

PART A : SCHEDULE OF SERVICES

1.0 TYPES OF PROFESSIONAL SERVICES

- (a) The professional services to be provided by the CQS shall consist of any or a combination of the following:
- (i) Basic Professional Services
 - For building works
 - For civil engineering works
 - For mechanical and electrical works
 - (ii) Basic Professional Services
 - For interior design works
 - For landscaping works
 - (iii) Additional Professional Services
 - During pre-contract and during post-contract
- (b) The CQS shall provide basic professional services for any of the following types of works:

TABLE I: BUILDING WORKS

| | |
|-------------------|---|
| Category A | Residential – Terrace and link houses, Semi Detached houses, Detached houses, Cluster houses not exceeding 4 levels, Shop houses not exceeding 4 ½ levels inclusive of mezzanine floor, Flats not exceeding 5 levels |
| Category B | All other buildings not included in Category A, including but not limited to - Residential – Condominiums, Hotels, Motels, Palaces, etc Commercial and Office – Multi storey car parks, Office, Cinemas, etc Educational - Hostel, Schools, Universities, Colleges, Museums, etc Transportation – Airport terminals, Hangars, Marinas, etc Production – Warehouses, Factories, Abattoirs, etc Sports – Sports Complex, Stadiums, etc Religious – Mosques, Crematoriums, Churches, Temples, etc Medical – Hospitals, Medical Centres, Clinics, etc Military & Security – Army Camps, Police stations, etc Any other buildings of exceptional character and |

| | |
|-------------------|--|
| | complexity |
| Category C | Extension, alterations, adaptation, modifications, renovation, conservation and restoration and associated demolition works. |

TABLE II: CIVIL ENGINEERING WORKS

| | |
|--------------------|--|
| Category I | General civil engineering works e.g. roads, drains, earthworks, water reticulation etc. |
| Category II | Reinforced concrete works, structural steelwork and building forming part of the civil engineering contract e.g. bridges, jetties, ports etc |

TABLE III: MECHANICAL AND ELECTRICAL WORKS

| | |
|--|--|
| Mechanical and Electrical Works | Works normally included as part of the building works or civil engineering e.g. Electrical low tension and high tension, Telephone and communication system, Air conditioning and ventilation, Lift, Fire protection, Security system, CCTV, Hospital equipment, Audio visual, IT system etc |
|--|--|

2.0 BASIC PROFESSIONAL SERVICES

2.1 Basic Professional Services For Building Works, Civil Engineering Works And Mechanical and Electrical Works, Interior Design Works or Landscaping Works Which Are Included In One Tender

The basic professional services for building works, civil engineering works and mechanical and electrical works, interior design works or landscaping works which are included in one tender to be provided by the CQS shall be as follows:

- (a) preparing preliminary estimates and cost plans including up to 4 revisions of preliminary estimates and cost plans due to amendments to layout and scope of works;
- (b) preparing bills of quantities and other tender documents necessary for the calling of tenders excluding mechanical and electrical works, interior design works or landscaping works (The specifications of the works to be incorporated in the tender documents shall be prepared and submitted by the respective consultant to the CQS);
- (c) preparing tender reports and contract documents, including pricing of bills of quantities or pricing and agreeing schedule of rates, in collaboration with mechanical and electrical consultants, interior designers or landscape consultants for their respective works;

- (d) valuing works in progress for interim valuations/certificates including measurement of variations excluding mechanical and electrical works, interior design works or landscaping works and including the verifications and incorporation of the amounts recommended by the consultants for their respective works; and
- (e) preparing final accounts for the whole works including the incorporation of the final accounts prepared by the mechanical and electrical consultants, interior designers or landscape consultants for their respective works.

3.0 ADDITIONAL PROFESSIONAL SERVICES

3.1. Additional professional services during pre-contract

The additional professional services to be provided by the CQS during pre-contract shall be any or a combination of the following:

- (a) preparing feasibility studies including income/expenditure cash flow;
- (b) preparing preliminary estimates and cost plans beyond the fourth revision;
- (c) preparing documents and reports for pre-qualification of contractors;
- (d) redrafting conditions of contract to meet requirements of the Government;
- (e) pricing of bills of quantities for negotiated tenders including pricing and agreeing schedule of rates if the CQS is not appointed to undertake the basic professional services for the same project;
- (f) preparing and analyzing of prices and attending negotiation meeting;
- (g) preparing cost analysis based on the accepted contract sum;
- (h) preparing tender price index based on the accepted contract sum; or
- (i) any other professional services provided for in this agreement.

