of the Services does not exceed the ceiling consulting fee and the ceiling out of pocket expenses, downward adjustments can be made in accordance with **Appendix 6A**, **Appendix 6B** and **Appendix 6C**. The payment shall exclude the Government Service Tax, which amount shall be paid by the Government to the Royal Malaysian Customs Department through the CE upon the CE giving proof of the Service Tax License. A copy of the Service Tax License is attached in **Appendix 11** of this Agreement.
- (b) Payments under this Agreement shall be made progressively in stages/phases in accordance with the Schedule of Payment as in **Appendix 12** upon the CE furnishing to the Government all relevant drawings, design, reports, records and data when submitting request for payment.
- (c) Payment to the CE shall be made within thirty (30) days upon receiving the proper invoices, vouchers and other appropriate supporting materials from the CE and be deposited to the account of the CE as specified under item 7 in **Appendix 7**.
- (d) If any item or part of an item of an account/claims/invoices rendered by the CE is reasonably disputed or reasonably subject to question by the Government, the Government shall within thirty (30) days after receipt of the invoice by the GR inform the CE in writing of all items under dispute or subject to question. Payment by the Government of the remainder of the invoice shall not be withheld on such grounds.
- (e) Except as otherwise agreed between the Government and the CE, payments in respect of all fees and expenses incurred by the CE shall be made in Ringgit Malaysia.

- (f) If the CE intends to claim any additional payment pursuant to any clause of this Agreement, the CE shall within ninety (90) days of the occurrence of such event or circumstances or instructions give notice in writing to the GR of its intention for such claim and submit full particulars of the claims together with supporting documents, for the approval of the Government. If the CE fails to comply with this clause, the CE shall not be entitled to such claim and the Government shall be discharged from all liability in connection with the claim.
- (g) Final payment of the Contract Price shall be made only after the final Deliverables and a final account, identified as such, have been submitted by the CE and approved as satisfactory by the Government. Any amount which the Government has paid or caused to be paid in excess of the costs actually incurred shall be reimbursed by the CE to the Government within thirty (30) days after receipt by the CE of notice thereof.

## **6.5. Withholding Payment**

- (a) The Government may by giving written notice to the CE, and without prejudice to any other rights the Government may have under this Agreement, withhold payments to the CE under this Agreement, upon the occurrence and continuance of any of the following events:
  - (i) the CE commits any breach of the terms and conditions of this Agreement; or
  - (ii) the progress of the Services fails to measure up to the aggregate payment made to date; or
  - (iii) any other condition which has arisen, which in the opinion of the Government, interferes or threatens to interfere with the successful carrying out of the Project or the accomplishment of the purposes of this Agreement; or
  - (iv) any failure of the CE to deliver the Services to the satisfaction of the Government.
- (b) The CE may apply to the Government, within fourteen (14) days after receiving notice referred to in clause 6.5(a) to review the decision to withhold payments by submitting documents and other evidence to substantiate its claims that the Services is compatible to the payments received. The Government's decision on the application shall be final and conclusive.

## **7.0 GOVERNMENT'S RIGHTS**

### **7.1. Proprietary Rights of The Government in Relation to Documents**

- (a) All reports and relevant data such as plans, statistics and supporting records or material compiled or prepared by the CE in the course of this



Agreement shall be the absolute property of the Government throughout their preparation and at all times thereafter. The Government shall have the sole and exclusive right, title and ownership to the documents.

- (b) The CE shall deliver all the plans, statistics and supporting records or material compiled or prepared in the course of this Agreement to the Government upon the Contract Expiry Date or earlier termination of this Agreement. The CE shall not use any information in the documents for purposes unrelated to this Agreement without the prior written consent of the Government save and except where the same is required by law or any other regulatory authority or for the purposes of the CE's quality performance review processes.
- (c) The CE shall not publish alone or in conjunction with any other person any articles, photographs or other illustration relating to the Services unless with the prior written consent of the Government.
- (d) The Government reserves the right to make use of all documents including drawings and specifications relating to the Services at any time and for any purpose it so wishes.

## **PART D**

### **DISPUTE RESOLUTIONS**

#### **8.0 DISPUTE RESOLUTION**

##### **8.1. Dispute Resolution by Government Representative**

- (a) Any dispute between the Parties in respect of any matter under this Agreement (except in relation to the Government exercising its sole discretion under this Agreement) which are not capable of being amicably resolved between the Parties may be referred to the appointed GR.
- (b) The GR who is appointed for such purposes shall undertake to resolve such dispute with all fairness and endeavour to achieve the best possible solution for the Parties.
- (c) If the Consultant:
  - (i) fail to receive a decision from the GR within seven days (7) days after being requested to do so; or
  - (ii) is dissatisfied with any decision of the GR.

then such dispute or difference shall be referred to Dispute Resolution Committee within fourteen days (14) days.

##### **8.2. Dispute Resolution Committee**

- (a) Any dispute between the Parties in respect of any matter under this Agreement (except in relation to the Government exercising its sole discretion under this Agreement) may be referred to a dispute resolution committee (hereinafter referred to as the "Dispute Resolution Committee"), comprising –
  - (i) Secretary-General/ Head of Division of the Ministry as the Chairman;
  - (ii) one (1) representative to be appointed by the Government; and
  - (iii) one (1) representative appointed by the Consultant.
- (b) The Dispute Resolution Committee shall determine its own procedures. The Dispute Resolution Committee shall meet and endeavour to achieve an amicable settlement between the Parties in respect of any matter referred to it.

### **8.3. Arbitration**

- (a) If any matter, dispute or claim which is referred to the Dispute Resolution Committee cannot be agreed by the relevant Parties within forty five (45) days after the date of referral, then such dispute or difference shall be referred to arbitration within forty-five (45) days to an arbitrator to be agreed between the Parties and failing such agreement, to be appointed by the Director of the Kuala Lumpur Regional Centre for Arbitration on the application of either Party hereto. Such arbitration shall be heard at the Kuala Lumpur Regional Centre for Arbitration and shall be conducted in accordance with the rules for arbitration of the Kuala Lumpur Regional Centre for Arbitration using the facilities and the system available at the Centre.
- (b) Such reference shall not be commenced until after the completion or alleged completion of the Project or determination or alleged determination of the Consultant's employment under this Contract, or abandonment of the Project, unless with the written consent of the Government and the Consultant.
- (c) In the event that such consent has been obtained in accordance with clause 8.3(b), the reference of any matter, dispute or difference to arbitration pursuant to this clause and/or the continuance of any arbitration proceedings consequent thereto shall in no way operate as a waiver of the obligations of the parties to perform their respective obligations under this Contract.
- (d) Upon every or any such reference the costs of such incidental to the reference and award shall be in the discretion of the Arbitrator who may determine the amount thereof, or direct the amount to be taxed as between solicitor and client or as between party and party, and shall

direct by whom and to whom and in what manner the same be borne, award and paid.

- (e) The award of the Arbitrator shall be final and binding on the Parties.
- (f) In the event of the death of the arbitrator or his unwillingness or inability to act, then the Government and the Consultant upon agreement shall appoint another person to act as the arbitrator, and in the event the Government and the Consultant fail to agree on the appointment of an arbitrator, an arbitrator shall be appointed by the Director of the Kuala Lumpur Regional Centre for Arbitration.
- (g) this clause, "reference" shall be deemed to be reference to arbitration within the meaning of the Arbitration Act 2005.
- (h) The arbitration shall be governed by the Arbitration Act 2005 and the laws of Malaysia.

## **PART E**

### **SUSPENSION AND TERMINATION**

#### **9.0 SUSPENSION**

##### **9.1. Suspension and Resumption of Services**

- (a) The GR may at any time instruct the CE to suspend part or all of the Services by the giving the CE due notice in writing.
- (b) Upon receipt of such instruction, the CE shall suspend part or all of the Services for such time and in such manner as specified in the instruction and shall duly protect, store and secure the Services against any deterioration, loss or damage.
- (c) During the suspension period, the CE shall continue to perform his obligations under the Agreement which is not affected by the instruction to suspend, including the obligation to effect and maintain insurance.
- (d) The GR may instruct the CE to resume the Services at any time thereafter. Upon receipt of such instruction the CE shall resume the Services and the parties shall jointly examine the Services affected by the suspension. The CE shall make good any deterioration or defect in or loss of the Services which has occurred during the suspension. The CE shall also take all necessary actions to mitigate the expenses incurred.

##### **9.2. Extension of Time**

- (a) If the CE suffers delay and/or incurs expenses in complying with the instruction under clause 9.1 and in resumption of the Services, and if such delay and/or expenses was not foreseeable by the CE, the CE shall give notice for extension of time. PROVIDED THAT the CE shall not be entitled to such extension if the suspension is due to a cause attributable to the CE and the CE shall not be entitled to payment of loss and expenses if the CE –
  - (i) fails to take measures specified in clause 9.1(b); and
  - (ii) fails to take all necessary action to mitigate the expenses incurred.
- (b) In the event such suspension shall continue for a period of more than twelve (12) months, the parties shall then discuss whether to mutually terminate the Agreement or suspend the Services for a further period.

