

APPENDIX 1
INVITATION TO TENDER

ALUMINIUM SCRAP TENDER

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SECTION A

ALUMINIUM SCRAP TENDER

DETAILS OF INVITATION TO TENDER

Contract Period	1 November 2023 to 30 October 2024 (Both dates inclusive)
Date Issued	15 September 2023
Closing Date	2 October 2023
Closing Time	16.30 hours (4.30pm)
Tender Reference	ALUMINIUM SCRAP/0823

SECTION B

TERMS AND CONDITIONS

This Invitation to Tender and any subsequent award is subject to agreement by the successful awardee ("Awardee") to be bound by the following terms and conditions which must be complied with by the Awardee for the duration of the awarded contract period:

- 1) The Awardee is to provide the following:
 - a. A Weighing machine to be installed at our designated factory premises (Batu Caves & Nilai plant only) to determine weightage. The Weighing machine must be maintained and calibrated at 6-month interval with calibration certificate and all the expenses to be borne by the Awardee;
 - b. Forklifts to be stationed at our plants on a permanent basis and to be maintained by the Awardee during the contract period; alternatively, it can be rented from us at RM2,000/unit (one unit each at Batu Caves & Nilai plant only);
 - c. Strapping tools used in the palletizing process;
 - d. Packing materials:
 - i. Wooden pallets (Big – 30kgs, Small – 19kgs)
 - ii. Plastic/gunny sacks
 - iii. Jumbo bags (1 ton bag of non-chemicals & dust free)
 - iv. Stretch film (hand-roll type)
 - v. Steel strapping belt
- 2) Transportation of scrap materials ex-factory will be on Awardee's own account.
- 3) Scrap baler charge of RM40,000 (RM20,000 each for Batu Caves & Nilai plant only) will be billed monthly to the Awardee being our labour cost for scrap collection, compression, palletizing and strapping process.
- 4) Collection of scraps 2 to 4 times weekly from Mondays to Fridays (working day) or per collection schedule.
- 5) Scrap load not collected as per agreed schedule for whatsoever reasons other than written instruction from KJCF or its subsidiaries, will be charged at the highest daily LME of the month plus 5% of the applicable LME price to compensate for holding cost.

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- 6) Invoices will be billed to the Awardee on a weekly basis and payment must be made within five (5) working days from the date of invoice, failing which the Awardee shall be liable to an overdue interest of 2% of the invoice amount per week on all overdue invoices.
- 7) To provide Bank Guarantee in favour of "KIAN JOO CAN FACTORY BERHAD" for RM5,000,000 with 12 months validity (1 Oct 2023 to 30 September 2024) and a 3 months' claim period as security deposit. Notwithstanding the above Bank Guarantee being made in favour of KJCFB, KJCFB reserves the right to claim under this Bank Guarantee, and the Awardee agrees that this Bank Guarantee shall cover any claim for payment under this Tender for all invoices issued by the affiliated companies stated in Clause 11 below.
- 8) Completed tender documents shall be delivered in sealed envelope that bearing no identification outside the envelope and marked as below: -

PRIVATE AND CONFIDENTIAL

ALUMINIUM SCRAP TENDER

The Tender Committee
Kian Joo Can Factory Berhad
Lot 10 (Plant 1), Jalan Perusahaan Satu
68100 Batu Caves
Selangor Darul Ehsan, Malaysia

To mark tender reference number at the top left-hand corner of the envelope

- 9) The tender must be submitted on or before 2 October 2023 (before 4.30pm).
- 10) Tender must be submitted together with a deposit of **RM20,000** in the form of Banker's cheque made payable to "Kian Joo Can Factory Berhad". Deposit will be refunded to all unsuccessful tenderer after finalization of the tender and the successful awardee has signed the contract. In the event the successful awardee decides not to proceed with contract, the deposit will be forfeited and KJCF shall in its sole discretion award the contract to another tenderer.

