

THE HALLIGRAMS

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**TENDER FOR
A CONTRACT**

HEALTH TIPS

**MID AUTUMN
FESTIVAL 2017**

**RISK
MANAGEMENT**



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FEEDBACKS

EDITOR'S NOTE

By Dolly (HRM)

Tender For A Contract

Submitting a tender is common for businesses supplying goods or services to other businesses or the public sector.

But more **formal tenders** often apply to bigger jobs or for supply contracts spread over time. Public-sector work in particular has specific tendering processes. This applies to customers ranging from our local government or hospital to a central government department.

Under '*Features*', **page 3**.

Will explains how to identify potential contracts, what to include in our tender and how to achieve it for the best chance of success.



- ✓ Finding out about contracts?
- ✓ Should we bid for a tender?
- ✓ What to put in your tender?

TENDER NOTICE

Tender management is becoming increasingly important these days. Tenders are a specific form of centralized procurement. The obvious result of the process is a reduction of the price of the products/services. In fact, most of the tenders still have price as the sole award criteria. In an effort to limit market share erosion.

TENDERING

By Aik Kian (CMD)

Preparing tenders can help us to win big orders, but it can also be time-consuming, cost money and tie up valuable resources. If we don't get the contract, the money and time spent is usually lost, so we need to carefully weigh up whether or not a tender is worth bidding for.

Tender Preparation Procedure

1.) Tender Document

- ☐ Purpose
 - Provide clarity on the scope and requirements of the project
 - Provide common basis for evaluation of offers received
- ☐ Documents include
 - Drawings
 - Specifications
 - Breakdown of Prices / Bills of Quantities
 - Schedules
 - Conditions of Contract
 - Fix Date in which the tender is to be returned
 - Party to contact in case of enquiry

2.) Initiating the Tender

- ☐ Formation of Tender Team [PM, QS, Assistants, Tender Leader]
- ☐ Photo-coping document
 - Number of copies/sections to photocopy
- ☐ Tender Programme
 - Managing the tender as a mini-project
 - Set up activities in an orderly manner
 - Establish deadlines for activities to be carried out or completed
- ☐ Inspection of Tender Documents
 - Whether time given is sufficient
- ☐ Detail Examination of Documents
 - Extract project information
 - Evaluation of technical and/or contractual risks
 - Viewing of drawings and specifications
 - Discrepancies between documents
 - Specific requirements for project

3.) Particular Tender Activity

- ☐ Site Visit
- ☐ Determine Construction Method
- ☐ Pre-tender Construction Programme
- ☐ Measurement of Drawings
- ☐ Quotation (from Sub-Contractors and Supplies)
- ☐ Estimating the Price (Construction Works and Temporary Works)

Tendering

Tender Document

Initiating Tender

Tender Activity

Estimating Price

Tender Submission

Tender Evaluation

Post Tender Activities

Conclusion

TENDERING...cont'd

By Aik Kian (CMD)

4.) Estimating the Price

- ☐ the Scope of Works
- ☐ Know how it Understanding is to be executed
- ☐ Function of items of works, quantities and unit rates
- ☐ Wastages & inflation
- ☐ Pricing the Project [as against items of works]
- ☐ Counter-checking with Constants and Norms

5.) Tender Submission

- ☐ Covering Letter
- ☐ Comply with Tender Submission Requirement
- ☐ Samples/Catalogues need to submit, if necessary

6.) Tender Evaluation and Award

- ☐ Evaluation Criteria
 - Technical
 - Time
 - Price
- ☐ Tender Clarification (Interview or Emails)
 - Questionnaire
 - Reply
 - Evaluation of Reply
- ☐ Recommendation
 - Report
 - Award preparation

7.) Post Tender Activities

- ☐ Finding Out Result
 - Public Notice
 - Owner & Consultants
 - Sub-contractors & Supplies
 - Competitors
- ☐ Negotiation
 - Review prices
 - Show keen interest
 - Safeguard company interests
- ☐ Make clear reference to which enquiry your response in relate to
- ☐ When giving discount, make clear the form of discount and how the discount shall be accounted during progress certification
- ☐ State alternatives clearly and make sure their acceptances are clear