### **9.3. Consequences of Mutual Termination**

- (a) If this Agreement is mutually terminated under this clause –
  - (i) clause 11.1 (b) shall apply; and
  - (ii) payment obligations including all costs and expenditure incurred by the Government and the CE shall be ascertained in accordance with clause 14.

## **10.0 TERMINATION BY THE GOVERNMENT**

### **10.1. Withholding Payment**

If any of the conditions referred to in clause 6.5(a) shall have happened and be continuing for a period of fourteen (14) days after the Government has given written notice of withholding of payments to the CE under this Agreement, the Government may by written notice to the CE terminate this Agreement.

### **10.2. Default by the CE**

- (a) In the event the CE without reasonable cause –
  - (i) suspends the implementation of the Services and fails to proceed regularly and diligently with the performance of its obligations under this Agreement;

- (ii) fails to execute the Services in accordance with this Agreement or persistently neglects to carry out its obligations under this Agreement;
- (iii) defaults in performing the duties under this Agreement; or
- (iv) breaches any of its obligations or fails to comply with any other terms and conditions of this Agreement,

then the Government shall give notice in writing to the CE specifying the default and requiring the CE to remedy such defaults within fourteen (14) days from the date of such notice. If the CE fails to remedy the relevant default within such period or such other period as may be determined by the Government, the Government shall have the right to terminate this Agreement at any time thereafter by giving notice to that effect.

### **10.3. Events of Default**

- (a) If at any time during the Contract Period-
  - (i) the CE goes into liquidation or a receiver is appointed over the assets of the CE or the CE makes an assignment for the benefit of or enters into an arrangement or composition with its creditors or stops payment or is unable to pay its debt; or
  - (ii) any of the CE's director is prosecuted for any offences; or
  - (iii) any other condition which has arisen, which in the opinion of the Government, interferes or threatens to interfere with the successful carrying out of the Services or the accomplishment of the purposes of this Agreement,

then the Government shall have the right to terminate this Agreement forthwith by giving notice to that effect.

### **10.4. Consequences of Termination by the Government**

- (a) Upon termination of this Agreement under clause 10.1, 10.2 or 10.3 the powers and rights granted by and the obligations in this Agreement shall terminate immediately.
- (b) The CE shall hence forth –
  - (i) cease all the Services;
  - (ii) submit to the Government the detailed reports of the costs of the Services and other payments which has become due and owing from the Government prior to the termination for verification and approval by the Government;

- (iii) at no cost, hand over all plans, drawings, reports, records, documents, specifications and similar materials to the Government save and except its own working papers and archival copy of any advice, reports or opinion of which are retained to support any advise opinion or report that the CE may provide; and
  - (iv) allow a third party to enter into an agreement with the Government or any person deemed necessary by the Government for the purpose of carrying out or completing the Services.
- (c) The Government shall hence forth –
- (i) be entitled to claim against the CE for any losses and/or damages suffered as a result of the termination; and
  - (ii) be entitled to appoint another consultant to perform the Services and the CE shall pay to the Government all cost and expenses incurred by the Government in completing the Services in excess of the costs and expenses which would have been paid to the CE to complete the Services had this Agreement not been terminated.

PROVIDED THAT the termination shall not affect or prejudice the rights of any Party which have accrued prior to the date of termination of this Agreement and the obligations under this Agreement shall continue even after the termination of this Agreement in respect of any act, deed, matter or thing happening prior to such termination of this Agreement.

## **11.0 TERMINATION BY THE CE**

- (a) If the Government without reasonable cause fails to perform or fulfil any of its obligations which adversely affects the CE's obligations under this Agreement, then the CE may give notice in writing to the Government specifying the default and the Government shall remedy the relevant default within fourteen (14) days after receipt of such notice or such extended period as agreed by the Parties.
- (b) If the Government fails to remedy the relevant default within such period or such other extended period as agreed by the Parties, the CE shall be entitled to terminate this Agreement at any time by giving notice to that effect.

### **11.1. Consequences of Termination by the CE**

Upon such termination, the CE shall accept the following undertaking by the Government as full and complete settlement of all claims for payment under or arising out of this Agreement:

- (a) The Government shall, after receiving the detailed reports of the costs of the Services and other payments which has become due and owing

to the CE, pay the CE all costs incurred in accordance with this Agreement.

- (b) The CE shall –
  - (i) cease to provide the Services to the Government;
  - (ii) at its own costs and expense, vacate and remove from the Project Management Team’s office any equipment, machineries and materials belonging to the CE, its employees, servants and agents and make good all damage caused by such removal or such detachment; and
  - (iii) at no cost, deliver to the Government all documents relevant to the Project as are in the possession of the CE who shall be permitted to retain copies of any documents so delivered to the Government.
- (c) FOR THE AVOIDANCE OF DOUBT, the Parties hereby agree that the CE shall not be entitled to any form of losses including loss of profit, damages, claims or whatsoever upon termination of this Agreement.

## **12.0 TERMINATION ON NATIONAL INTEREST**

- (a) Notwithstanding any provisions of this Agreement, the Government may terminate this Agreement by giving not less than fourteen (14) days notice to that effect to the CE (without any obligation to give any reason thereof) if it considers that such termination is necessary for national interest, in the interest of national security or for the purposes of Government policy or public policy.
- (b) Upon such termination –
  - (i) clause 11.1(b) shall apply; and
  - (ii) the CE shall be entitled to compensation in accordance with clause 14 which shall be determined by an independent auditor appointed by the Government after due consultation with the CE in respect of the appointment of the independent auditor.
- (c) For the purposes of this clause, what constitutes “national interest”, “interest of national security”, “the Government policy” and “public policy” shall be solely made and determined by the Government and such determination shall for all intent and purposes be final and conclusive and shall not be open to any challenge whatsoever.

## **13.0 TERMINATION ON CORRUPTION, UNLAWFUL OR ILLEGAL ACTIVITIES**

- (a) Without prejudice to any other rights of the Government, if the CE, its personnel, servants or employees, is convicted by a court of law for corruption or unlawful or illegal activities in relation to this Agreement or

any other agreement that the CE may have with the Government, the Government shall be entitled to terminate this Agreement at any time by giving immediate written notice to that effect to the CE.

- (b) Upon such termination –
  - (i) clauses 10.4(b) and (c) shall apply; and
  - (ii) the Government shall be entitled to all losses, costs, damages and expenses (including any incidental costs and expenses) incurred by the Government arising from such termination.

## **14.0 FORCE MAJEURE**

### **14.1. Events**

Neither Party shall be in breach of its obligations under this Agreement if it is unable to perform or fulfil any of its obligations thereunder as a result of the occurrence of an Event of Force Majeure. An “Event of Force Majeure” shall mean an event, not within the control of the Party affected, which that Party is unable to prevent, avoid or remove, and shall be –

- (a) war (whether declared or not), hostilities, invasion, armed conflict, acts of foreign enemy, insurrection, revolution, rebellion, military or usurped power, civil war, or acts of terrorism;
- (b) ionising radiation or contamination by radioactivity from any nuclear waste, from the combustion of nuclear fuel, radioactive toxic explosive, or other hazardous properties of any explosive, nuclear assembly or nuclear component thereof;
- (c) pressure waves caused by aircraft or other aerial devices traveling at sonic or supersonic speeds;
- (d) natural catastrophe including but not limited to earthquakes, floods, subterranean spontaneous combustion or any operation of the force of nature, lightning and exceptionally inclement weather; and
- (e) riot and disorders, criminal damage, sabotage, strike, lock out, labour unrest or other industrial disturbances (affecting the performance of this Agreement) which are not the fault of the CE or its employees, which causes, or can reasonably be expected to cause either Party to fail to comply with its obligations,

PROVIDED THAT Event of Force Majeure shall not include economic downturn, non-availability or insufficient of fund or lack of financing on the part of the CE to perform its obligations under this Agreement.

### **14.2. Notification of Force Majeure**



If any Event of Force Majeure occurs which renders a Party unable to perform or fulfil any of its obligations under this Agreement, the Party so affected shall immediately notify the other in writing of the occurrence of any Event of Force Majeure applicable to its obligations under this Agreement giving full details thereof and measures being taken by the Party so affected to reduce the severity of such event and subsequently the cessation of such event. If either Party does not agree that an Event of Force Majeure has occurred then the dispute shall be referred to the GR for a decision.

#### **14.3. Termination by Force Majeure**

If an Event of Force Majeure has occurred and either Party reasonably considers such Event of Force Majeure applicable to it to be of such severity or to be continuing for a period of more than six (6) months then the Parties may mutually terminate this Agreement.