3.2. Additional professional services during post-contract

The additional professional services to be rendered by the CQS during post-contract shall be any or a combination of the following:

- (a) Re-measuring the whole or part of the building and associated works due to re-planning of internal layout arising from a change of use, repositioning of the building (if re-measuring is required) and redesign of the structural elements in the works;

- (b) Re-measuring works for contracts based on provisional bills of quantities;
- (c) specific contractual advice on conditions of contract;
- (d) services for management contracting;
- (e) services arising out of determination of the contractor's employment;
- (f) continuing professional services on a protracted basis (after DLP);
- (g) attending post-contract meetings beyond the original completion date of the project (Contractor's Extension of Time and Liquidated And Ascertained Damages period);
- (h) evaluating loss and expense and other contractual claims submitted by the contractor;
- (i) preparing bills of quantities and other tender documents for defects and outstanding works to be carried out by a separate contractor and valuation of defective works to be omitted from the contract sum of the defaulting contractor;
- (j) professional services for making good of works damaged by fire etc;
- (k) preparing costs analysis based on the final contract sum;
- (l) resident quantity surveying site staff as agreed by the Government; or
- (m) any other professional services provided for in this agreement.

PART B : SCHEDULE OF FEES

1.0 PAYMENT FOR PROFESSIONAL SERVICES

The CQS in performing the Services described in Part A shall be paid in accordance with any or all of the following modes of payment:

- (a) Payment On the Basis Of Scale of Fees (Payment depending upon the Cost of Works)
 - For Basic Professional Services (for Building Works, Civil Engineering Works and Mechanical & Electrical Engineering Works)
- (b) Payment On The Basis Of Time Cost (Payment depending upon time spent)
 - For Basic Professional Services (for Interior Design Works and Landscaping Works)
 - For Additional Professional Services
- (c) Disbursements / Reimbursable
- (d) Other Payments

2.0 PAYMENT ON THE BASIS OF SCALE OF FEES

The CQS in performing the Basic Professional Services described in Part A sub-paragraph 1.0 (a) (i) shall be paid in accordance with the Scale Of Fees, which amount shall be derived from the product of the total cost of the Works times the percentage determined from the Scale of Fees for the relevant works.

2.1 Definition Of Cost Of Works

- (a) "Cost of Works" means the total cost incurred by the Government for the Works, however incurred, of all builders works, all specialists' or sub-contractors works, services, installations and equipment designed, specified or allowed for and forming an integral part of the Project including:
 - (i) a market value of any labour, materials, manufactured goods, machinery or other facilities provided by the Government;
 - (ii) the full benefit accruing to the Contractor from the use of construction plant and equipment belonging to the Government which the Government has required to be used in the execution of the Works;

- (iii) the market value of materials, manufactured goods and machinery incorporated in the Works;
 - (iv) price variations arising from fluctuation of prices; and
 - (v) approved Contractor's claims for additional preliminaries due to the extension of time which have been derived from the priced preliminaries but shall not include:
 - operating equipment or machinery that are not an integral or essential part of the Works;
 - administrative expenses incurred by the Government;
 - all consultancy fees incurred by the Government;
 - interest on capital incurred during construction;
 - the costs of raising money required for the construction of the Works; and
 - costs of land and way leaves.
- (b) The cost of works for the purpose of calculating the fees shall be derived as follows:
- (i) for works which have not been tendered, the costs of works shall be the latest estimate of costs prepared by the CQS and accepted by the Government;
 - (ii) for works tendered but not executed, the lowest *bona fide* tender received less contingency sum, prime cost and/or provisional sums for architectural, structural and civil works which do not require the CQS to carry out any measurements; and one third (1/3) of the prime costs and/or provisional sums for the works under the Mechanical and Electrical included in the tender documents; provided that in any event the total fees of the CQS shall not be reduced by more than one sixth (1/6) of the CQS's total fees;
 - (iii) for works tendered and executed, the original contract sum, less contingency items and one third (1/3) of the prime costs and/or provisional sums for the works under the Mechanical and Electrical included in the tender documents; provided that in any event the total fees of the CQS shall not be reduced by more than one sixth (1/6) of the CQS's total fees; and
 - (iv) for completed works, the cost of works shall be the final cost of works as per the final account or the original contract sum including variations whichever is the greater (except those variations incurred as a result of deficiency or default in services by the CQS); and in both cases to deduct one third (1/3) of the costs of the works under the Mechanical and Electrical, provided