Conclusion

- ☐ Quick walking through the Pre-Contract Administration at Tender Stage
- ☐ Winning a tender is the start of a long journey of delivery the project within cost, time and quality

Tendering

Tender Document

Initiating Tender

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Estimating Price

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Conclusion

RISK MANAGEMENT 2.0

By Dennis (QEHS)



As part of **Jim & Hall's** efforts towards Enterprise Exemplary Award, JH has been implementing the **Risk Management 2.0** - an enhanced version of the existing RM framework since 2015. It places emphasis on pragmatic approach to effective upstream risk control through elimination, substitution and engineering controls; and a holistic approach towards safety and health risk assessments taking human factors into consideration.

1. Holistic RM: Human and Cultural Factors

JH has adopted a comprehensive program to comply with our commitment in Building a Safe, Healthy & Conscious Workforce throughout the entire organization, as well as our business partners.

1. INDIVIDUAL

Risk Management done on both Office Operation & Site Operation to prevent people from being harmed or becoming ill by work by taking the right precautions to provide a satisfactory working environment.

2. TASK

Rethinking JH risk strategically for effective implementation, the key task is to forms a connection between organizational objectives and performance, with consideration for Human & Cultural Factors to drive the design of the entire Health & Safety program to yield stronger operation support for the initiative.

3. ORGANIZATION

Rethinking JH risk strategically for effective implementation, the key task is to forms a connection between organizational objectives and performance, with consideration for Human & Cultural Factors to drive the design of the entire Health & Safety program to yield stronger operation support for the initiative.

4). ENVIRONMENTAL

The workplace environment has the potential to have both positive and negative influences on their health, safety and well-being – sometimes with lasting effects.

RISK MANAGEMENT 2.0

...cont'd

By Dennis (QEHS)

2. Pragmatic RM

1). RATIONAL

"Doing What Works Best"

Understanding the diversity of the Human & Culture mix in the workforce, focus on Rational Ingenuity with deliberation of the following, in unindustrialized the essential program to capture the collaborative behavior towards Health & Safety Values in terms of Culture & Language, Impartiality & Equality. .

2). PRACTICAL

An integral part in improving the appreciation of Health & Safety through progressive engagement to allow incremental receptive growth; 'Awareness' initiative to be included in part of the daily operation program to create necessary consciousness of the intended directive
'Soft Launch' to trial the operative suitability of the intended directive
'Program Implementation' after further review, readjust & refine to meet the intended directive.

3). SENSIBLE

Optional approach to deploy coach & steward to guide & encourage workforce's voluntary opinions & resolutions through EHS steered brainstorming process to mitigate daily EHS challenges

4). REALISTIC

The workplace environment has the potential to have both positive and negative influences on their health, safety and well-being – sometimes with lasting effects.

RISK MANAGEMENT 2.0 ...cont'd

By Dennis (QEHS)

3. Upstream Risk Controls

In **Jim & Hall's**, we always try to eliminate or reduce risks at source. If the risk level is high, work cannot commence until the risk level is reduced to the medium level. The selection of risk controls is always based on the Hierarchy of Control

Elimination:

-If possible, eliminate all areas of unacceptable hazards by eliminating the work process, or change the technology.

Substitution:

- Where possible, substitute less hazardous substances or equipment.

Engineering Controls:

- which restrict access or contain the hazard

Administrative Practices:

- which remind staff of hazards

Personal Protective Equipment:

- as a control measure this should be limited to situations where other control measures are not practicable or where personal protective equipment is used in conjunction with other measures to increase protection.

Through the years of enforcement and education, It was found Upstream risk controls viz elimination, substitution and engineering controls are often more effective in reducing / controlling the risk.