#### **14.4. Consequences of Termination due to Event of Force Majeure**

If this Agreement is terminated pursuant to clause 14.3, all rights and obligations hereunder shall forthwith terminate and neither Party shall have any claims against each other save and except in respect of any antecedent breach.

#### **14.5. Delay**

- (a) Any Party to this Agreement affected by the Event of Force Majeure who has complied with the requirement to provide notice in accordance with clause 14.2 shall not be liable for any delay in performing its obligation under this Agreement to the extent that such delay has been caused by one or more of Event of Force Majeure and the time for completion of any obligation under this Agreement shall be extended by the amount of the delay caused by such Event of Force Majeure. If the Parties do not agree as to the duration of the delay, the disagreement shall be referred to the GR for a decision.
- (b) Notwithstanding clause 14.5(a), if the continuing occurrence of an Event of Force Majeure is of such severity that it frustrates the original intention and objective of the Parties hereto, the Parties hereto shall forthwith take steps to discuss the circumstances and the consequences of such event and shall consider how best to achieve the objectives of this Agreement in such circumstances and shall, if appropriate, give consideration to any amendment of this Agreement and the terms and conditions of such amendments.

#### **14.6. Restoration**

Notwithstanding any other provision in this Agreement, if an Event of Force Majeure occurs and this Agreement is not terminated then in any case where the delivery of the Services or any part thereof has been affected, the CE shall restore such Services to what it was immediately prior to the occurrence of that Event of Force Majeure at its own expenses. Where as a result of such

restoration the CE is able to demonstrate that it has incurred substantial costs affecting the Services, the CE may apply to the Government for such remedies to enable the Company to recover the costs of such restoration.

#### **14.7. Insurance**

Notwithstanding any other Clause, the CE shall ensure that whenever reasonably practicable insurance is effected (whether by itself or by its contractors) to cover the occurrence of Events of Force Majeure, PROVIDED THAT such Events of Force Majeure are reasonably and practicably insurable.

### **PART F**

#### **GENERAL PROVISIONS**

#### **15.0 AMENDMENT**

No modification, amendment or waiver of any of the provisions of this Agreement shall be valid unless it is made in writing by way of supplementary agreement specifically referring to this Agreement and duly signed by the Parties or its duly authorised representatives. The provision in respect of such amendment, variation or modification thereof shall be supplemental to and be read as an integral part of this Agreement which shall remain in full force and effect as between the Parties.

#### **16.0 NOTICES**

- (a) Any notice, approval, consent, request or other communication required or permitted to be given or made under this Agreement shall be in writing in Bahasa Malaysia or English language and delivered to the address or facsimile number of the Government or the CE, as the case may be, shown below or to such other addresses, or facsimile numbers as either party may have notified the sender and shall unless otherwise specified herein deemed to be duly given or made, in the case of delivery in person, when delivered to the recipient at such address or by facsimile transmission, when the recipient's facsimile number is shown on the sender's print-out for the transmission regarding the date, time and transmission of all pages, as specified under item 9 in **Appendix 7** of this Agreement.
- (b) It shall be the duty of the Parties to notify the other if there is a change of address or entity by giving a written notice within fourteen days (14).

#### **17.0 GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of Malaysia and the Parties irrevocably submit to the jurisdiction of the courts of Malaysia.

## **18.0 COMPLIANCE WITH LAWS AND REGULATIONS**

- (a) The CE shall comply with all applicable laws and regulations in Malaysia and all statutory requirements, standards and guidelines, regulating or relating to the conduct, trade, business of it's profession and shall be fully and solely liable for the provisions of the Services.
- (b) The CE shall comply with relevant policies, procedures and regulations of the Government in carrying out the Services.”.

## **19.0 SEVERABILITY**

If any provision of this Agreement is held to be illegal or is invalid under any laws or regulations effective and applicable during the term of this Agreement such provision shall be fully severable and this Agreement shall be construed as if such illegal or invalid provision had never comprised as part of this Agreement and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal or invalid provision or by its severance from this Agreement.

## **20.0 RELATIONSHIP OF THE PARTIES**

Nothing in this Agreement shall be construed as establishing or creating a partnership or a relationship of master and servant between any of the Parties and none of them shall have any authority to bind the other in any way nor shall this Agreement be construed to constitute any party the agent of the other party.

## **21.0 ADVERTISEMENT**

No advertisement in respect of this Agreement shall be published by the CE or with the CE's authority in the newspaper, magazine or in any forms of advertisement without prior written approval of the Government.

## **22.0 TIME**

Time wherever mentioned, shall be of the essence of this Agreement.

## **23.0 COSTS AND STAMP DUTY**

The CE shall solely bear the stamp duties, legal costs and fees in the preparation and execution of this Agreement and anything incidental thereto.

## **24.0 INCOME TAX**

- (a) The CE and Personnel, including any expatriate personnel and/or foreign Associated Consultant(s) for the Services shall submit the necessary tax returns as required by the Director-General of Inland Revenue in respect of their income in order that tax can be assessed.
- (b) The Government shall deduct tax from all payments due to any expatriate personnel and/or foreign Associated Consultant(s) at the rate prescribed under the withholding tax laws in effect in Malaysia.
- (c) The Government agrees to reimburse the foreign Associated Consultant(s) any excess payment in income tax.

## **25.0 SCHEDULES AND APPENDICES**

All Schedules and Appendices herewith shall form an integral part of this Agreement and are to be taken as mutually explanatory of one another. However, if there is any ambiguity or discrepancy –

- (a) between the Appendices with the terms and conditions of this Agreement, then the terms and conditions of this Agreement shall prevail over the Appendices; or
- (b) in the Appendices of this Agreement, the GR and CE shall reach a mutual understanding to resolve the ambiguity or discrepancy.

## **26.0 WAIVER**

Failure by any party to enforce, at any time, any provision of this Agreement shall not be construed as a waiver of its right to enforce the breach of such provision or any of the provision in this Agreement or as a waiver of any continuing, succeeding or subsequent breach of any provision or other provision of this Agreement.

## **27.0 CUSTODY OF AGREEMENT**

This Agreement shall be prepared in both original and certified duplicate copy. The original of this Agreement shall remain in the custody of the Government and shall be made available at all reasonable times for the inspection of the CE. The duplicate copy shall be kept by the CE.

## **28.0 SUCCESSORS BOUND**

This Agreement shall be binding upon each of the Parties hereto and their respective successors in title.

## **PART G**

### **SPECIAL PROVISIONS**

*[ NOTE : WHERE THERE IS A NEED FOR SPECIAL CONDITIONS OVER AND ABOVE THE GENERAL CONDITIONS, THIS SECTION IS TO BE INSERTED BY THE RELEVANT AGENCY WITH THE APPROVAL OF THEIR RESPECTIVE LEGAL ADVISORS. OTHERWISE THIS PAGE TO BE LEFT AS SUCH ABOVE ]*

- None -

**SIGNATORIES TO THE AGREEMENT**

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the day and the year first hereinbefore appearing.

SIGNED for and on behalf of ) .....(Signature).....  
**THE GOVERNMENT** ) (Name, Designation & Department's Seal)

In the presence of:

.....  
Name of witness :  
NR IC No. :

SIGNED for and on behalf of ) .....(Signature).....  
**THE CE** ) (Name, Designation & Company's Seal)

In the presence of:

.....  
Name of witness :  
NR IC No. :

## “SCHEDULES”

### FOR ENGINEERING CONSULTANCY SERVICES

#### PART A : SCHEDULE OF SERVICES

##### 1.0 TYPES OF PROFESSIONAL SERVICES

- (a) The professional services to be provided by the CE shall consist of any or combination of the following :
- (i) Basic Professional Services
  - (ii) Additional Professional Services
  - (iii) Supervision On Site
- (b) The CE shall provide basic professional services for any of the following types of works:
- (a) **Type A Works** - namely civil and structural engineering works (other than structural engineering works in building), mechanical engineering works and electrical engineering works (other than the engineering systems in buildings).
  - (b) **Type B Works** - namely structural engineering works in buildings; i.e. all works in structural reinforced concrete, pre-stressed concrete, steel, timber and other materials or a combination of any of these, which are designed to transmit the weight of, and the load on, the building to the ground and includes the foundation and excavations connected with them.
  - (c) **Type C Work** - namely engineering systems in buildings; i.e. means all mechanical and electrical services, plant and equipment installed for the complete functionality of the building, including but not limited to :
    - lighting, power and electrical distribution system;
    - air-conditioning and mechanical ventilation system;
    - fire-fighting and prevention system;
    - stage lighting system and mechanism;
    - hot and cold water system;
    - steam generating system;
    - gas distribution system;
    - telephone distribution and intercommunication system;
    - lightning protection system;
    - electrical substation;
    - public address system, personnel location and call system;
    - radio and television system;
    - security system

- lift, hoist, dumbwaiter and escalator
- standby generator
- soil and waste water piping system
- pumping installation within the building
- integrated building management system
- compressed air and vacuum system
- refrigeration and cooling water system.