that in any event the total fees of the CQS shall not be reduced by more than one sixth (1/6) of the CQS's total fees.

- (v) In addition to (iv) above, for works executed by a subsequent contractor arising from the determination of the employment of the previous contractor, the cost of works for calculation of fees in respect of Stage (2) of Basic Services - Preparation of Bills of Quantities and other tender documents and Stage (3) of Basic Services – Preparation of tender report and preparation of contract documents, shall be based on the net value of the uncompleted portion of partially completed sections or elements of the works which have been re-measured due to the determination of the employment of the previous Contractor.

2.2 Scale of Fees for Basic Professional Services for Building Works

- (a) The fees payable to the CQS for basic professional services for building works shall be in the tables as follows:

TABLE IV: FEE PAYABLE FOR BUILDING WORKS (CATEGORY A)

| No. of units of same design | Fee Payable |
|---------------------------------------|--|
| 1 st | RM1,000 or 1.5% of total cost of works of each unit whichever is higher |
| 2 nd to 10 th | 1.25% of total cost of works |
| 11 th to 50 th | 1.00% of total cost of works |
| 51 st to 100 th | 0.95% of total cost of works |
| 101 st and above | 0.90% of total cost of works |

TABLE V: FEE PAYABLE FOR BUILDING WORKS (CATEGORY B)

| Total cost of works | Fee Payable |
|-------------------------------|---|
| RM1,000,000 and below | RM15,000 Or 3.00% of total costs of works whichever is higher |
| RM1,000,001 – RM3,000,000 | RM30,000 + 2.75% in excess of RM1 million |
| RM3,000,001 – RM5,000,000 | RM85,000 + 2.50% in excess of RM3 million |
| RM5,000,001 – RM7,500,000 | RM135,000 + 2.15% in excess of RM5 million |
| RM7,500,001 – RM10,000,000 | RM188,750 + 1.80% in excess of RM7.5 million |
| RM10,000,001 – RM20,000,000 | RM233,750 + 1.55% in excess of RM10 million |
| RM20,000,001 – RM50,000,000 | RM388,750 + 1.30% in excess of RM20 million |
| RM50,000,001 – RM100,000,000 | RM778,750 + 1.25% in excess of RM50 million |
| RM100,000,001 – RM250,000,000 | RM1,403,750 + 1.10% in excess of RM100 million |
| Over RM250 million | RM3,053,750 + 1.00% in excess of RM250 million |

TABLE VI: FEE PAYABLE FOR BUILDING WORKS (CATEGORY C)

| Total cost of works | Fee Payable |
|-----------------------------|--|
| RM1,000,000 and below | RM17,500 or 3.50% of total costs of works whichever is higher |
| RM1,000,001 – RM3,000,000 | RM35,000 + 3.25% in excess of RM1 million |
| RM3,000,001 – RM5,000,000 | RM100,000 + 3.00% in excess of RM3 million |
| RM5,000,001 – RM7,500,000 | RM160,000 + 2.75% in excess of RM5 million |
| RM7,500,001 – RM10,000,000 | RM228,750 + 2.50% in excess of RM7.5 million |
| RM10,000,001 – RM15,000,000 | RM291,250 + 2.25% in excess of RM10 million |
| RM15,000,001 – RM25,000,000 | RM403,750 + 2.00% in excess of RM15 million |
| Over RM25 million | RM603,750 + 1.75% in excess of RM25 million |

