

BORANG PERMOHONAN SEBUT HARGA PERUNDINGAN

A. MAKLUMAT PROJEK PERUNDINGAN

CONSULTANCY INFORMATION:

1	Maklumat Ketua Projek : <i>Project Leader information</i>	Nama : <i>Name</i> No. Staf : <i>Staff No. :</i> Fakulti/PTj : <i>Faculty</i> No. Tel. : <i>Phone No.</i>									
3	Maklumat Klien : <i>Client's Information</i> <i>*Sekiranya Klien adalah sekumpulan individu, maka Nama Syarikat dinyatakan sebagai "Sekumpulan Individu" dan borang tersebut perlu dilampirkan bersama senarai maklumat setiap individu (Nama Penuh, Alamat, No. Telefon, Emel)</i> <i>If the Client is a group of individuals, then the Company Name should be stated as 'A Group of Individuals,' and the form must be accompanied by a list of information for each individual (Full Name, Address, Phone Number, Email)</i>	Nama Syarikat : <i>Company Name</i> Alamat Syarikat : <i>Company Address</i> Nama Pegawai berkaitan : <i>Contact Person Name</i> Jenis Syarikat: <i>Type of Company</i> <i>(sila tanda yang berkenaan/please tick any relevant))</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Kebangsaan: (national)</td><td style="width: 50%;">Antarabangsa* ☐</td></tr> <tr> <td>Industri/Agensi ☐</td><td>(international) *Syarikat yang tidak mempunyai cawangan di Malaysia</td></tr> <tr> <td>Komuniti/NGO ☐</td><td>A company that does not have a branch in Malaysia</td></tr> </table>	Kebangsaan: (national)	Antarabangsa* ☐	Industri/Agensi ☐	(international) *Syarikat yang tidak mempunyai cawangan di Malaysia	Komuniti/NGO ☐	A company that does not have a branch in Malaysia			
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4	Kategori Perkhidmatan <i>(sila tanda yang berkenaan)</i> <i>Please tick any relevant</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a</td><td style="width: 70%;">Perundingan & Nasihat Pakar <i>Consultancy & Expert Advices</i></td><td style="width: 25%; text-align: center;">☐</td></tr> <tr> <td style="text-align: center;">b</td><td>Latihan & Kursus <i>Training Services</i></td><td style="text-align: center;">☐</td></tr> <tr> <td style="text-align: center;">c</td><td>Fasiliti & Peralatan Universiti <i>Facilities & Equipment</i></td><td style="text-align: center;">☐</td></tr> </table>	a	Perundingan & Nasihat Pakar <i>Consultancy & Expert Advices</i>	☐	b	Latihan & Kursus <i>Training Services</i>	☐	c	Fasiliti & Peralatan Universiti <i>Facilities & Equipment</i>	☐
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b	Latihan & Kursus <i>Training Services</i>	☐									
c	Fasiliti & Peralatan Universiti <i>Facilities & Equipment</i>	☐									
5	Tajuk Projek <i>Project Title</i> <i>*Tajuk ini akan dimasukkan ke dalam sebutharga dan Borang Daftar Perundingan Bahasa : Bahasa Melayu/Bahasa Inggeris)</i> <i>*This title will be included in the quotation and the Consultation Registration Form Language : Malay/English)</i>										
6	Tempoh Masa Projek <i>Project Duration</i>	<table style="width: 100%;"> <tr> <td style="width: 50%;">Mula : <i>Begin</i></td> <td style="width: 50%;">Tamat : <i>End</i></td> </tr> </table>	Mula : <i>Begin</i>	Tamat : <i>End</i>							
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7	Keterangan Ringkas Projek <i>Description of Project</i>										
8.	Maklumat tambahan projek <i>(sila tandakan, sekiranya projek perlu diuruskan oleh Anak Syarikat)</i> <i>please tick, if the project needs to be managed by a Subsidiary Company</i>	☐ Latihan berkaitan <i>Human Resources Development Fund (HRDF).</i> <i>Training related to the Human Resources Development Fund (HRDF)</i> ☐ Keperluan kod bidang MOF, CIDB, dan sebagainya. <i>Requirements for MOF, CIDB field codes, and others.</i> ☐ Keperluan pengurusan projek oleh syarikat berdaftar di bawah Akta Syarikat 2016. <i>Project management requirements by companies registered under the Companies Act 2016.</i> ☐ Lain-lain (sila nyatakan) : <i>Others (please specify):</i>									

TEMPLATE :

QUOTATION FOR : *(Project Title)*

Kindly refer to the above matter.

The following is the quotation for your kind consideration :

Item	Description	Date	Quantity	Price Per Unit (RM)	Total (RM)
1					
Total Amount without SST					
SST 8%					
Total All In Ringgit Malaysia (Inclusive of 8% SST)					

Any inquiries regarding the quotation, kindly refer to **Dr. XXX**, via email: XXX@utem.edu.my or mobile phone **XXX**.

Nota : Projek melalui Universiti dan Anak Syarikat, SST 8% perlu dimasukkan ke dalam sebut harga.
Note : *If the project is through University and Subsidiary Company, SST 8% must be included in the quotation.*