## **2.0 BASIC PROFESSIONAL SERVICES**

### **2.1. Type A Works - Basic Professional Services**

The Basic Professional Services to be rendered by the CE in this paragraph include the provision of all expert technical advice and skills, which are normally required for the Works for which the CE has been engaged for any or all of the 5 stages below:

#### **(a) Preliminary Stage**

The Services to be provided by the CE at this stage include:

- (i) investigating data and information relevant to the Works and considering any reports relating to the Works;
- (ii) advising the Government on making any further topographical survey of the proposed site of the Works which may be necessary to supplement available topographical information;
- (iii) advising the Government on the need to carry out any geotechnical investigation which may be necessary to supplement the available geotechnical information, arranging for such investigation, certifying the amount of any payments to be made by the Government to the persons, firms or companies carrying out such investigation under the CE's direction, and advising the Government on the results of such investigation;
- (iv) advising the Government on the need for arrangements to be made, in accordance with paragraph 3.1 of this Schedule, for the carrying out of special surveys, special investigation or model tests and advising the Government of the results of any such surveys, investigations or tests carried out;
- (v) consulting any local or other approving authorities on matters of principle in connection with the Works;
- (vi) consulting any architect appointed by the Government in connection with the architectural treatment of the Works; and
- (vii) preparing such reports and documents as are reasonably necessary to enable the Government to consider the CE's



proposals, including alternatives for the constructions of the Works in the light of the investigations carried out by him at this stage, and to enable the Government to apply for approval in principle for the execution of the Works in accordance with such proposals from the appropriate authorities.

(b) Design Stage

The Services to be provided by the CE at this stage include:

- (i) preparing designs, including reinforced concrete and structural steel work designs, and tender drawings in connection with the Works, including bar bending schedules, if required; and
- (ii) preparing such condition of contract, specifications, schedules and bills of quantities as may be necessary to enable the Government to obtain tenders or otherwise award a contract for carrying out of the Works.

(c) Tender Stage

The Services to be provided by the CE at this stage comprise advising the Government as to the suitability for carrying out the Works of the persons, firms or companies tendering and as to the relative merits of the tenders, including relative merit of alternative tenders, prices and estimates received for carrying out the Works.

(d) Construction Stage

The Services to be provided by the CE at this stage include:

- (i) advising on the preparation of formal contract documents, including Letter of Acceptance relating to the accepted tenders for carrying out the Works or any part thereof;
- (ii) inspecting and testing during manufacture and installation such electrical and mechanical materials, machinery and plant supplied for incorporation in the Works as are usually inspected and tested by the CE, and arranging and witnessing acceptance tests;
- (iii) advising the Government on the need for special inspection or testing other than that referred to in sub-paragraph 2.1(d)(ii) of this Schedule;
- (iv) advising the Government on the appointment of site staff in accordance with paragraph 4.0 of this Schedule;
- (v) issuing construction drawings to enable the Works to be carried out by the Contractor or any other party to facilitate the execution of the Works;

- (vi) preparing any further bar bending schedules, designs and drawings, if required;
- (vii) examining and approving the Contractor's proposals and working drawings relating to the Works;
- (viii) making such visits to site as the CE considers necessary to satisfy himself as to the performance of any site staff appointed pursuant to paragraph 4.0 of this Schedule and to satisfy himself that the Works are executed generally according to contract or otherwise in accordance with good engineering practice;
- (ix) giving all necessary instructions relating to the Works to the Contractor;
- (x) issuing all certificates as required in the contracts;
- (xi) performing any duties which the CE may be required to carry out in any contract for the execution of the Works;
- (xii) delivering to the Government on the completion of the works such records and manufacturer's manuals as are reasonably necessary to enable the Government to operate and maintain the Works;
- (xiii) delivering to the Government duly signed and endorsed as-built drawings prepared by the Contractor; and
- (xiv) deciding any dispute or difference arising between the Government and the Contractor in connection with the Works and referred to the CE for his decision provided that this professional service shall not extend to advising the Government following the taking of any step in or towards any arbitration or litigation in connection with the Works.

(e) Defect Liability Period Stage

Wherever applicable, the Services to be provided by the CE at this stage include:

- (i) in the event of non-conformance to the performance requirement of Works rendered, the CE shall be responsible for compiling, investigating, evaluating and forwarding proposal for rectification to the Contractor as well as to inspect and certify the completion of such rectification Works;
- (ii) preparing an assessing of the performance of the Contractor to GR;
- (iii) conducting or attending periodic maintenance meetings;

- (iv) compiling all complaints and submitting the complaints to Contractor for rectification;
- (v) monitoring, inspecting and certifying rectification Works done by the Contractor;
- (vi) in the event the Contractor fails to carry out the rectification Works, the CE shall propose a means of getting the rectification done subject to approval from the Government;
- (vii) inspecting and compiling final defects list at the end of Defects Liability Period and to monitor and certify the Works that have been carried out;
- (viii) at the end of defect liability period, the CE shall certify that all defects have been carried out and then shall prepare and recommend the Certificate of Making Good Defects and closing of account to GR;
- (ix) preparing and recommending the Certificate of Making Good Defects and closing of account;
- (x) making recommendation to the Government regarding the competent persons necessary for the inspection and operation of the installation during its lifetime according to the law; and
- (xi) any other responsibilities which are deemed necessary to be done by an engineer for the successful implementation of the Works.

## 2.2. Type B Works - Basic Professional Services

The Basic Services to be rendered by the CE in this paragraph include the provision of all expert technical advice and skills, which are normally required for the Works for which the CE has been engaged for any or all of the 5 stages below:

### (a) Preliminary Stage

The Services to be provided by the CE at this stage include:

- (i) investigating data and information relevant to the Works and considering any reports relating to the Works;
- (ii) advising the Government on making any further topographical survey of the proposed site of the Works which may be necessary to supplement available topographical information;
- (iii) advising the Government on the need to carry out any geotechnical investigation which may be necessary to supplement the available geotechnical information, arranging for such investigation,

certifying the amount of any payments to be made by the Government to the persons, firms or companies carrying out such investigation under the CE's direction, and advising the Government on the results of such investigation;

- (iv) advising the Government on the need for arrangements to be made, in accordance with paragraph 3.2 of this Schedule, for the carrying out of special surveys, special investigation or model tests and advising the Government of the results of any such surveys, investigations or tests carried out;
- (v) consulting any local or other approving authorities on matters of principle in connection with the Works;
- (vi) consulting any architect appointed by the Government in connection with the architectural treatment of the Works;
- (vii) providing sufficient structural information to enable the architect to produce his sketch plan; and
- (viii) preparing such reports and documents as are reasonably necessary to enable the Government to consider the CE's proposals, including alternatives for the constructions of the Works in the light of the investigations carried out by him at this stage, and to enable the Government to apply for approval in principle for the execution of the Works in accordance with such proposals from the appropriate authorities.

(b) Design Stage

The Services to be provided by the CE at this stage include:

- (i) Developing the design of the Works in collaboration with the architect and others, preparing calculations, drawings and specifications for the Works to enable a bill of quantities to be prepared by others, consulting any local or other approving authorities in connection with the design of the Works and preparing typical details and typical calculations; and
- (ii) preparing such calculations and details relating to the Works as may be required for submission to any appropriate authority, preparing all other drawings in sufficient details to enable construction to be carried out, and advising on conditions of contract and specifications relevant to the Works and on forms of tender and invitation to the tender as they relate to the Works.

(c) Tender Stage

The Services to be provided by the CE at this stage comprise advising the Government as to the suitability for carrying out the Works of the

persons, firms or companies tendering and as to the relative merits of the tenders, including relative merit of alternative tenders, prices and estimates received for carrying out the Works.

(d) Construction Stage

The Services to be provided by the CE at this stage include:

- (i) advising on the preparation of formal contract documents including Letter of Acceptance relating to the accepted tenders for the Works;
- (ii) inspecting and testing during manufacture and installation such electrical and mechanical materials, machinery and plant supplied for incorporation in the Works as are usually inspected and tested by CE, and arranging and witnessing acceptance tests;
- (iii) advising the Government on the need for special inspection or testing other than that referred to in sub-paragraph 2.2(d)(ii) of this Schedule;
- (iv) advising the Government on the appointment of site staff in accordance with paragraph 4.0 of this Schedule;
- (v) issuing construction drawings to enable the Works to be carried out by the Contractor or any other party to facilitate the execution of the Works;
- (vi) preparing any further designs, specifications and drawings to enable the contractor to carry out the Works but shall not include the preparation of any shop details relating to the Works or any part of them;
- (vii) examining and approving the Contractor's proposals and working drawings relating to the Works;
- (viii) checking shop details for general dimensions and adequacy of members and connections;
- (ix) approving the Contractor's testing procedures and inspecting the Works on completion;
- (x) advising the Government or the architect as to the need to vary any part or the Works;
- (xi) making such visits to site as the CE considers necessary to satisfy himself as to the performance of any site staff appointed pursuant to paragraph 4.0 of this Schedule and to satisfy himself that the Works are executed generally according to contract or otherwise in accordance with good engineering practice;

- (xii) giving all necessary instructions relating to the Works to the Contractor;
- (xiii) issuing all certificates as required in the contracts;
- (xiv) performing any duties which the CE may be required to carry out in any contract for the execution of the Works;
- (xv) delivering to the Government on the completion of the works such records and manufacturer's manuals as are reasonably necessary to enable the Government to operate and maintain the Works;
- (xvi) delivering to the Government duly signed and endorsed as-built drawings prepared by the Contractor; and
- (xvii) deciding any dispute or difference arising between the Government and the Contractor in connection with the Works and referred to the CE for his decision provided that this professional service shall not extend to advising the Government following the taking of any step in or towards any arbitration or litigation in connection with the Works.