- (b) Where consultants are appointed by the Government for Mechanical and Electrical works, for the purpose of calculating the fees of the CQS, no deduction whatsoever shall be made on the cost of works where measurement is required for such professional services. If no measurement is required, a reduction of one third (1/3) of the cost of those works under Mechanical and Electrical works shall be made for the cost of works in calculating the fees of the CQS, provided that in any event, the total fees of the CQS shall not be reduced by more than one sixth (1/6) of the CQS's total fees.
- (c) For Categories B and C, where there is more than one unit of buildings of the same design in all respects to be repeated in the construction of subsequent units on the same site and under a single building contract for which standard type of drawings, specifications and bills of quantities and other documents are used, the fees payable for the Stage (2) - Preparation of bills of quantities and other tender documents shall be reduced as follows:

**TABLE VII: FEE PAYABLE FOR REPETITIVE BUILDINGS
(CATEGORY B&C)**

| Building unit for the | Fees payable |
|---|---------------------|
| original unit | full fees |
| 2 nd unit | 65% of full fees |
| 3 rd unit | 55% of full fees |
| 4 th unit | 45% of full fees |
| 5 th unit and subsequent units | 40% of full fees |

- (i) The calculation of full fees for preparation of bills of quantities and other tender documents for original unit of repetitive buildings shall be as follows:

$$\text{FFOU} = \frac{\text{cost of RB}}{\text{no. of RB}} \times \frac{\text{FBPS}}{\text{Cost of Works}} \times \text{PBQ}$$

Where,

- (a) FFOU is full fees of original unit for preparation of bills of quantities and other tender documents for original unit of repetitive buildings;
 - (b) Cost of RB is cost of repetitive buildings **inclusive of original unit** (excluding works under the Mechanical and Electrical Consultants);
 - (c) No. of RB is total units of repetitive buildings inclusive of original unit;
 - (d) FBPS is fees for full basic professional services;
 - (e) PBQ is percentage breakdown of fees for preparation of bills of quantities and other tender documents;
- (ii) The definition of buildings of 'same design in all respects' shall mean that the buildings are same in design, shape, size, storey height and total height;
 - (iii) The reduced fees for repetitive buildings shall be applicable for repetitive buildings in a project as defined;
 - (iv) The reduced fees for repetitive buildings is only applicable to the Stage (2) - Preparation of bills of quantities and other tender documents as in Part B –Schedule of Fees as the case maybe whereas fees payable for other stages of professional services shall be paid in full.

2.3 Scale of Fees for Basic Professional Services for Civil Engineering Works

The fees payable to the CQS for basic professional services for civil engineering works shall be as follows:

**TABLE VIII: FEE PAYABLE FOR CIVIL ENGINEERING WORKS
(CATEGORY I)**

| Total cost of works | Fee Payable |
|-----------------------------|--|
| RM1,000,000 and below | RM12,500 or 2.50% of total costs of works whichever is higher |
| RM3,000,001 – RM5,000,000 | RM70,000 + 2.00% in excess of RM3 million |
| RM5,000,001 – RM7,500,000 | RM110,000 + 1.65% in excess of RM5 million |
| RM7,500,001 – RM10,000,000 | RM151,250 + 1.35% in excess of RM7.5 million |
| RM10,000,001 – RM20,000,000 | RM185,000 + 1.15% in excess of RM10 million |
| RM20,000,001 – RM50,000,000 | RM300,000 + 1.00% in excess of RM20 million |
| Over RM50 million | RM600,000 + 0.90% in excess of RM50 million |

**TABLE IX: FEE PAYABLE FOR CIVIL ENGINEERING WORKS
(CATEGORY II)**

| Total cost of works | Fee Payable |
|-----------------------------|--|
| RM1,000,000 and below | RM15,000 or 3.00% of total costs of works whichever is higher |
| RM1,000,001 - RM3,000,000 | RM30,000 + 2.75% in excess of RM1 million |
| RM3,000,001 - RM5,000,000 | RM85,000 + 2.50% in excess of RM3 million |
| RM5,000,001 - RM7,500,000 | RM135,000 + 2.15% in excess of RM5 million |
| RM7,500,001 - RM10,000,000 | RM188,750 + 1.80% in excess of RM7.5 million |
| RM10,000,001 - RM20,000,000 | RM233,750 + 1.50% in excess of RM10 million |
| RM20,000,001 - RM50,000,000 | RM383,750 + 1.30% in excess of RM20 million |
| Over RM50 million | RM773,750 + 1.20% in excess of RM50 million |

