

No. Permohonan /
Application No.:

**DOKUMEN PRA KELAYAKAN (PRE-QUALIFICATION DOCUMENT)
TUKANG PAIP (PLUMBER)**

[perlu diisi oleh pemohon/ must be filled by applicant]

KATEGORI / CATEGORY	SKOP KERJA / SCOPE OF WORKS
Tukang Paip Berlesen/ Plumber	Penggantian meter berusia (Aged Meter) dan Meter Rosak (Stuck Meter)

NAMA INDIVIDU :
NAME OF INDIVIDUAL

1.0 BAHAGIAN A
SECTION A

MAKLUMAT PEMOHON
APPLICANT INFORMATION

1.1 Alamat E-mel
E-Mail Address

1.2 Alamat Surat Menyurat:
Correspondence Address

Bandar / City

Poskod :
Postcode

Negeri / State :

No. Tel / Tel. No.

No. Faks / Fax No.

1.3 Keluarga / Saudara bekerja di AIR SELANGOR
Any relative (s) working with AIR SELANGOR

Ya Tidak

*Jika ada, sila nyatakan maklumat berikut :
If yes, kindly furnish the following information*

Nama :
Name:

Jabatan :
Department

1.4 Nama Pegawai Untuk
Dihubungi

Name of Officer to be contacted

Jawatan / Designation

No. Tel / Tel. No.

No. Telefon Bimbit :
Handphone No.

Alamat E-mel Pegawai
Officer E-Mail Address

2.0 BAHAGIAN B
 SECTION B

MAKLUMAT PERSIJILAN & PENDAFTARAN
 CERTIFICATION & REGISTRATION INFORMATION

2.1 MAKLUMAT PENDAFTARAN DENGAN BADAN-BADAN KERAJAAN / AGENS
 REGISTRATION WITH GOVERNMENT BODIES / AGENCIES

Bil	Pertubuhan (Organisation)	No. Pendaftaran (Registration No.)	Tempoh Sah (Validity Period)	
			Tarikh Daftar (Reg. Date)	Tarikh Luput (Expiry Date)
1	SPAN [Suruhanjaya Perkhidmatan Air Negara] Permit - A1/A2 Negeri Yang Boleh Diusahakan - (Selangor Merangkumi Wilayah Persekutuan Kuala Lumpur dan Putrajaya)			
	Pemilik (Owner) :			
	Pekerja (Staff) :			
2	Lain-Lain [Sila Nyatakan] Others (Please Specify)			
	a) Sijil Kompetensi (Competency Certificate)			

Nota:-

- Sila sertakan salinan sijil-sijil untuk pendaftaran di atas (SALINAN DI SAHKAN BENAR)
Please attach the copy of certificates of the above registrations. (CERTIFIED TRUE COPY)
- Sila pastikan pendaftaran di atas masih sah tempoh
Please ensure that the above registrations are still valid

3.0 BAHAGIAN C
 Section C

MAKLUMAT KEWANGAN
 FINANCIAL INFORMATION

3.1 AKAUN SIMPANAN /SEMASA PEMILIK
 SAVING/ CURRENT ACCOUNT

Modal Terkumpul / Net Capital Worth		RM
1	Baki penyata akaun bank untuk tiga (3) bulan yang terkini Balance of the latest three (3) months bank account statement:	
	a) RM]	Jumlah [Total] ÷ 3 = <input type="text"/>
	b) RM]	
	c) RM]	
2	Lain-lain [Saham ASB/ASN, dll]. Others [ASB/ASN, etc]	
Jumlah / Total		

3.2 MAKLUMAT BANK / BANK INFORMATION

Bil	No. Akaun / Account No.	Nama Pemegang Akaun / Acc. Holder Name	Nama Bank / Bank Name

Nota:- Sila sertakan salinan penyata bank bagi 3 bulan terakhir yang telah disahkan
(Applicant to submit latest 3 months account bank statement certified by the bank etc)

4.0 BAHAGIAN D
Section D**MAKLUMAT KEMUDAHAN KREDIT**
CREDIT FACILITIES INFORMATION**4.1 MAKLUMAT KEMUDAHAN KREDIT / CREDIT FACILITIES**
[Overdraft / Letter of Credit / Term Loans / Bank Guarantee / Factoring etc.