(e) Defect Liability Period Stage

Wherever applicable, the Services to be provided by the CE at this stage include:

- (i) in the event of non-conformance to the performance requirement of Works rendered, the CE shall be responsible for compiling, investigating, evaluating and forwarding proposal for rectification to the Contractor as well as to inspect and certify the completion of such rectification Works;
- (ii) preparing an assessing of the performance of the Contractor to the GR;
- (iii) conducting or attending periodic maintenance meetings;
- (iv) compiling all complaints and submitting the complaints to Contractor for rectification;
- (v) monitoring, inspecting and certifying rectification Works done by the Contractor;
- (vi) in the event the Contractor fails to carry out the rectification Works, the CE shall propose a means of getting the rectification done subject to approval from the Government;

- (vii) inspecting and compiling final defects list at the end of Defects Liability Period and to monitor and certify the Works that have been carried out;
- (viii) at the end of defect liability period, the CE shall certify that all defects have been carried out and then shall prepare and recommend the Certificate of Making Good Defects and closing of account to GR;
- (ix) preparing and recommending the Certificate of Making Good Defects and closing of account;
- (x) making recommendation to the Government regarding the competent persons necessary for the inspection and operation of the installation during its lifetime according to the law; and
- (xi) any other responsibilities which are deemed necessary to be done by an engineer for the successful implementation of the Works.

### **2.3. Type C Works - Basic Professional Services**

The Basic Services to be rendered by the CE in this paragraph include the provision of all expert technical advice and skills, which are normally required for the Works for which the CE has been engaged for any or all of the 5 stages below:

#### (a) Preliminary Stage

The Services to be provided by the CE at this stage include:

- (i) investigating data and information relevant to the Works and considering any reports relating to the Works;
- (ii) consulting any local or other approving authorities on matters of principle in connection with the design of the Works;
- (iii) providing sufficient preliminary information and approximate estimates (based on unit volume, unit surface area or similar bases of estimation) regarding the Works to enable the Government or the architect to prepare architectural sketch plans and budget estimates for the project;
- (iv) consulting any architect appointed by the Government in connection with the architectural treatment of the Works; and
- (v) preparing such reports and documents as are reasonably necessary to enable the Government to consider the CE's proposals, including alternatives for the construction of the Works in the light of the investigations carried out by him at this stage, and to enable the Government to apply for approval in principle for the

execution of the Works in accordance with such proposals from the appropriate authorities.

(b) Design Stage

The Services to be provided by the CE at this stage include:

- (i) preparing designs and tender drawings, and providing information as to plant rooms, main service ducts and other similar elements to be incorporated in the building structure, and information as to the approximate weights of items of heavy plant and equipment which are to be incorporated in the Works; and
- (ii) advising on condition of contract, preparing specifications and schedules as may be necessary to enable Government to obtain tenders or otherwise award a contract for carrying out the Works, and preparing such calculations and details relating to the Works as may be required for submission to any appropriate authorities.

(c) Tender Stage

The Services to be provided by the CE at this stage comprise advising the Government as to the suitability for carrying out the Works of the person, firms or companies tendering and as to the relative merits of tenders, including relative merit of alternative tenders, prices and estimates received for carrying out the Works.

(d) Construction Stage

The Services to be provided by the CE at this stage include:

- (i) advising on the preparation of formal contract documents, including letter of acceptance relating to accepted tenders for carrying out the Works or part hereof;
- (ii) inspecting and testing during manufacture and installation such materials and equipment supplied for incorporation in the Works where the inspection and test are within the technical competency of the CE, and arranging and witnessing the acceptance tests;
- (iii) advising the Government on the need for special inspection or testing other than that referred to in sub-paragraph 2.3(d)(ii) of this Schedule;
- (iv) advising the Government on the appointment of site staff in accordance with paragraph 4.0 of this Schedule;
- (v) issuing construction drawings to enable the Works to be carried out by the Contractor or any other party to facilitate the execution of the Works;



- (vi) examining and approving the Contractor's proposals and working drawings;
  - (vii) making such visits to site as the CE considers necessary to satisfy himself as to the performance of any site staff appointed pursuant to paragraph 4.0 of this Schedule and to satisfy himself that the Works are executed generally according to contract or otherwise in accordance with good engineering practice;
  - (viii) checking shop details and installation drawings;
  - (ix) approving the contractor's commissioning procedures and performance tests and inspecting the Works on completion;
  - (x) advising the Government or the architect as to the need to vary any part of the Works;
  - (xi) giving all necessary instructions relating to the Works to the Contractor;
  - (xii) issuing all certificates as required in contracts;
  - (xiii) performing any duties which the CE may be required to carry out in any contract for the execution of the Works;
  - (xiv) delivering to the Government on the completion of the Works such records and manufacturer's manuals as are reasonably necessary to enable the Government to operate and maintain the Works;
  - (xv) delivering to the Government duly signed and endorsed as-built drawings prepared by the Contractor; and
  - (xvi) deciding any dispute or difference arising between the Government and the Contractor in connection with the Works and referred to the CE for his decision provided that this professional service shall not extend to advising the Government following the taking of any step in or towards any arbitration or litigation in connection with the Works.
- (e) Defect Liability Period Stage

Wherever applicable, the Services to be provided by the CE at this stage include:

- (i) in the event of non-conformance to the performance requirement of Works rendered, the CE shall be responsible for compiling, investigating, evaluating and forwarding proposal for rectification to the Contractor as well as to inspect and certify the completion of such rectification Works;

- (ii) preparing an assessment of the performance of the Contractor to GR;
- (iii) conducting or attending periodic maintenance meetings;
- (iv) compiling all complaints and submitting the complaints to Contractor for rectification;
- (v) monitoring, inspecting and certifying rectification Works done by the Contractor;
- (vi) in the event the Contractor fails to carry out the rectification Works, the CE shall propose a means of getting the rectification done subject to approval from the Government;
- (vii) inspecting and compiling final defects list at the end of Defect Liability Period and to monitor and certify the Works that have been carried out;
- (viii) at the end of defect liability period, the CE shall certify that all defects have been carried out and then shall prepare and recommend the certificate of making good defects and closing of account to GR;
- (ix) preparing and recommending the Certificate of Making Good Defects and closing of account;
- (x) making recommendation to the Government regarding the competent persons necessary for the inspection and operation of the installation during its lifetime according to the law; and
- (xi) any other responsibilities which are necessary to be done by an engineer for the successful implementation of the Works.

### **3.0 ADDITIONAL PROFESSIONAL SERVICES NOT INCLUDED IN BASIC PROFESSIONAL SERVICES**

#### **3.1. Type A Works - Additional Professional Services**

The Additional Professional Services to be provided by the CE include the following:

- (a) (i) preparing any report or additional contract documents required for consideration of proposal for the carrying out of alternative works;
- (ii) carrying out services consequent upon a decision by the Government to seek amendments to existing laws affecting the Works;

- (iii) carrying out services in connection with any application made by the Government for any order, sanction, license, permit or other consent, approval or authorization (not including normal approval required from relevant technical authorities) necessary to enable the Works to proceed;
  - (iv) carrying out services arising from the failure of the Government to award a contract in due time;
  - (v) preparing details for shop fabrication of ductwork, metal, plastic and timber framework;
  - (vi) carrying out services consequent upon any abandonment of a contract by the Contractor or upon the failure of the Contractor to properly perform any contract beyond the control of the CE or upon delay by the Government in fulfilling its obligations or in taking any other step necessary for the due performance of the Works;
  - (vii) assisting and advising the Government with regard to any matter or thing which may be the subject of arbitration, inquiry or litigation and, if and when so required by the Government, attending and giving or otherwise assisting the Government before any court or in any arbitration or at any inquiry dealing with any matter arising from or in connection with the execution of the Works;
  - (viii) carrying out such other additional services, if any, as directed by the Government;
  - (ix) carrying out services in conjunction with any other persons employed to provide any of the services specified in subparagraph 3.1(b) of this Schedule; and
  - (x) providing project management services.
- (b) (i) obtaining specialist technical advice on any abnormal aspects of the Works;
  - (ii) obtaining other professional services (Associated Consultants) for the Works;
  - (ii) providing services in connection with the valuation, purchase, sale or leasing of lands, and the obtaining of way-leaves; and
  - (iii) carrying out of marine, air and land surveys other than those referred to in sub-paragraph 2.1(a) of this Schedule; and the making of model tests or special investigations.