- (a) Where the CQS is engaged to provide quantity surveying professional services for building works (including external works) in a civil engineering project the respective scale of fees for building works shall apply.
- (b) Where more than one category of civil engineering works are involved then the scale of fees for the category of civil engineering works with the highest total value shall be applicable.
- (c) Where the CQS is engaged to provide quantity surveying professional services for the whole of a civil engineering project, the fee in respect of any building works and including related external works of which the bills of quantities is prepared based on the standard method of measurement of building works (SMM) published by the Institution of

Surveyors, Malaysia for building works shall be based on the scale of fees for building works.

2.4 Fees for more than one category of buildings in building works or civil engineering works

Where there is more than one category of buildings in either building works or civil engineering works, the scale of fees for the category of buildings with the highest total value shall be applicable.

2.5 Fees payable for Mechanical and Electrical works

Where the CQS is appointed to provide full basic professional services for Mechanical and Electrical works on its own, the fees payable shall be as follows:

TABLE X: FEE PAYABLE FOR MECHANICAL AND ELECTRICAL WORKS

| Total cost of works | Fee Payable |
|-----------------------------|---|
| RM1,000,000 and below | RM15,000 or 3.00% of total costs of works whichever is higher |
| RM1,000,001 - RM3,000,000 | RM30,000 + 2.50% in excess of RM1 million |
| RM3,000,001 - RM5,000,000 | RM80,000 + 2.25% in excess of RM3 million |
| RM5,000,001 - RM7,500,000 | RM125,000 + 2.00% in excess of RM5 million |
| RM7,500,001 - RM10,000,000 | RM175,000 + 1.85% in excess of RM7.5 million |
| RM10,000,001 - RM20,000,000 | RM221,250 + 1.55% in excess of RM10 million |
| Over RM20 million | RM376,250 + 1.25% in excess of RM20 million |

2.6 Fees Payable For Interior Design Works And Landscaping Works

Where the CQS is appointed to provide full basic professional services for landscaping works and interior design works on its own, the fees payable shall be on the basis of time cost.

2.7 Additional Fees For Contracts Based On Provisional Bills of Quantities

- (a) Where provisional bills of quantities have to be prepared for the calling of tenders and the bills of quantities for the original scope of works and normal variation under the contract have to be re-measured, the fees for Stage (2) - Preparation of bills of quantities and other tender documents shall be increased by 35%.
- (b) The entitlement for the additional fees due to the re-measurement of the provisional bills of quantities is subject to the following:
 - (i) the CQS is appointed for full basic professional services;

- (ii) before commencing on the measurements of provisional bills of quantities, the CQS must obtain written approval from the Government since the Government has to bear the additional fees.

2.8 Fees for CQS appointed for partial services

- (a) If a CQS is appointed for pre-contract professional services only stage (1), (2) & (3), the total fees is 65% of the total fees for full basic professional services.
- (b) If a CQS is appointed for post contract professional services only stage (4) & (5), the total fees is 35% of the total fees for full basic professional services.
- (c) In addition to the provision in sub-paragraph (b) above, the CQS shall be paid an additional 10% of the total fees for full basic professional services for the preparatory works prior to commencement of his professional services.
- (d) If a CQS is appointed for stage (5) preparation of final accounts which may also involve part of stage (4) valuation of works in progress including variation works, the total fees is 25% of the total fees for full basic professional services.

