

## SCOPE OF SERVICES

**PROVISION OF RENTAL OF WAREHOUSE BUILDING (APPROX. 7,000 SQFT) FOR AIR SELANGOR FOR A PERIOD OF 3 YEARS**  
**TENDER REF. NO.: PN0000017111**

### SCOPE OF SERVICES

#### **1. Space**

- a. To provide building space up to 7,000 sqft floor plan for storage of goods.
- b. The building must be fully covered
- c. Provide put-away space should there be any verification needed upon delivery of goods

#### **2. Safety and Security**

- a. Always ensure the security of the storage i.e. : CCTV, Security Guard and the Logbook.
- b. Safety compliance to prevent any risk and protect the goods during storage and transporting in/out of the warehouse.
- c. Only authorized personnel appointed by Air Selangor is allowed to request, visit or monitor all the items transactions as needed.

#### **3. Insurance Protection**

- a. The building must be covered with insurance sum value up to RM 500,000.00 including, but not limited to theft/burglary, fire, natural disaster, or whatever conditions that may result in damaged goods.

#### **4. Material Handling**

- a. The warehouse must provide sufficient support to load/unload all the goods for inbound/outbound if the goods were to be collected/sent by Air Selangor parties.
- b. The warehouse must be equipped with suitable lifting equipment to manage the goods.
- c. Provide repackaging service (if needed) after the dissemble of the packaging upon any issuance/checking.

#### **5. Warehouse management**

- a. Always maintain the cleanliness of the storage space.
- b. Organizing the goods delivered properly within size, weight, and label for each category.
- c. Provide sufficient manpower in managing the goods for any purposes that shall be related to Air Selangor Inventory Management upon request.
- d. The warehouse shall be always accessible for Air Selangor visits or any emergencies that require immediate action.

#### **6. Operating Hours.**

- a. For normal working hours as per warehouse discretion, the notification shall be served as required by the management.

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- b. For non-working hours, the warehouse must provide a standby team of a maximum number of 3 people (claimable) to attend to our request.
- c. For any emergencies, during non-working hours including public holidays.

#### **7. Documentation**

- a. To prepare any supporting document (if related) upon goods receipt/ issuance.
- b. To generate a report including but not limited to stock count, transaction, invoice, and stock balance.
- c. To submit any report if requested for verification purposes by Air Selangor.

#### **8. Example of Items**

- a. Valve
- b. Pump
- c. Motor
- d. Other items except Dangerous Good (DG)

#### **9. Provisional Sum (PS)**

- a. PS for Transportation if needed
- b. PS for other charges