### **3.2. Type B Works - Additional Professional Services**

The Additional Professional Services to be provided by the CE include the following:

- (a) (i) preparing any report or additional contract documents required for consideration of proposals for the carrying out of alternative works;
- (ii) carrying out services consequent upon a decision by the Government to seek amendments to existing laws affecting the Works;
- (iii) carrying out services in connection with any application made by the Government for any order, sanction, license, permit or other consent, approval or authorization (not including normal approval required from relevant technical authorities) necessary to enable the Works to proceed;
- (iv) checking and advising on any part of the project not designed by the CE;
- (v) carrying out services arising from the failure of the Government to award a contract in due time;
- (vi) carrying out services consequent upon any abandonment of a contract by the Contractor or upon the failure of the Contractor to properly perform any contract or upon delay by the Government in fulfilling its obligations or in taking any other step necessary for the due performance of the Works;
- (vii) assisting and advising the Government with regard to any matter or thing which may be the subject of arbitration, inquiry or litigation and, if and when so required by the Government, attending and giving or otherwise assisting the Government before any court or in any arbitration or at any inquiry dealing with any matter arising from or in connection with the execution of the Works;
- (viii) carrying out such other additional services, if any, as directed by the Government;
- (ix) preparing interim or other reports or detailed valuations including estimates or cost analysis based on measurement or forming an element of a cost planning service;
- (x) carrying out services in conjunction with any other persons employed to provide any of the services specified in subparagraph 3.2(b) of this Schedule;
- (xi) preparing preliminary estimates for the Works which are normally prepared by others including such persons as the architects, quantity surveyors and contractors; and

- (xii) providing project management services.
- (b)
  - (i) obtaining specialist technical advice on any abnormal aspects of the Works;
  - (ii) obtaining other professional services (Associated Consultants) for the Works
  - (iii) surveying the site or existing works and installations;
  - (iv) providing investigation on the nature and strength of existing works and the making of model tests or special investigations;
  - (v) providing services in connection with the valuation, purchase, sale or leasing of lands, and the obtaining of way-leaves;
  - (vi) carrying out of marine, air and land surveys and making of model tests or special investigations; and
  - (vii) carrying out special inspection or tests advised by the CE under subparagraph 2.2(d)(iii) of this Schedule.

### **3.3. Type C Works - Additional Professional Services**

The Additional Professional Services to be provided by the CE include the following:

- (a)
  - (i) preparing any report or additional contract documents required for consideration of proposal for the carrying out of alternative works;
  - (ii) carrying out services consequent upon a decision by the Government to seek amendments to existing laws affecting the Works;
  - (iii) carrying out services in connection with any application made by the Government for any order, sanction, license, permit or other consent, approval or authorization (not including normal approval required from relevant technical authorities)necessary to enable the Works to proceed;
  - (iv) checking and advising on any part of the project not designed by the CE;
  - (v) negotiating and arranging for the provision or diversion of utility services;
  - (vi) negotiating any contract or sub-contract with a contractor selected otherwise than by competitive tendering including checking and agreeing on the quantities and net costs of materials and labour, arithmetical checking and agreeing on the added percentages to cover overhead costs and profit;

- (vii) carrying out services arising from the failure of the Government to award a contract in due time;
  - (viii) carrying out services consequent upon any abandonment of a contract by the Contractor or upon the failure of the Contractor to properly perform any contract or upon delay by the Government in fulfilling its obligations or in taking any other step necessary for the due performance of the Works;
  - (ix) assisting and advising the Government with regard to any matter or thing which may be the subject of arbitration, inquiry or litigation and, if and when so required by the Government, attending and giving or otherwise assisting the Government before any court or in any arbitration or at any inquiry dealing with any matter arising from or in connection with the execution of the Works;
  - (x) preparing interim or other reports or detailed valuations including estimates or cost analysis based on measurement or forming an element of a cost planning service;
  - (xi) providing manuals and other documents describing the design, operation and maintenance of the Works;
  - (xii) carrying out services in conjunction with any other persons employed to provide any of the services specified in sub-paragraph 3.3(b) of this Schedule;
  - (xiii) providing project management services;
  - (xiv) preparing builder's work drawings, record drawings or any detailed schedules where necessary; and
  - (xv) carrying out such other additional services, if any, as directed by the Government.
- (b)
- (i) obtaining specialist technical advice on any abnormal aspects of the Works;
  - (ii) obtaining other professional services (Associated Consultants) for the Works;
  - (iii) surveying the site or existing works and installations;
  - (iv) providing services in connection with the valuation, purchase, sale or leasing of lands, and the obtaining of way-leaves;
  - (v) making model tests or special investigations;
  - (vi) carrying out special inspection or tests advised by the CE under sub-paragraph 2.3(d)(iii) of this Schedule; and

(vii) carrying out commissioning procedures or performance tests.

#### **4.0 SUPERVISION ON SITE**

- (a) The CE may be required to provide part-time or full-time engineering supervision on site. Where such service is required, the number of staff to be employed including the CE's own staff to be seconded to site for the purpose, shall be approved in writing by the Government.
- (b) Unless otherwise agreed to by the approving authorities concerned, the CE shall be in full control of, and responsible for, construction supervision of the Works on site.
- (c) If in the opinion of the CE, the nature of the work including the carrying out of any geotechnical and other investigations, topographic survey and test warrants full-time or part-time supervision on site in addition to the site visits made by the CE under sub-paragraphs 2.1(d)(vii), 2.2(d)(vii) and 2.3(d)(vi) of this Schedule (whichever is applicable), the CE shall advise the Government of the fact and also the desired qualification and experience which the site staff shall possess.
- (d) All site staff shall be under the control of, and take instructions from the CE.

### **“SCHEDULES”**

#### **FOR ENGINEERING CONSULTANCY SERVICES**

##### **PART B : SCHEDULE OF FEES**

#### **1.0 PAYMENT FOR PROFESSIONAL SERVICES**

The CE in performing the Services described in Part A shall be paid in accordance with any or all of the following types/modes of payment:

- (a) Payment On the Basis Of Scale of Fees;-
  - For Basic Professional Services
- (b) Payment On The Basis Of Time Cost
  - For Additional Services
  - For Site Supervision
- (c) Disbursements / Reimbursable
- (d) Other Payments

#### **2.0 PAYMENT ON THE BASIS OF SCALE OF FEES**

The CE in performing the Basic Professional Services described in Part A - Schedule of Services sub-paragraph 2.1, 2.2 and 2.3 shall be paid in accordance with the Scale Of Fees, based upon the Cost of Works.

## 2.1. Definition Of Cost Of Works

- (a) "Cost of Works" means the total cost to the Government however incurred of all contractors and specialist works, services, installations and equipment designed, specified or allowed for and forming an integral part of the total project to enable the project to be completed and occupied to its intended standards, including:
- (i) a market value of any labour, materials, manufactured goods, machinery or other facilities provided by the Government,
  - (ii) the full benefit accruing to the Contractor from the use of construction plant and equipment belonging to the Government which the Government has required to be used in the execution of the Works;
  - (iii) the market value of materials, manufactured goods and machinery incorporated in the Works;
  - (iv) the cost of geotechnical investigations and other specialist investigations related to the Works;
  - (v) a fair proportion of the total cost to the Government of any work in connection with the provision or diversion of public utilities system which is carried out, other than by the Contractor, under arrangements made by the CE, assessed with reference to the costs incurred by the CE in making such arrangements, but shall not include-
    - operating equipment or machinery that are not an integral or essential part of the Works,
    - administrative expenses incurred by the Government,
    - all consultancy fees incurred by the Government,
    - interest on capital incurred during construction,
    - the costs of raising money required for the construction of the Works;
    - price variations arising from fluctuation of prices, and
    - costs of land and way leaves.
- (b) The cost of works for the purpose of calculating the fees shall be derived as follows :
- (i) for works which have not yet been tendered, the latest estimate of cost prepared by the CE or other consultants and accepted by the Government;



- (ii) for works tendered but not executed, the lowest acceptable tender received as agreed by the CE and the Government, less contingency sum;
- (iii) for works tendered and executed, the original contract sum, less contingencies; or
- (iv) for completed works, the cost of works shall be the final cost of works as per the final account of the project including variations, except those variations incurred as a result of deficiency or default in services by the CE.

## 2.2. Scale Of Fees For Basic Services

The fee to be paid to the CE shall be an amount equal to the product of the total cost of the Works times the percentage determined from the Scale of Fees as set out in Table I – Scale of Fees.