3.0 PAYMENT ON THE BASIS OF TIME COST

The CQS who has rendered any of the Basic Professional Services or the Additional Services described in Part A sub-paragraph 1.0(a)(ii) and (iii) shall be paid in accordance with Payment On The Basis Of Time Cost as follows:

- (a) Remuneration shall be determined on the basis of time actually spent and a rate specified in respect of the CQS's personnel, where such rate shall be calculated based on basic salary times an appropriate multiplier as approved by the Government.
- (b) The Government shall not be responsible for payment of the above remuneration to the CQS's Personnel who are on annual leave or sick leave.
- (c) The CQS shall not be entitled to any payment in respect of time spent by secretarial staff or by staff engaged on general accountancy or administration duties in the CQS's office.
- (d) The CQS shall be entitled for other payments, where applicable, as described in paragraph 4.0 and 5.0.

4.0 DISBURSEMENTS / REIMBURSIBLES

The CQS shall in all cases be reimbursed by the Government for the disbursements actually as approved by the Government.

5.0 OTHER PAYMENTS

5.1. Payment for re-measurement of works due to alteration or modification of design

- (a) If after the completion by the CQS of his basic professional services under paragraph 2 of Part A –Professional Services at any time after execution of an agreement between the CQS and the Government, any measurement whether completed or in progress or any specification or other document prepared in whole or in part by the CQS required to be modified or revised by reason of instructions received by the CQS from the Government or others acting on behalf of the Government or by reason of circumstances which could not have been reasonably foreseen by the CQS, the CQS shall be paid an additional payment by the Government for making any necessary modification or revision and for any consequential reproduction of documents and the fees due will be based on subparagraph 6.1 (a) Stage (2) Part B – Schedule of Fees as the case may be, of the gross value of measured omissions and on the gross value of measured additions, both gross values added to the cost of works to calculate the fees provided such modification or revision be limited to the following:
 - (i) Re-measurement of the whole or part of the works due to either re-planning of internal layout or repositioning of the structure or due to change of use of building or structure; and
 - (ii) Re-design of any structural element in the works.

5.2. Payment when works are damaged or destroyed

If at any time before completion of the Works, any part of the Works or any materials, plant or equipment whether incorporated in the Works or not are damaged or destroyed, resulting in additional services being required by the Government to be carried out by the CQS, provided always such damage was not due to the negligence on the part of the CQS, then the CQS shall be paid by the Government payment on the basis of time cost for the additional works together with any reimbursements as provided in paragraphs 3.0 and 4.0 of this Schedule.

5.3. Payment Following Termination Or Suspension By The Government

- (a) In the event of the termination of this Agreement (unless such termination shall have been occasioned by the default of the CQS) or the suspension of the Project by the Government, the CQS shall be

paid the following sums (less the amount of payments previously made to the CQS):

- (i) a sum deductible from the percentage of work completed up till the time of termination or suspension; and
- (ii) amounts due to the CQS under any other paragraph of this Schedule.

provided that the CQS shall accept the said payments by the Government as full and complete settlement of all his claims for payment under or arising out of this Agreement.

- (b) In the event that the CQS is required to recommence its Services for the Project suspended by the Government, the CQS shall be paid for the performance of its Services the sum payable to the CQS under paragraph 2.0 and/or paragraph 3.0 of this Schedule, whichever may be applicable, the payments under sub-paragraphs 5.3(a)(i) and (ii) of this Schedule being treated as payments on account.
- (c) Where the tendering of the Project (or any part thereof) is likely to be delayed for more than twelve (12) months or postponed at the request of the Government, the CQS shall be paid according to the Scale of fees described paragraph 2.0 of this Schedule but the cost of works applicable shall be the estimated cost of works (or any relevant part thereof) and agreed to by the Government at the time of completion of the particular stage of professional services.
- (d) Where the Project is suspended or postponed after the tenders have been called the fees payable to the consulting Quantity Surveyor shall be computed based on the lowest *bona fide* tender received.
- (e) Where tenders are recalled and the Project is subsequently resumed, the fees payable to the CQS shall be as follows:
 - (i) for stages of professional services under sub-paragraph 6.1(a) Stage (1), (2) and (3) under Part B – Schedule of Fees as the case may be; the fees shall be as computed in sub-paragraph 5.3(d) of this Schedule, and
 - (ii) for stages of professional services under sub-paragraph 6.1(a) Stage (4) and (5) listed under Part B – Schedule of Fees to be computed based on the contract sum for the works at the time of resumption and in accordance with the definitions of “cost of works”.
- (f) If the CQS is required to provide any additional professional services in connection with the resumption of his professional services in accordance with sub-paragraph 2 above, the CQS shall be paid in respect of the performance of such additional professional services on

the basis of Time Cost and any appropriate reimbursement in accordance with paragraph 4.0 of this Schedule.