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- 11) KIAN JOO CAN FACTORY BERHAD (KJCF) for the purpose of this tender shall include all the subsidiary companies of KJCF where scraps are collected and invoices issued to the Awardee as below:

Company	No. of Site	Site Area
KJM Aluminium Can Sdn Bhd (Company No.199701018194)	3	Batu Caves, Nilai & Teluk Panglima Garang
Kian Joo Can Factory Berhad (Company No.195801000045)	2	Batu Caves
Federal Metal Printing Factory Sdn Bhd (Company No.195901000125)	2	Shah Alam
KJ Can (Selangor) Sdn Bhd (Company No.199201004610)	3	Shah Alam
KJ Can (Johore) Sdn Bhd (Company No. 198301008697)	2	Johor Bahru

- 12) The aluminium scrap category and estimated quantity as below:

Category	Estimated quantity per month
(a) 3004/3104 Aluminium Plain Scraps	360 MT
(b) 3004/3104 Aluminium Printed Scraps	200 MT
(c) 5182 Aluminium EOE Scraps / Foils	100 MT
(d) Aluminium Printing Plates	10 MT

- 13) Please enclose copies of the following documents which form an essential part of tender qualification process. Non submission will render the tender submission to be disqualified and tender deposit to be forfeited.

- i) Company Profiles
- ii) Trade references
- iii) Audited Financial Statement for the past 3 years
- iv) Bank Statement for the last 6 months

- 14) Duration of Contract: **1 November 2023 to 30 October 2024**

- 15) We reserve the right not to accept the highest tender or to abort the tender exercise at our discretion and shall not be responsible for whatever cost & expenses incurred by the tenderers in the preparation of their tenders.

- 16) All aluminium scrap shall not be used locally to form cans nor to be resold to any other local can manufacturers. We reserve the right to take legal action against the awarded scrap buyer in the event of this condition is breached and terminate the contract with immediate effect.

**SECTION C
TENDER DOCUMENTS CHECKLIST**

This checklist must be completed and signed by the tenderer:

No.	Particulars	To Be Completed By Tenderer Please tick (√) if the following has been complied with	For Office Use For KJCF Tender Committee
1.	All tender forms (Section C, D, E and F) submitted in the Tender are ORIGINAL signed by authorized signatory/ies		
2.	Documents required in Section B, Section F and Section G:		
	• Company Profiles		
	• Trade references		
	• Audited Financial Statement for the past 3 years		
	• Bank Statement for the last 6 months		
	• Latest Business Registration Certificates		
	• Latest ROC Form 49		
	• Organization Chart		
	• Latest Form 24		
	• ISO Certificates		
	• Valid Scrap License		
3.	Tender documents must be in English and must be completed using black ink .		
4.	Completed tender documents shall be delivered in sealed envelope that bearing no identification outside the envelope and marked as below: a) Tender reference number at the top left-hand corner of the envelope; and b) The description "Aluminium Scrap Tender"		
5.	Tender deposit: Banker's cheque of RM20,000.00 made payable to "Kian Joo Can Factory Berhad"		
6.	All corrections and amendments made by the tenderer have been duly initiated by the Tenderer		

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**SECTION C
TENDER DOCUMENTS CHECKLIST**

Signed by : _____
(The Tenderer) (Authorized Signatory)

Full Name : _____
(Insert full name of Tenderer)

NRIC No. : _____

Designation : _____

Date : _____

Company Chop :

FOR OFFICE USE ONLY

Remarks

Signed by : _____

Name : _____

Designation : _____

SECTION D
OVERALL SUMMARY OF TENDER
(TO BE FILLED AND RETURNED BY THE TENDERER TO KJCF)

Ref: ALUMINIUM SCRAP/0823

Date:

Tender Committee
Kian Joo Can Factory Berhad
Lot 10, Jalan Perusahaan Satu
68100 Batu Caves
Selangor Darul Ehsan, Malaysia

Dear Sir,

I/We, the undersigned, have read all the clauses in "Invitation to Tender" and hereby agreed to participate in this tender exercise and be bound by the terms and conditions as stipulated should we be awarded this tender. We also declare that we have possessed the necessary approval and authority from our Company to undertake this scrap tender exercise.