Bil	Institusi Kewangan / Financial Institution	Kemudahan Kewangan / Financial Facilities	
		Jenis Sumber / Type of Source	Jumlah / Amount [RM]

Nota:- Sila sertakan salinan surat dari institusi kewangan yang memberi kemudahan kredit yang telah disahkan
(Applicant to submit letter from financial institution that granted the credit facilities)

4.2 MAKLUMAT KEMUDAHAN KREDIT BEKALAN / SUPPLY CREDIT FACILITIES INFORMATION

Bil	Bahan (Material)	Nama Pembekal (Supplier)	Jumlah Kredit /Credit [RM]

Nota:- Sila sertakan salinan surat dari pembekal yang memberi kemudahan kredit bekalan yang telah disahkan
(Applicant to submit letter from supplier that granted the credit facilities)

5.0 BAHAGIAN E
Section E**MAKLUMAT PEKERJA**
STAFF INFORMATION**5.1 MAKLUMAT CADANGAN PEKERJA PANEL METER**
INFORMATION OF PROPOSE WORKER FOR METER PANEL

Bil No.	Nama (Name)	Jawatan (Designation)	Tetap/Kontrak (Permanent/ Contract)	Warganegara (Malaysia/Asing)	No. CIDB (Kad Hijau)

Nota:-

- 1) Sila gunakan ruang tambahan jika diperlukan dengan format yang sama *(Please add column if necessary)*
- 2) Sila kemukakan **Carta Organisasi Cadangan Pekerja yang dinyatakan di Para 5.5**
(Please provide Company Organizational Chart for the proposed manpower)
- 3) Sila kemukakan salinan **Kad Hijau CIDB** pekerja yang dinyatakan *(Please copies of workers' CIDB Green Card)*

6.0 BAHAGIAN F
Section F
MAKLUMAT KENDERAAN & PERALATAN
LIST OF VEHICLES & EQUIPMENTS

Bil No.	Jenis/Model (Type)	Model (Model)	Tahun Pendaftaran (Year Registered)	No. Pendaftaran/Siri (Registration & Series No.)	Sendiri/Sewa (Owned/Lease)
1	Motorcycle / Car				
2	Adjustable Spanar				
3	Pipe Wrench				
4	Footprint Pipe Wrench				
5	Tape Measurement				
6	Screwdriver				
7	Allen Key				
8	White Tape				
9	WD-40				

Nota:-

- 1) Sila gunakan ruang tambahan jika diperlukan dengan format yang sama (*Please add column if necessary*)
- 2) Sila sertakan salinan geran/gambar/maklumat pemilikan yang mana berkaitan (*Please attach copy of ownership information if necessary*)

7.0 BAHAGIAN G
Section G
REKOD PENGALAMAN KERJA
Work Experience Record
7.1 REKOD KERJA-KERJA BERKAITAN METER AIR *Work experiences in water meter related works*

Bil	Nama Projek <i>[Project Name]</i>	Nilai Kontrak <i>[Contract Value]</i>	Tempoh Kontrak <i>[Contract Value]</i>	Klien <i>[Client]</i>	Kontraktor Utama/ Sub Kontraktor <i>Main-Contractor/ Sub-Contractor</i>
Jumlah Nilai Kontrak : <i>(Total Contract Values)</i>					

7.2 PENGALAMAN MELAKSANAKAN KERJA-KERJA BERKAITAN YANG SEDANG / DALAM TEMPOH LIMA (5) TAHUN LEPAS
Ongoing & Past five (5) years works experiences in related projects