5.4. Payment Following Termination by the CQS

If there is a termination by the CQS of his Services (unless the termination had been occasioned by the default or negligence of the CQS), the CQS shall be entitled to be paid the sums specified in sub-paragraphs 5.3(a)(i) and (ii) of this Schedule less the amount of payments previously made to the CQS.

6.0 STAGES OF PAYMENTS OF FEES

- (a) The fees payable to the CQS for every stage of basic professional services, shall be as follows:

TABLE XI: STAGE OF CQS BASIC PROFESSIONAL SERVICES

| Stage of basic professional services | | Fee payable |
|---|--|--------------------|
| 1 | Preparation of preliminary estimates and cost estimates and cost plans | 10% |
| 2 | Preparation of bills of quantities and other tender documents | 48% |
| 3 | (i) Preparation of tender reports (ii) Preparation of contract documents | 3% 4% |
| 4 | Valuation of works in progress for interim valuation/ certificates including measurement of variations | 20% |
| 5 | Preparation of final accounts | 15% |
| FULL BASIC PROFESSIONAL SERVICES | | 100% |

- (i) The CQS shall be entitled to payments at intervals to be mutually agreed upon by the CQS and the Government in proportion to the Basic Services rendered so that the total fees paid at the completion of each of the stages shall be equal to the percentages as set out in Table XI.
- (ii) Unless otherwise specified or mutually agreed beforehand between the Government and the CQS in this Agreement, the fee apportioned to each stage shall be paid in full, even if, under the circumstances in a particular case, the CQS is not required to perform some of the Services listed under that stage in Paragraph 2.0 in Part A - Schedule of Services.
- (b) Where the payment is based on Time Cost, the proportions of the total fee for the Works to be paid to the CQS shall be based on the completion of deliverables or on a pro-rated monthly basis or any other agreed stages of payment.
- (c) Payment for resident quantity surveying site staffs shall be paid on a monthly basis.

- (d) Payment for disbursement / reimbursable shall be made on a monthly basis upon submission of receipts and invoices where applicable.

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APPENDIX 1 : TERMS OF REFERENCE

[TO BE INSERTED BY RELEVANT AGENCY]

To Include at least :

1. Project Brief
2. List & Mode of Deliverables
3. Scope of Services
 - (a) Basic Services
 - (b) Additional Services
 - (c) Site Supervision (if applicable)

**APPENDIX 2 : TECHNICAL DOCUMENTS FOR PROJECT
IMPLEMENTATION**

[CQS'S TECHNICAL DOCUMENTS FOR PROJECT IMPLEMENTATION-
TO BE INSERTED BY RELEVANT AGENCY]

APPENDIX 3

APPENDIX 3 : LETTER OF ACCEPTANCE

[THE LETTER OF ACCEPTANCE SHALL INCLUDE THE SIGNING PAGE AND
EXECUTED BY THE CQS - TO BE INSERTED BY RELEVANT AGENCY]

APPENDIX 4

APPENDIX 4 : CERTIFICATE OF REGISTRATION WITH PROFESSIONAL BOARD

[TO BE INSERTED BY RELEVANT AGENCY]

APPENDIX 5

APPENDIX 5 : DELIVERABLES

[TO BE INSERTED BY RELEVANT AGENCY]

| No. | Deliverables Stages | Details | Due Date of Submission |
|-----|---------------------|---------|------------------------|
| 1. | | | |
| 2. | | | |

APPENDIX 6A

APPENDIX 6A : SUMMARY OF TOTAL CONSULTING COST

[TO BE INSERTED BY RELEVANT AGENCY]

APPENDIX 6B

APPENDIX 6B : CONSULTING FEES

[DETAILED BREAKDOWN/CALCULATION OF FEES-
TO BE INSERTED BY RELEVANT AGENCY]