By Joey (MGT)



Completed in
May 2017

SINGAPORE AIRLINES



Location :

Suvarnabhumi Airport,
Concourse D, Level 3 in
Thailand Bangkok

Scope of Works :

Interior Fit Out Works

STAFF NEWS / BIRTHDATES TIMEOUT / HOLIDAYS

06 | **timeout /**
staff news

2017 OCTOBER HOLIDAYS

13th, Friday - JHT
Anniversary of the death of King Bhumibol Adulyadej

23rd, Monday - JHT
King Chulalongkorn Day

18th, Wednesday – JHS, JHM
Deepavali

HAPPY BIRTHDAY !!

(JHT)
THANASAK

2017 NOVEMBER HOLIDAYS

NIL

(JHS)
LEE BIAW KOK, STEVEN
LIU XUEDONG, BRYAN
LOR JOHN SOLANO MICLAT
NOGRALES ALAINE LOUISE ALVAREZ
TAN BOON BENG, KENNETH

(JHM)
ROZELAWATEE BAHARUDIN
SKY LEONG

2017 DECEMBER HOLIDAYS

5th, Tuesday - JHT
Father's Day

11th, Monday - JHT
Substitution for Construction Day

1st, Friday – JHM
Prophet Muhammad Birthday

25th, Monday – JHS, JHM
Christmas Day

(JHS)
DELGADO NINO DEXTER BELTRAN
HOSSAIN MD MINTU
ISLAM SAIFUL
LIU CHI JEN, JOE
TERESA ORTEGO JOSON

Mid-autumn Festival (Zhong Qiu Jie)

By Joey (MGT)

The Mid-autumn Festival (Zhong Qiu Jie in Mandarin), also known as the Mooncake Festival, falls on the 15th day of the eighth lunar month. It is called the Mid-autumn Festival because the 15th day is the midpoint in a month, and the eighth lunar month is in the middle of autumn.¹ In Singapore, as early as a month before the festival, mooncakes and lanterns are offered for sale.² These days, however, it appears more common to give mooncakes as gifts than to eat them during the Mid-autumn Festival.³ The custom of offering sacrifices to the moon is replaced by celebrating the festival with families and friends.⁴

Significance

The full moon is considered a symbol of reunion. Hence the Mid-autumn Festival is also known as the "Reunion Festival".⁵ The shape of mooncakes, the traditional food of the festival, is round like the full moon, signifying reunion.⁶ The moon is at its brightest on this date, thus the Mid-autumn Festival is associated with the moon and "moon appreciation" (*shangyue*) parties.⁷ The festival also coincides with the end of the autumn harvest, marking the end of the [Hungry Ghost Festival](#) of the seventh lunar month. Traditionally, the day of the festival is auspicious for weddings, particularly because the moon goddess is believed to extend conjugal bliss to couples.⁸

History

The festival started off more than 2,000 years ago as a post-autumn harvest celebration, which was devoted to thanking the gods.⁹ Most scholars believed that the Mid-autumn Festival first appeared during the Song dynasty, derived from the tradition of worshipping the moon. Legends associated with the full moon became attached to this festival.¹⁰ It was during the reign of Emperor Tai (Northern Song dynasty) that the 15th day of the eighth month was designated as mid-autumn's day.¹¹

Origin stories

Among the Chinese people, the most popular of all the tales connected with the Mid-autumn Festival is that of Chang-E, also known as the Moon Lady, and her husband Hou Yi.¹² This myth is said to have originated from storytellers in the Tang dynasty (618–907 CE), or even as far back as the time of Emperor Yao (2346 BCE).¹³ Another popular story about the Mid-autumn Festival is the moon rabbit.¹⁴

The above article abstracted from the following link. Feel free to read more at :

http://eresources.nlb.gov.sg/infopedia/articles/SIP_804_2005-01-13.html



**Happy Mid Autumn
Festival 2017!**

HEALTH TIPS

By Suryani (ADM)

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SURPRISING BENEFITS OF LISTENING TO CLASSICAL MUSIC

Not into Mozart, Beethoven, or Bach? If you aren't listening to classical music, you could be missing out on a number of mental and physical benefits. Don't believe us? Check out these 10 surprising benefits of listening to classical tunes.