2. We hereby submit our offer as stated in the **SCHEDULE OF PRICE (SECTION E)**.
3. Enclosed are the Company Profile, Trade references, Audited Financial Statement for the past 3 years and Bank Statement for the last 6 months.
4. If this tender is accepted, we agree to collect the aluminium scraps from KJCF (and its subsidiaries) during the period as mentioned under clause Section B-14 herein.
5. We agree that once this tender is accepted, we will not withdraw, breach and/or terminate the contract during the validity period of the contract and that the contract may be extended at the Vendor's discretion for a maximum period of 1 year after the expiry date or after the completion of the new tender.
6. We understand that Kian Joo Can Factory Berhad is not liable to accept the highest tender and/or abort the tender exercise at your discretion. KJCF also reserves the right to offer the tender to one or more tenderers.
7. We agree that the deposit of RM20,000.00 shall be forfeited should we opt not to proceed with contract after the tender finalization.



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8. We hereby confirmed, after a personal scrutiny of the documents, that the information contains in Sections D, E, and F as enclosed are true.

Thank you.

Yours faithfully

Signature of Tenderer

Signature of Witness

Full Name : _____
Designation : _____
Date : _____
Company Stamp with Address:

Full Name : _____
NRIC : _____
Date : _____

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SECTION E

SCHEDULE OF PRICE

- 1) Please quote purchase price in % of LME (Monthly average cash settlement price per MT)

Category	Purchase Price (% On LME)
(a) 3004/3104 Aluminium Plain Scraps	
(b) 3004/3104 Aluminium Printed Scraps	
(c) 5182 Aluminium EOE Scraps / Foils	
(d) Aluminium Printing Plates	

- 2) Invoice Currency billing option - please tick (√):

USD (Last month average cash settlement price)	MYR (Last month average cash settlement price with last month average USDMYR midrate by HSBC)

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SECTION F – COMPANY PROFILE

Tenderers must provide information as follow:-

(Please use separate sheets of paper if the space is insufficient)

1. *	Company Name	
2.	Company Registration No.	
3.	Date of Incorporation	
4.	Registered Address	
5.	Business Address	
6.	Telephone No.	
7.	Fax No.	
8.	Website Address	
9.	E-mail Address	
10.	Registration Authority Ministry of Finance Others (Please specify)	<p>Date of Expiry</p> <div style="border: 1px dashed black; width: 150px; height: 20px; margin: 0 auto;"></div>
11.	Company Status (Please tick (✓) on the space provided)	<input type="checkbox"/> Local Wholly Owned Company <input type="checkbox"/> Foreign Company
12.	Key Personnel	Please submit the latest company organization chart

*To submit certified true copy of latest Business Registration Certificates
Documents to certify either by a Commissioner for Oaths or the Company Secretary

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13. **	Board of Directors:	
	<u>Name</u>	<u>Designation</u>
	i. _____	_____
	ii. _____	_____
	iii. _____	_____
	iv. _____	_____
14. #	Authorised Capital	RM _____
	Paid-Up Capital	RM _____
15.	Bankers:	
	<u>Name</u>	<u>Facility/ies</u>
	<u>Amount (RM)</u>	
	_____	_____
	_____	_____
	_____	_____
16.	Latest Audited Account	Financial Year Ended: _____
17.	Business Nature (Please tick (✓) on whichever is applicable)	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> Distributing <input type="checkbox"/> Wholesales <input type="checkbox"/> Others (Please specify) _____
18.	Contact person for scrap collection arrangement:-	
	<u>Name</u>	<u>Contact No.</u>
	Batu Caves _____	_____
	Nilai _____	_____
	Teluk Panglima Garang _____	_____
	Shah Alam _____	_____
	Johor Bahru _____	_____
19. ##	Certification	
	<input type="checkbox"/> ISO	Registration No. _____ Certification Body _____
	<input type="checkbox"/> Others _____ (Please Specify)	Registration No. _____ Certification Body _____

** To submit certified true copy of the latest ROC Form 49

#To submit certified true copy of the latest Form 24

##To submit certified true copy of the relevant ISO certificates

Documents to certify either by a Commissioner for Oaths or the Company Secretary

SECTION G

VALID SCRAP LICENSE

- i) Copy of valid Scrap license issued by Police DiRaja Malaysia
- ii) Copy of valid Scrap license issued by Majlis Bandaraya (refer to related state)