APPENDIX 6C

APPENDIX 6C : OUT OF POCKET EXPENSES

[DETAILED BREAKDOWN/CALCULATION OF OUT OF POCKET EXPENSES-
TO BE INSERTED BY RELEVANT AGENCY]

APPENDIX 7

APPENDIX 7 : SCHEDULE OF AGREED ITEMS

| Item | Clause of Agreement | Description | Remarks |
|------|---|---|---|
| 1. | 3.1 | Commencement date | date to be inserted by Agency |
| 2. | 3.1 | Contract period | week/month/year |
| 3. | 3.1 | Contract Expiry date | date to be inserted by Agency |
| 4. | 3.2(b) | Period for negotiation of the terms and condition for extension of the contract period |week/month/year prior to Contract Expiry Date |
| 5. | 1.1(i), 5.16(c), 6.1(a) & 8.1(a) | Government's Representative (GR) | designation/(s) to be inserted by Agency |
| 6. | 6.2(b) | Period for the Government to give decision | days to be inserted by Agency |
| 7. | 6.4(c) | CQS's bank account details for purposes of payment | Name: Account No.:..... Bank Address:..... |
| 8. | 5.5(e) | Period for CQS to submit statement of final account for the Services and supporting documentation to GR |months after the expiry of DLP ormonths after the issuance of certificate of making good defects (CMGD) whichever is later |
| 9. | 5.3(b) | Formula for calculation of Liquidated and Ascertained Damages: $\text{LAD} = \frac{\% \text{ BLR}}{100} \times \frac{\text{Fees}}{365}$ (subject to a minimum of RM100/- per day) | RM...../day |
| 10. | 16(a) | a) <u>For the Government</u> b) <u>For the CQS</u> | a) Official Designation: Address: Fax No. : Tel. No : Email : b) Name of Firm : |

| Item | Clause of Agreement | Description | Remarks |
|------|---------------------|-------------|---|
| | | | Address : Fax No. : Tel No.: Email : |

APPENDIX 8

APPENDIX 8 : SERVICES IMPLEMENTATION SCHEDULE

[TO INCLUDE DUE DATE(S) OF SPECIFICALLY IDENTIFIED DELIVERABLES-
TO BE INSERTED BY RELEVANT AGENCY]

| No | Deliverable stages | List of activities | Period of Implementations according to activities | Start Date (according to activities) | End Date (according to activities) |
|----|--------------------|--------------------|---|--------------------------------------|------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

OR

GANTT CHART

APPENDIX 9

APPENDIX 9 : CQS'S PERSONNEL

[TO BE INSERTED BY RELEVANT AGENCY]

| No | Name of Personnel (inclusive of owner & principal) | Role in Team | Number of Years of Working Experience | Age | Employment Status with the firm (Permanent/Temporary) | Full Name of Highest Academic Qualification (specify name of university) | Professional Certificates (list name of certificate and membership no. (if any)) |
|----|---|--------------|---------------------------------------|-----|--|---|---|
| | | | | | | | |
| | | | | | | | |

**APPENDIX 10 : CQS'S PERSONNEL TIME INPUT SCHEDULE
(IF APPLICABLE)**

[TO BE INSERTED BY RELEVANT AGENCY]

| No. | Name of Personnel Involved in each stages | Total Time Input by each personnel and according to deliverable stages | Start Date (work commenced by each personnel) | End Date (work ended by each personnel) |
|-----------------------------|---|--|---|---|
| | | | | |
| Deliverable Stage XX | | | | |
| 1 | | | | |
| etc | | | | |
| Deliverable Stage XX | | | | |
| etc | | | | |
| | | | | |
| Deliverable Stage XX | | | | |
| etc | | | | |

APPENDIX 11

APPENDIX 11 : CQS'S SERVICES TAX LICENSE

[TO BE INSERTED BY RELEVANT AGENCY]

APPENDIX 12 : SCHEDULE OF PAYMENT

[BREAKDOWN OF SCHEDULED PAYMENT BY STAGES/PHASES OR MONTHS-
TO BE INSERTED BY RELEVANT AGENCY]