

APPENDIX 1
INVITATION TO TENDER

TINPLATE SCRAP TENDER
COLLECTION OF TINPLATE SCRAPS OR SKELETON (STRIP FORM)
INCLUDING CLIPPING WASTE

Table of Contents:-

Section No.	Category	Page No.
Section A	Details of Invitation to Tender	Sec. A – 1/1
Section B	Terms and Conditions of the Award	Sec. B – 1/3 to 3/3
Section C	Tender Documents Check List	Sec. C – 1/3 to 3/3
Section D	Overall Summary of Tender	Sec. D – 1/2 to 2/2
Section E	Schedule of Price	Sec. E – 1/1
Section F	Company Profile	Sec. F – 1/2 to 2/2
Section G	Valid scrap license	Sec. G- 1/1

SECTION A

COLLECTION OF TINPLATE SCRAPS OR SKELETON (STRIP FORM) INCLUDING CLIPPING WASTE

Contract Period	1st November 2023 to 30th October 2024 (Both dates inclusive)
Date Issued	15 th September 2023
Closing Date	2 nd October 2023
Closing Time	16.30 hours (4.30pm)
Tender Reference	TINPLATE SCRAP TENDER/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 must be complied with by the Awardee for the duration of the awarded contract period:-

- a) Scraps price shall be quoted at Ex-Factory value (in Ringgit currency), transportation shall be on successful tenderer account.
- b) No. of collection of scraps is estimated to about 3 to 4 times weekly per location.
- c) Holding cost of 5% per annum on the applicable tin plate price will be charged on any delay in scrap collection as per agreed schedule unless consented by Kian Joo Can Factory Berhad (KJCF or its affiliate companies).
- d) Payment for the scraps shall reach us within five (5) working days from invoice date which shall be on the day of collection. We reserve the right to charge an overdue interest of 2% per week on the invoice amount on all overdue accounts.
- e) To provide Bank Guarantee in favour of “ KIAN JOO CAN FACTORY BERHAD” issued by a Malaysia registered Bank with a validity period of 12 months effective from the date of Letter of Award issued shall be provided with the following details :

<i>Item</i>	<i>Bank Guarantee (RM)</i>
<i>Tin Scraps – Tin Plates Scraps/Skeleton (Strip Form)</i>	<i>RM1,500,000.00</i>

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 (i) below.

SECTION B

TERMS AND CONDITIONS

- f) Completed tender documents shall be delivered in **sealed envelopes** provided in the ITB (Invitation to Tender) documents to mark as below:

PRIVATE AND CONFIDENTIAL

TINPLATE 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

- g) The tender must be submitted on or before **2nd October 2023 (before 4.30pm)**.
- h) Tender must be submitted together with a deposit of **RM20,000** in the form of a 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 decided not to proceed with contract, the deposit will be forfeited and KJCF shall in its sole discretion award the contract to another tenderer.
- i) KIAN JOO CAN FACTORY BERHAD (KJCF) for the purpose of this tender shall include all the subsidiary companies of KJCF where scraps are collected as below:

No.	Company	No. of Site	Site Area
1)	Kian Joo Can Factory Berhad (Company No.195801000045)	2	Batu Caves
2)	KJ Can (Selangor) Sdn Bhd (Company No.199201004610)	3	Shah Alam
3)	Federal Metal Printing Factory Sdn Bhd (Company No.195901000125)	2	Shah Alam
4)	KJ Can (Johore) Sdn Bhd (Company No. 198301008697)	2	Tampoi
5)	Metal Pak (M) Sdn Bhd (Company No.197101001157)	1	Nilai
6)	KJM Aluminum Can Sdn Bhd (Company No.199701018194)	1	Telok Panglima

SECTION B

TERMS AND CONDITIONS

j) Tinplate Scraps category, estimated quantity, required packing material and forklift as below:

No.	Category	Estimated quantity per month(MT)	Type/No. of packing material needed		No. of Forklift LPG (3ton)
1	Skeleton (Strip form)	790	Armroll bin/Medium size bin	16 units/13 units	3 units
2	Misprinted Full Sheet	110		Nil	
3	Misprinted Cut Sheet	11		Nil	
4	Plain Full Sheet	6		Nil	
5	Plain Full Sheet (TFS)	1.5		Nil	
6	Plain Scroll cut Sheet	16		Nil	
7	Round Disc	10		Nil	

k) Please attach copies of the followings 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

l) Duration of Contract: **1st November 2023 to 30th October 2024**

m) 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.

n) We shall issue a Tax Invoice for any type of local tax imposed by government on every trip of the scrap collection.

o) Price revision will be allowed only once on the 7th month of the contract period, subject to negotiation between contracting parties. We reserve the rights to terminate the contract in the event an agreement cannot be reached on the selling price.

SECTION C

TENDER DOCUMENTS CHECKLIST

This checklist must be completed and signed by the Tenderer:

NO.	PARTICULARS	TO BE COMPLETED BY TENDERER	FOR OFFICE USE
		Please tick (v) if the following has been complied with	Remark by KJCF Scrap's 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 .		

SECTION C

TENDER DOCUMENTS CHECKLIST

NO.	PARTICULARS	TO BE COMPLETED BY TENDERER	FOR OFFICE USE
		Please tick (✓) if the following has been complied with	Remark by KJCF Scrap's Tender Committee
4.	<p>Completed tender documents shall be delivered in sealed envelope that bearing no identification outside the envelope and marked as below:</p> <p style="margin-left: 40px;">a) Tender reference number at the top left-hand corner of the envelope; and</p> <p style="margin-left: 40px;">b) The description "Tinplate Scrap Tender"</p>		
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		



TENDER REF: KJ3PC/TINPLATE SCRAP TENDER/0823

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: TINPLATE SCRAP TENDER/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 “Instruction to Tender “ and hereby agreed to participate in this tender exercise. 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 **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 tinsplate scraps or skeleton (strip form) including clipping waste from KJCF and its subsidiaries during the period as mentioned under clause Section B-1 (1 October 2023 to 30 September 2024) herein.
5. We agreed that once 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.



TENDER REF: KJ3PC/TINPLATE SCRAP TENDER/0823

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

6. We understand that Kian Joo Can Factory Berhad is not liable to accept the highest tender and abort the tender exercise at your discretion. KJCF also reserves the right to offer the tender to one or more tenderers.

7. We agreed that the deposits of RM20,000.00 shall be forfeited should we opt not to proceed with contract after the tender finalization.

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

Thank you.

Yours faithfully,

Signature of Tenderer

Signature of Witness

.....
Full Name:
Designation:
NRIC:
Date:

.....
Full Name:
Designation:
NRIC:
Date:

Company's Stamp with Address:

SECTION E

SCHEDULE OF PRICE

1) Please quote purchase price in Ringgit Malaysia/Metric Ton.

No.	Category (Tinplate Scrap)	Price Offer (Door to Door basis)- Ringgit Malaysia/Metric Ton
1	Skeleton (Strip form) including clipping waste	
2	Misprinted Full Sheet	
3	Misprinted Cut Sheet	
4	Plain Full Sheet	
5	Plain Full Sheet (TFS)	
6	Plain Scroll cut Sheet	
7	Round Disc	

SECTION F – COMPANY PROFILE

Tenderers must provide information as follows:-
(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)	<div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">Date of Expiry</div> <div style="border: 1px dashed black; height: 20px; width: 100%;"></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

SECTION F – COMPANY PROFILE....cont

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

SECTION G

VALID SCRAP LICENSE

Tenderers must submit hardcopy of below valid 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)