Decreases blood pressure



Want to keep your heart healthy? Classical music is effective at lowering individuals' blood pressure.

Fights depression

Several studies have proven that classical music helps ease symptoms of depression and melancholy.



Boost memory

Classical music increases brain wave activity that's linked directly to memory.



Relieves pain

Multiple studies have shown that listening to classical music can help relieve pain. In fact, patients listening to classical music used significantly less pain medication.



Sparks creativity

Listening to classical music gets your creative juice flowing.



Puts you to sleep

Listening to classical music for just 45 minutes prior to bed can help improve sleep quality.



Reduces stress levels



Scientists claim that classical music's tempo is similar to the human heart, which eases both anxiety and depression.

Makes you happy

Listening to classical music can help increase dopamine secretion, which activates the brain's reward and pleasure center.



Supercharges brainpower



Students who listened to a lecture, in which classical music was played in the background, scored better on a test compared to other students.

Improves productivity



A series of studies have proven that music makes repetitive tasks more enjoyable and employees more productive.



HEALTH TIPS



By Esther (ADM)

Do you really need 10,000 steps?

10,000 steps adds up to about 8 km which is commonly associated with a basic level of fitness. Less than 5,000 steps a day is likely to be an indicator of a sedentary lifestyles. Walking, which is suitable for all ages and fitness levels, is a good starting point for sedentary individuals to gradually increase physical activity.

Some benefits of 10,000 steps a day:

Get in shape and lose weight. Brisk walking is a low impact way to lower your BMI and burn calories. Improve sleep quality. Being active in the day will help you to sleep better at night. Decrease hypertension, reduce risk for heart attacks, strokes, type 2 diabetes and heart disease. Sitting for too long can increase risk of these health problems. Reduce stress. Walking is found to improve quality of life, having a significant impact on your mood and letting you feel more energised. Slow down mental decline. Older people who exercised regularly experienced a slower rate of mental decline. Exercising can help to increase your gray matter in the areas of complex thought and decision making.



Image Extracted from:

<https://www.healthhub.sg/live-healthy/1282/the-surprising-health-benefits-of-10000-steps>

<https://www.healthhub.sg/programmes/64/burn-calories-with-every-step>

<http://www.bbc.com/news/magazine-33154510>

HEALTH TIPS

cont'd

How to achieve 10,000 steps?

Every step you take brings you closer to your health goals and adds to the total number of calories burnt during the day.

Here are some recommended range of activities for people with different lifestyles and fitness level:



Image Extracted from:

<https://www.healthhub.sg/live-healthy/1282/the-surprising-health-benefits-of-10000-steps>

<https://www.healthhub.sg/programmes/64/burn-calories-with-every-step>

<http://www.bbc.com/news/magazine-33154510>

HEALTH TIPS

20 BENEFITS OF WALKING

By Dolly (HRM)

- ✓ Helps with weight management
- ✓ It's accessible to everyone
- ✓ Doesn't require special equipment
- ✓ One of the easiest ways to get more active
- ✓ Reduces symptoms of depression and anxiety
- ✓ It's a low impact exercise
- ✓ Lowers low-density lipoprotein (LDL) cholesterol (the "good" cholesterol)
- ✓ Lowers blood pressure
- ✓ Reduces the risk of some cancers
- ✓ Helps reduce risk and aids with management of type 2 diabetes
- ✓ Improves mood
- ✓ Helps maintain strong bones
- ✓ Reduces the risk of heart attack
- ✓ Less likely to lead to injuries
- ✓ Reduces stress
- ✓ Reduces risk of heart diseases
- ✓ You don't have to pay for it
- ✓ Builds aerobic fitness
- ✓ Helps maintain lean muscle tissue

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Halligans

Contact Us!!

- What's happening at your office?
- Completed Projects ?
- Awards ?
- Small Talks eg health or travel tips ? Latest technology or software ?
- Feedback?
- Comments ?

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The Halligram !

Email us now at halligram@jimhalls.com

Image Extracted from:
<http://www.istockphoto.com>

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