Bil	Nama Projek <i>[Project Name]</i>	Nilai Kontrak <i>[Contract Value]</i>	Tempoh Kontrak <i>[Contract Value]</i>	Klien <i>[Client]</i>	Kontraktor Utama/ Sub Kontraktor <i>Main-Contractor/ Sub-Contractor</i>
Jumlah Nilai Kontrak : <i>(Total Contract Values)</i>					

Nota:-

- 1) Sila gunakan ruang tambahan jika diperlukan dengan format yang sama
[If insufficient space, please attach additional sheet with the same format]
- 2) Salinan Perakuan Siap Kerja (CPC) / Surat Tawaran Kerja (LOA)/Arahan Kerja Kecil (MWO)/ Arahan Pesanan (PO) perlu dikepilkan sebagai bukti
[Copies of Certificates of Practical Completion (CPC) / Letter Of Award (LOA) /Minor Works Order (MWO) / Purchase Order (PO) shall be submitted as document evidence.]

8.0 BAHAGIAN H
Section H

PENGAKUAN
[DECLARATION]

Saya /Kami yang bertanda tangan di bawah dengan ini mengaku dan percaya pada pengetahuan saya bahawa semua butir-butir yang terkandung di dalam borang permohonan serta dokumen sokongan yang dikemukakan ini adalah benar dan tepat. Saya / Kami membenarkan AIR SELANGOR dan wakilnya untuk memeriksa permohonan kami dan membuat rujukan kepada mana-mana pihak untuk tujuan pengesahan. Jika sekiranya, maklumat yang diberikan palsu/tidak betul, kami mengakui bahawa AIR SELANGOR berhak untuk membatalkan permohonan dengan serta-merta.

(I/we, the undersigned hereby declare to the best of my knowledge and believe that all particulars furnished under this application are true and accurate. I/we authorised AIR SELANGOR and its representative to scrutinise our application and to seek further clarification from any other party/parties for verification purpose. In the event that information is found to be false/untrue, we acknowledge that AIR SELANGOR have the right to cancel the application with immediate effect.)

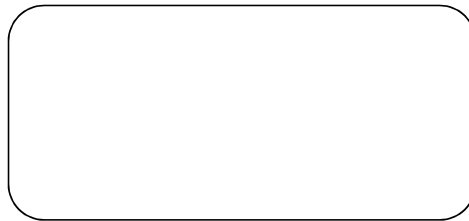
Saya /Kami yang bertandatangan di bawah dengan ini mengakui bahawa AIR SELANGOR berhak **menolak** atau **menerima** permohonan pra kelayakan ini.
I/we the undersigned hereby acknowledge that AIR SELANGOR has the sole right to accept or reject this pre qualification

Saya/Kami maklum bahawa **tiada jaminan** pelantikan / pengeluaran surat pelantikan / arahan pembelian / kontrak dan juga tiada jaminan untuk menjemput menyertai sebarang sebutharaga / tender kepada permohonan yang berjaya sebagai Kontraktor Panel AIR SELANGOR.
I/We note that successful application in becoming a panel contractor of AIR SELANGOR does not guarantee you an automatic issuance of letter of award / purchase order / contract from AIS nor does it guarantee automatic invitation to participate in any quotation or tender exercise.

.....
Tandatangan yang dibenarkan
[Authorised Signature]

Nama :
[Name]
No. K.P :
[I.C No]
Jawatan :
[Designation]
Tarikh :
[Date]

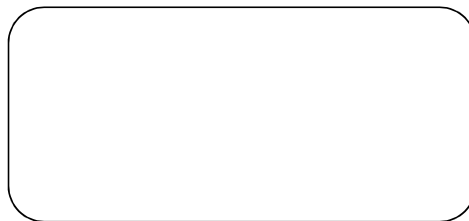
Cop syarikat / company stamp



.....
Tandatangan saksi
[Witness signature]

Nama :
[Name]
No. K.P :
[I.C No]
Jawatan :
[Designation]
Tarikh :
[Date]

Cop syarikat / company stamp



* Kontraktor / pembekal adalah diminta untuk **menyimpan salinan dokumen** yang dikemukakan sebagai rujukan. Sebarang permohonan untuk mendapatkan salinan dokumen berkenaan daripada pihak Air Selangor tidak akan dilayan.