**Table I – Scale Of Fees**

<b>Total Cost Of Components Of The Works In the Respective Type (Cost of Works) (RM)</b>	<b>P(max)</b>	<b>P(min)</b>
100,000 and below	10.00%	8.25%
250,000	8.65%	7.45%
500,000	7.60%	6.85%
1,000,000	6.80%	6.30%
2,500,000	6.00%	5.65%
5,000,000	5.50%	5.20%
10,000,000	5.00%	4.75%
20,000,000	4.65%	4.25%
25,000,000	4.50%	4.10%
50,000,000	4.25%	3.80%
75,000,000	4.10%	3.70%
100,000,000	3.95%	3.60%
150,000,000	3.70%	3.40%
200,000,000	3.55%	3.25%
250,000,000	3.40%	3.10%
300,000,000	3.30%	3.00%
350,000,000	3.20%	2.90%
400,000,000	3.10%	2.80%
500,000,000	2.95%	2.70%
600,000,000	2.85%	2.60%
700,000,000	2.75%	2.50%
800,000,000	2.67%	2.40%
900,000,000	2.60%	2.33%
1,000,000,000 and above	2.54%	2.28%

- (a) Intermediate values shall be interpolated linearly from the adjacent percentages of P (max) or P (min), as the case may be.
- (b) The actual percentage to be used in sub-paragraph 2.2(a) of this Schedule shall be a value within the range P(min) to P(max), and shall be agreed to between the Government and the CE prior to the engagement. Selection of the actual percentage shall be based on the complexity of the works.
- (c) If bar bending schedules for reinforced concrete work are prepared and furnished by the CE, he shall be paid an additional fee calculated at 3/4 (three quarters) percent of the cost of the reinforced concrete work for which the bar bending schedules are prepared and furnished. In this context, reinforced concrete work comprises concrete, reinforcements, pre-stressing tendons and anchorages, formwork, inserts and all labour, together with the relevant portion of the preliminaries.
- (d) If the Works are to be constructed in more than one phase and as a consequence the Services which the CE has to perform under sub-paragraphs 2.1, 2.2 and 2.3 of Part A – Schedule of Services have to be undertaken by the CE separately in respect of each phase, then these provisions for payment shall apply separately to each phase as if the expression "the Works" as used in this clause means the works comprised in each phase.
- (e) If the design of any unit of Works is adopted again in the construction of subsequent units by the Government under one Works contract or under other works contracts at the same site or other sites under the same consultancy agreement, and the CE's same drawings, specifications and other documents are used with or without modification of foundations to suit site conditions, the fees shall be reduced for each of the second and subsequent units in accordance with the following Tables II or III:

**Table II: Repetitive Work Applicable to Type A Works**

Unit Concerned	Fees as % of the full fee for all stages for First Unit		
	For design copyright only	Up to and including tender stage	Up to and including construction stage
First Unit	(Apply subparagraph 2.2(a) of this Part)		
Second Unit	30	35	65
Third Unit	20	25	55

Fourth Unit	10	15	45
Each of the Fifth and Subsequent Units	Free of Charge	5	35

**Table III: Repetitive Work Applicable to Type B and Type C Works**

<b>Unit Concerned</b>	<b>Fees A For Structural Engineering Works (As % of fee for First Unit)</b>	<b>Fees B For Engineering Systems (As % of fee for First Unit)</b>
First Unit	100	100
Each of the 2 <sup>nd</sup> to 5 <sup>th</sup> Units	75	75
Each of the 6 <sup>th</sup> to 10 <sup>th</sup> Units	50	50
Each of the 11 <sup>th</sup> to 20 <sup>th</sup> Units	40	40
Each of the 21 <sup>st</sup> & Subsequent Units	30	30

- (f) The scale of fees for repetitive work mentioned in sub-paragraph 2.2(e) of this Schedule shall be applied subject to the following conditions:
- (i) a block of shops, flats, apartments or condominium shall be considered as a unit;
  - (ii) the cost of a single unit shall be computed by including the apportioned preliminaries;
  - (iii) if it is necessary to modify the design of the standard unit to accommodate the ground level for the substructure of any repetitive unit or part of any repetitive unit due to variation in site conditions or other reasons, the modified unit shall still be considered as a repetitive unit provided that the additional work involved in modifying the design and preparation of additional drawings is paid for by the Government to the CE on a time basis (i.e. salary cost times a multiplier) together with relevant disbursements as provided in paragraphs 4.0 and 5.3 of this Part; and
  - (iv) if a development has units comprising different numbers of shops, flats, apartments or condominiums of similar designs in each unit (i.e. the intermediate shops, flats, apartments or condominiums of the units having identical or mirror plans each to each, and the end shops, flats, apartments or condominiums of the units having identical or mirror plans each to each), then for the purpose of application of the scale for repeated works prescribed in sub-

paragraph 2.2(f) of this Part, the cost of every one of the units shall be taken as equal to the average cost of all such units of similar design.

### **3.0 PAYMENT ON THE BASIS OF TIME COST**

The CE who has rendered any of the Additional Services described in Part A – Schedule of Services sub-paragraph 3.1, 3.2 and 3.3 and/or Site Supervision as described in Part A – Schedule of Services sub-paragraph 4.0 shall be paid in accordance with Payment On The Basis Of Time Cost as follows :-

- (a) Remuneration shall be determined on the basis of time actually spent and a rate specified in respect of the CE's personnel, where such rate shall be calculated based on basic salary times an appropriate multiplier as approved by the Government.
- (b) The Government shall not be responsible for payment of the above remuneration to the CE's Personnel who are on annual leave or sick leave.
- (c) the CE shall not be entitled to any payment in respect of time spent by secretarial staff or by staff engaged on general accountancy or administration duties in the CE's office.
- (d) the CE shall be entitled for other payments, where applicable, as described in paragraph 4.0 and 5.0.

### **4.0 DISBURSEMENTS / REIMBURSIBLES**

The CE shall in all cases be reimbursed by the Government for the disbursements actually incurred as approved by the Government.

### **5.0 OTHER PAYMENTS**

#### **5.1. Payment For Other Consultants Or Specialist Technical Advice**

If the CE has obtained the advice of a specialist under sub-paragraphs 3.1(b), 3.2(b) and 3.3(b) of Part A – Schedule of Services, the CE shall be paid separately by the Government the actual fees as charged by the other CEs or specialists, which shall be derived from *Payment On The Basis of Time Cost* or *Scale Of Fees* as approved by the Government.

#### **5.2. Payment For Use Of Special Equipment**

If the CE, in the carrying out of his Services, requires the use of additional or special software for the services or other special equipment for specialised designs and studies and with the prior approval, or at the request, of the Government, the CE shall be paid separately for:

- (a) the time spent in connection with the use of the special equipment, the development and writing of programmes, and the operation of the special equipment, in accordance with sub-paragraph 3.0 of this Schedule ; and
- (b) the actual hiring charge for the use of the special equipment.

### **5.3. Payment for Alteration or Modification To Design**

If after the completion by the CE of its Services under sub-paragraphs 2.1(a), 2.2(a) and 2.3(a) of Part A – Schedule of Services whichever is applicable, any design whether completed or in progress or any specifications, drawings or other documents prepared in whole or in part by the CE is required to be modified or revised by reason of instructions received by the CE from the Government, or by reason of circumstances which could not reasonably have been foreseen, the CE shall be paid an additional payment based on time cost by the Government as provided in sub-paragraphs 3.0 of this Schedule, and also any appropriate reimbursements provided in paragraph 4.0 and 5.2 of this Schedule for making any necessary modifications or revisions and for any consequential reproduction of documents.

### **5.4. Payment When Works Are Damaged or Destroyed**

If at any time before completion of the Works, any part of the Works or any materials, plant or equipment whether incorporated in the Works or not are damaged or destroyed, resulting in additional services being required by the Government to be carried out by the CE, provided always such damage was not due to the negligence on the part of the CE, then the CE shall be paid by the Government payment on the basis of time cost for the additional works together with any reimbursements as provided in paragraphs 3.0 and 4.0 of this Schedule.

### **5.5. Payment Following Termination or Suspension by the Government**

- (a) In the event of the termination of this Agreement (unless such termination shall have been occasioned by the default of the CE) or the suspension of the Project by the Government, the CE shall be paid the following sums (less the amount of payments previously made to the CE):
  - (i) a sum deducible from the stage of Services completed at the time of termination or suspension; and
  - (ii) amounts due to the CE under any other paragraph of this Schedule.

provided that the CE shall accept the said payments by the Government as full and complete settlement of all his claims for payment under or arising out of this Agreement.

