EKM LANDSCAPE ARCHITECTS

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Jalan Istiadat Likas, 88400 Kota Kinabalu, Sabah
Tel: 088-262332 / 232111, Fax: 088-318255,
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EKM 1157(P)/C001

18 August 2020

NOOR IZWAN ARCHITECT
K-2-7, Block K, Lorong Metro 4,
Metro Town, Jalan Lintas,
88300 Kota Kinabalu, Sabah

Tel.: 088 – 366 720
Fax: 088 – 366 501

Attn: Ar. Noor Izwan Rahim

Sirs,

CADANGAN PEMBINAAN PROJEK BALAI BOMBA DAN PENYELAMAT BEAUFORT, SABAH
- Landscape Professional Fees

We refer to the above matter.

Attached please find our Scope of Work & Fee Proposal for your comments and approval. We would be much appreciated if you could confirm our scope of work and our appointment for us to proceed our work officially.

As a local Landscape Consultant based in Kota Kinabalu, Sabah, we are looking forward to provide our valued services to you and we hope to have the opportunity to express our landscape aspiration in your interesting project. We assured you that we will take this challenge to the best of our ability to ensure the success of the projects design, schedule and budget.

We have the pleasure to append herewith our quote for your kind consideration as follows:

A. Landscape Quotations & Fee

Landscape Professional Fee is based on Man-Month which is RM 40,000.00 (Ringgit Malaysia Forty Thousand Only). Total Fees are exclusive reimbursable of transportation and printing (Submission drawing) Cost.

B. Scope Of Work

BIL	DESCRIPTION
1.	**PRELIMINARY AND CONCEPTUAL DESIGN PHASE** ~ Taking the Clients instructions and analyzing the project brief
2.	**SCHEMATIC AND MASTER PLAN PHASE** ~ Preparing preliminary conceptual sketch proposals to interpret the project brief.
3.	**DESIGN DEVELOPMENT PHASE** ~ Developing the schematic design drawings and to commence detailed design work. ~ Preparing landscape working drawings and submitting to the relevant authorities **(Majlis Daerah Beaufort)** as required by the client ~ To obtain landscape approval ~ Updating the preliminary estimates of landscape construction cost
4.	**CONTRACT DOCUMENTATION PHASE** ~ To prepare tender drawings and specifications
5.	**CONTRACT IMPLEMENTATION & MANAGEMENT PHASE** ~ To certify and verify the satisfactory completion of the landscape works. ~ To recommend for issuance of Certificate of Practical Completion for the landscape works ~ To coordinate landscape inspection for site handling over

C. Terms of Payment

When the Percentages basis is employed, the appropriate proportion of the percentage charge shall be due for payment by stages. The normal phases are as follows:

Phase	Upon Completion of Each Phase	Percentages Fees for Phase	Fees (RM)
1	**Design Development Phase** ~ Upon completion of Landscape Mater Plan and finalized detail design developments i.e working drawing and cost estimate	50%	20,000.00
2	**Landscape Submission Approval** ~ Upon 'Kelulusan Pelan Landskap' approval by Majlis Daerah Beaufort	20%	8,000.00
3	**Contract Documentation Phase** ~ Upon issuance of Construction Drawing & specifications	20%	8,000.00
4	**Contract Implementation and Management Phase** ~ Upon issuance of Certificate of Practical Completion (CPC) ~ Upon issuance of Certificate of Completion and Compliance (CCC)	10%	4,000.00
	TOTAL FEES (RM)	100%	**40,000.00**
	GOVERNMENT SERVICES TAX 6%		**2,400.00**
	GRAND TOTAL (RM)		**42,400.00**

(Malaysian Ringgit Forty Two Thousand Four Hundred Only)

*All fees subject to 6% Government Service Tax.

We trust the above is in order, should you require any further clarification please do not hesitate to contact us.

Thank you.

Yours faithfully;
EKM LANDSCAPE ARCHITECTS

LAr. Eric Ye
Principal
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