DECLARATION OF NON-BANKRUPTCY
(For Sole Proprietorship/Partnership)

I,..... [insert full name as per NRIC and NRIC number/passport number of the registered business proprietor / partner] of Malaysian nationality and currently residing at.....
.....[insert address as per stated in identity card] trading in the name and style of[insert name of applicant business] (.....)[insert business registration number], and having its registered place of business at.....
.....[insert registered address of applicant business] (the “Business”) **DO HEREBY SOLEMNLY AFFIRM AND DECLARE** as follows:

1. That:-
 - (a) I have not been adjudged a bankrupt; and
 - (b) I have not committed any acts of bankruptcy; and
 - (c) there is no bankruptcy notice or bankruptcy petition filed against me; within or outside Malaysia.
2. That to the best of my knowledge, none of the other partners in the business (if any) of the Business:-
 - (a) have been adjudged a bankrupt; and
 - (b) have committed any acts of bankruptcy; and
 - (c) have any bankruptcy notice or bankruptcy petition filed against them; within or outside Malaysia.
3. There are no unresolved disputes, litigation and/or arbitration (in any tribunal, court or any other forum) or investigations by any Government agency, body, or other regulatory authority of any kind, in or outside Malaysia, which involves the Business. There are also no such unresolved disputes, litigation, arbitration and/or investigations as aforesaid which involves the Business’s agents and partners (including myself) in so far as such disputes, litigation, arbitration and/or investigations relate to the functions, duties and obligations of such persons and myself, in and to the Business.
4. That all authorisations, approvals, consent, licence, exemption, registration, recording or filing and all action, conditions and things required to be taken, fulfilled and done in order to carry out the business activity or activities of the Business have been taken, fulfilled and done.
5. There is no default or breach (whether actual or threatened) of any agreement or undertaking to which the Business (or its agent) is a party.
6. That all information, documents and oral representations furnished or to be furnished by or on behalf of the Business, its employees, agents and consultants in connection with the Business’s for the tender, are true, complete, accurate and valid.
7. That the Business has fully disclosed all information, facts and circumstances which the Business knows or should reasonably know and which might reasonably be expected to influence **Pengurusan Air Selangor Sdn Bhd** and/or any of the subsidiary companies under the Group of Air Selangor in the tender evaluation and award.

Signed,

.....
(Proprietor/ Partner of the Business)

Name:

NRIC:

Date:

Business’ Stamp:

CONSENT AUTHORIZATION

Pursuant to the Credit Reporting Agencies (CRA) Act 2010 and Central Bank of Malaysia Act 2009, I/we the undersigned do hereby give my/our consent to **Syarikat Pengurusan Air Selangor Sdn. Bhd [1082296-U] (“Air Selangor”)** and CTOS Data Systems Sdn Bhd (“CTOS”), a registered credit reporting agency under the CRA Act to process my/our company personal data.

By this consent, I/we understand and agree that:

1. Air Selangor may conduct credit/trade check, CCRIS and DCHEQS checks on me/us and where applicable with CTOS at any time for as long as I/we have a trade relationship with you or where any dues remain unpaid and outstanding with you, for any one or more of the following purposes:
 - Opening of account
 - Credit/Account monitoring
 - Debt recovery
 - Credit/Account evaluation
 - Credit/Account review
 - Legal documentation consequent to a contract or facility granted by you.
2. Air Selangor may disclose any information on my/our conduct of my/our account(s), to any business entity/ies for bona fide trade checking at any time. I/We am/are also aware and understand that such information will be provided to CTOS, who may in turn share such information to subscribers of their service.
3. Where Air Selangor require any processing of my/our application to be processed by any processing center located outside Malaysia, I/we hereby give consent to CTOS to disclose my/our credit, CCRIS & DCHEQS reports to such locations outside Malaysia.
4. Apart from the above, I/we the undersigned do give my/our consent to you and the CTOS, to process my/our personal data as per the PDPA Act.