- (b) In the event that the CE is required to recommence its Services for the Project suspended by the Government, the CE shall be paid for the performance of its Services the sum payable to the CE under paragraph 2.0 and/or paragraph 3.0 of this Schedule, whichever may be applicable, the payments under sub-paragraphs 5.5(a)(i) and (ii) of this Schedule being treated as payments on account.
- (c) Where the tendering of the Project (or any part thereof) is likely to be delayed for more than **twelve (12)** months or postponed at the request of the Government, the CE shall be paid according to the Scale of fees described paragraph 2.0 of this Schedule but the cost of works applicable shall be the estimated cost of works (or any relevant part thereof) and agreed to by the Government at the time of completion of the particular stage of professional services.
- (d) Where the Project is suspended or postponed after the tenders have been called, the fees payable to the CE shall be computed based on the lowest acceptable tender received.
- (e) Where tenders are recalled and the Project is subsequently resumed, the total fees payable to the CE, inclusive of the fees paid under sub-paragraph 5.5(d) of this Schedule, shall be as follows:
  - (i) for the Preliminary, Design and Tender stage, the fees shall be as computed in sub-paragraph 5.5(d) of this Schedule, and
  - (ii) for the Construction and Defects Liability Period (DLP)stage, the fees shall be computed based on the contract sum for the works at the time of resumption and in accordance with the definitions of “cost of works”.
- (f) If the CE is required to provide any additional services in connection with the resumption of his Services in accordance with sub-paragraph 5.5(b) of this Schedule, the CE shall be paid for the performance of the additional services on the basis of Time Cost and also any appropriate reimbursements in accordance with paragraphs 4.0 of this Schedule.
- (g) Upon suspension or termination of this Agreement, the CE shall within the period specified under item 8 in Appendix 7 of this Agreement submit to the GR a statement of final account and supporting documentation showing in details the value of Services carried out in accordance with this Agreement.
- (h) Within the period specified under item 9 in Appendix 7 of this Agreement, the GR shall verify the statement of account and its supporting documentation and evaluate the Services carried out and shall issue the final account for the Services.

- (i) FOR THE AVOIDANCE OF DOUBT, the Parties hereby agree that the CE shall not be entitled to any form of losses including loss of profit, damages, claims or whatsoever upon termination of this Agreement.

## 6.0 STAGES OF PAYMENT OF FEES

- (a) Where the payment is based on the Scale of Fees, the proportions of the total fee for the Works to be paid to the CE against the relevant stages of Services shall be as Table IV.

**Table IV – Stages of Payments**

<b>Stage</b>	<b>Type A , Type B and Type C Works</b>
1. Preliminary stage	15%
2. Design stage (i)	30%
3. Design stage (ii)	15%
4. Tender stage	5%
5. Construction stage	30%
6. Defect Liability Period (DLP) stage	5%

- (b) The CE shall be entitled to payments at intervals to be mutually agreed upon by the CE and the Government in proportion to the Basic Services rendered so that the total fees paid at the completion of each of the stages shall be equal to the percentages as set out in Table IV.
- (c) Unless otherwise specified or mutually agreed beforehand between the Government and the CE in this Agreement, the fee apportioned to each stage shall be paid in full, even if, under the circumstances in a particular case, the CE is not required to perform some of the Services listed under that stage in Paragraph 2.0 in Part A - Schedule of Services.
- (d) Where there are variations to the works at any time during the course of construction which results in changes (reduction/increase) to the original contract sum, the fees for the services rendered by CE:
- (i) under the completed Preliminary, Design and Tender stage, shall be based on the original contract sum; and
  - (ii) under the completed Construction stage, shall be based on the final cost of works including variations.
- (e) Where the payment is based on Time Cost, the proportions of the total fee for the Works to be paid to the CE shall be based on the completion of deliverables or on a pro-rated monthly basis or any other agreed stages of payment.

- (f) Payment for site supervision services shall be paid on a monthly basis.
- (g) Payment for disbursement / reimbursable shall be made on a monthly basis upon submission of receipts and invoices where applicable.



## APPENDIX 1

### APPENDIX 1 : TERMS OF REFERENCE

[TO BE INSERTED BY RELEVANT AGENCY]

To Include at least :

1. Project Brief
2. List & Mode of Deliverables
3. Scope of Services
  - (a) Basic Services
  - (b) Additional Services
  - (c) Site Supervision (if applicable)

**APPENDIX 2**

**APPENDIX 2 : TECHNICAL DOCUMENTS FOR PROJECT IMPLEMENTATION**

[CE'S TECHNICAL DOCUMENTS FOR PROJECT IMPLEMENTATION-  
TO BE INSERTED BY RELEVANT AGENCY]

**APPENDIX 3**

**APPENDIX 3 : LETTER OF ACCEPTANCE**

[THE LETTER OF ACCEPTANCE SHALL INCLUDE THE SIGNING PAGE AND EXECUTED BY THE CE - TO BE INSERTED BY RELEVANT AGENCY]

**APPENDIX 4**

**APPENDIX 4 : CERTIFICATE OF REGISTRATION WITH PROFESSIONAL BOARD**

[TO BE INSERTED BY RELEVANT AGENCY]

**APPENDIX 5**

**APPENDIX 5 : DELIVERABLES**

[TO BE INSERTED BY RELEVANT AGENCY]

<b>No.</b>	<b>Deliverables Stages</b>	<b>Details</b>	<b>Due Date of Submission</b>
1.			
2.			

**APPENDIX 6A**

**APPENDIX 6A : SUMMARY OF TOTAL CONSULTING COST**

[TO BE INSERTED BY RELEVANT AGENCY]

**APPENDIX 6B**

**APPENDIX 6B : CONSULTING FEES**

[DETAILED BREAKDOWN/CALCULATION OF FEES-  
TO BE INSERTED BY RELEVANT AGENCY]

**APPENDIX 6C**

**APPENDIX 6C : OUT OF POCKET EXPENSES**

[DETAILED BREAKDOWN/CALCULATION OF OUT OF POCKET EXPENSES-  
TO BE INSERTED BY RELEVANT AGENCY]



## APPENDIX 7

## APPENDIX 7 : SCHEDULE OF AGREED ITEMS

Item	Clause of Agreement	Description	Remarks
1.	3.1	Commencement date	..... date to be inserted by Agency
2.	3.1	Contract period	..... week/month/year
3.	3.1	Contract Expiry date	..... date to be inserted by Agency
4.	3.2(b)	Period for negotiation of the terms and condition for extension of the contract period	.....week/month/year prior to Contract Expiry Date
5.	1.1(i), 5.16(c), 6.1(a) & 8.1(a)	Government's Representative (GR)	..... designation/(s) to be inserted by Agency
6.	6.2(b)	Period for the Government to give decision	..... days to be inserted by Agency
7.	6.4(c)	CE's bank account details for purposes of payment	Name: ..... Account No.:..... Bank Address:.....
8.	5.3(b)	Formula for calculation of Liquidated and Ascertained Damages: $\text{LAD} = \frac{\% \text{ BLR}}{100} \times \frac{\text{Fees}}{365}$ (subject to a minimum of RM100/- per day)	RM...../day
9.	16(a)	a) <u>For the Government</u>  b) <u>For the CE</u>	a) Official Designation: Address: Fax No. : Tel. No : Email :  b) Name of Firm : Address : Fax No. : Tel No.: Email :

**APPENDIX 8**

**APPENDIX 8 : SERVICES IMPLEMENTATION SCHEDULE**

[TO INCLUDE DUE DATE(S) OF SPECIFICALLY IDENTIFIED DELIVERABLES-  
TO BE INSERTED BY RELEVANT AGENCY]

No	Deliverable stages	List of activities	Period of Implementations according to activities	Start Date (according to activities)	End Date (according to activities)

OR

**GANTT CHART**

**APPENDIX 9**

**APPENDIX 9 : CE'S PERSONNEL**

[TO BE INSERTED BY RELEVANT AGENCY]

No	Name of Personnel (inclusive of owner & principal)	Role in Team	Number of Years of Working Experience	Age	Employment Status with the firm (Permanent/Temporary)	Full Name of Highest Academic Qualification (specify name of university)	Professional Certificates (list name of certificate and membership no. (if any))

**APPENDIX 10**

**APPENDIX 10 : CE'S PERSONNEL TIME INPUT SCHEDULE  
(IF APPLICABLE)**

[TO BE INSERTED BY RELEVANT AGENCY]

No.	Name of Personnel Involved in each stages	Total Time Input by each personnel and according to deliverable stages	Start Date (work commenced by each personnel)	End Date (work ended by each personnel)
<b>Deliverable Stage XX</b>				
1				
etc				
<b>Deliverable Stage XX</b>				
etc				
<b>Deliverable Stage XX</b>				
etc				

**APPENDIX 11**

**APPENDIX 11 : CE'S SERVICES TAX LICENSE**

[TO BE INSERTED BY RELEVANT AGENCY]

**APPENDIX 12**

**APPENDIX 12 : SCHEDULE OF PAYMENT**

[BREAKDOWN OF SCHEDULED PAYMENT BY STAGES/PHASES OR MONTHS-  
TO BE INSERTED BY RELEVANT AGENCY]