Signed,

Signed,

.....
 (Director /Proprietor of the Company)
 Name:
 NRIC:
 Date:

.....
 (Witness)
 Name:
 NRIC:
 Date:

Company's Stamp:

Senarai Semakan Untuk Pra-Kelayakan

Checklist For Pre Qualification

Dokumen Sokongan

Supporting Documents

Nota Penting

Semua dokumen sokongan yang telah dikemukakan bersama borang permohonan hendaklah **diakui sah** oleh mana-mana agensi kerajaan / badan profesional yang telah mengeluarkan dokumen tersebut atau oleh Pesuruhjaya Sumpah atau oleh Setiausaha Syarikat

Important Notes

All supporting documents submitted with the application form must be certified by the relevant government agency / professional that issuing the relevant documents or by the Commissioner for Oths or by the Company Secretary.

Tandakan (✓) jika dokumen dilampirkan

Mark (✓) if document are enclosed

A	TUKANG PAIP BERLESEN <i>CERTIFIED PLUMBER</i>	
	Salinan penyata akaun bank untuk tiga (3) bulan yang terkini <i>Copies of account bank statement for the last three (3) months</i>	<input type="checkbox"/>
	Laporan / surat daripada bank / institusi kewangan berhubung dengan kemudahan kredit <i>Bank / financial institution report / letter on credit facilities</i>	<input type="checkbox"/>
	Lain-lain sumber kewangan seperti saham, ASB, dan sebagainya <i>Others financial resources such as share, ASB, etc</i>	<input type="checkbox"/>
	Salinan "Letter of Award, Acceptance / Appointment" (LOA), "Purchase Order" (PO) dan "Certificate of Practical Completion" (CPC) untuk setiap kerja. <i>Copy of Letter of Award / Acceptance / Appointment (LOA), Purchase Order (PO) and Certificate of Practical Completion (CPC) for each work.</i>	<input type="checkbox"/>
	"Curriculum Vitae" yang terkini <i>Latest Curriculum Vitae</i>	<input type="checkbox"/>
	Lain-lain <i>Others</i>	<input type="checkbox"/>
B	Pendaftaran dengan Agensi kerajaan / Badan-Badan Profesional <i>Registration with Government Agency / Professional Bodies</i>	
	Salinan permit dengan Suruhanjaya Perkhidmatan Air Negara (SPAN) - IPA Permit A1/A2 (Tukang Paip Berlesen) <i>Copy of permit of registration with SPAN - IPA Permit A1/A2 (Tukang Paip Berlesen)</i>	<input type="checkbox"/>
C	Cadangan carta organisasi dan cadangan pekerja untuk kontraktor panel AIR SELANGOR - Kad Hijau CIDB, Pasport	
	<i>Propose organization chart and workers for panel contractor for AIR SELANGOR - CIDB's Green Card, Passport</i>	<input type="checkbox"/>

D	Borang Permohonan Pra Kelayakan AIS/PD/VMU/PANEL/TP/01(Rev.0) yang telah lengkap diisi
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Completed Form 'Dokumen Pra Kelayakan' AIS/PD/VMU/COMMPIPE/01(Rev.0)

Completed Google Form 'Dokumen Pra Kelayakan' AIS/PD/VMU/COMMPIPE/01(Rev.0)

Nota/Notes:

Dokumen-dokumen di atas perlu dikemukakan dalam 2 salinan, satu (1) ditandakan "**ASAL**", dan satu (1) lagi salinan ditandakan sebagai "**SALINAN**", dan perlu dihantar dalam satu (1) sampul serta ditandakan sebagaimana keperluan AIS.

*The above documents shall be submitted in 2 copies; one (1) original marked as "**ORIGINAL**", and one (1) copy marked as "**COPY**", and shall be submitted in one (1) single envelope, marked as per AIS requirement*