

BORANG DAFTAR PERUNDINGAN

Consultant Registration Form

No. Rujukan :

Reference No.

Tarikh Penerimaan Borang & Tandatangan oleh :

Date of form received & sign by

Senarai semak

Checklist before submission (please tick):

1	Borang Daftar Perundingan yang lengkap dan ditandatangani oleh Ketua Projek <i>Have filled in the form completely with the acknowledgement of the Project Leader</i>	☐
2	Mendapat persetujuan setiap ahli kumpulan <i>Have obtained the agreement within the members</i>	☐
3	Lampiran surat tawaran dan persetujuan caj perundingan daripada pelanggan <i>Attached together with the document/ letter of agreement from client</i>	☐
4.	Borang Kriteria Perundingan Risiko Tinggi / Rendah (Pej.Bendahari) <i>Criteria for High/ Low risk of a consultancy Project</i>	☐

Sila rujuk :

Please refer

- Pekeliling Bendahari Bil. 4/2015 Penetapan Kadar Sewaan Ruang UTeM
- Pekeliling Bendahari Bil. 3/2015 Penambahbaikan Garis Panduan Perundingan UTeM

A. MAKLUMAT PROJEK PERUNDINGAN

CONSULTANCY & SERVICES INFORMATION:

1	Maklumat Ketua Projek : <i>Project Leader information</i>	NAMA : <i>Name</i>	
		No. K/P : <i>I/C No.</i>	
		No. Tel. : <i>H/P No.</i>	
2	Nama Ahli Kumpulan : <i>Project Member(s)</i>	Nama/Fakulti/Universiti : <i>Name/Faculty/University</i>	Tanda tangan : <i>Sign</i>

3	Maklumat Pelanggan : <i>Client's Information</i>	Nama Syarikat : <i>Company Name</i> Perniagaan Utama Syarikat : <i>Company Core Business</i> No. Daftar Syarikat : <i>Company Registration No.</i> Alamat Syarikat : <i>Company Address</i> Nama Pegawai berkaitan : <i>Contact Person Name</i> No. Tel. Pegawai berkaitan : <i>Contact Person h/p no.</i>																
4	Kategori Perkhidmatan (sila tanda yang berkenaan) <i>Category of Service (please tick any relevant)</i>	<table border="1"> <tr> <td data-bbox="643 701 683 750">a</td> <td data-bbox="691 701 1177 750"> Latihan/Program Akademik & Teknikal <i>Academy & Technical Training</i> </td> <td data-bbox="1185 701 1297 750">☐</td> </tr> <tr> <td data-bbox="643 761 683 810">b</td> <td data-bbox="691 761 1177 810"> Pengurusan Projek & Prasarana <i>Project & Facilities Management</i> </td> <td data-bbox="1185 761 1297 810">☐</td> </tr> <tr> <td data-bbox="643 822 683 871">c</td> <td data-bbox="691 822 1177 871"> Perundingan & Nasihat Pakar <i>Consultancy & Expert Advices</i> </td> <td data-bbox="1185 822 1297 871">☐</td> </tr> <tr> <td data-bbox="643 882 683 931">d</td> <td data-bbox="691 882 1177 931"> Penyelidikan Kontrak <i>Contract Research (please refer CRIM)</i> </td> <td data-bbox="1185 882 1297 931">☐</td> </tr> <tr> <td data-bbox="643 943 683 992">e</td> <td data-bbox="691 943 1177 992"> Lain-lain perkhidmatan <i>Other Services (please state)</i> </td> <td data-bbox="1185 943 1297 992">☐</td> </tr> </table>		a	Latihan/Program Akademik & Teknikal <i>Academy & Technical Training</i>	☐	b	Pengurusan Projek & Prasarana <i>Project & Facilities Management</i>	☐	c	Perundingan & Nasihat Pakar <i>Consultancy & Expert Advices</i>	☐	d	Penyelidikan Kontrak <i>Contract Research (please refer CRIM)</i>	☐	e	Lain-lain perkhidmatan <i>Other Services (please state)</i>	☐
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5	Tajuk Projek <i>Project Title</i>																	
6	Tempoh Masa Projek <i>Project Duration</i>	Mula : <i>Begin</i>	Tamat : <i>End</i>															
7	Keterangan Projek <i>Description Of Project</i>																	
8	Projek berkaitan (jika ada) (tajaan/PPRN /KTP/PJP/Geran Luar) <i>Relevant Project (if any)</i> <i>(Sponsor/PPRN/KTP/PJP/Grant)</i>																	
9	Keterangan Ringkas Faedah/Manfaat Projek <i>Brief Description Of Benefit</i>																	

B. MAKLUMAT KEPAKARAN PERUNDINGAN (Sila tambah baris jika ahli melebihi tiga orang)
CONSULTANCY SERVICE INFORMATION FORM (Please add row if member exceeds three)

Calon Perundingan <i>Candidate Name</i>	Kepakaran yang ditawarkan <i>Expertise Offered</i>	No. Tel. dan Emel <i>HP No. and Email</i>
Ketua : <i>Leader</i>		
Ahli 1 : <i>Member</i>		
Ahli 2 : <i>Member</i>		

C. STUKTUR PERINCIAN KOS / CAJ
COST BREAKDOWN STRUCTURE

Keterangan <i>Description</i>	Perincian <i>Details</i>	RM
(A) Pembayaran / Caj kepada perunding <i>Payment to consultant(s)/trainer(s)</i>	1. Ketua - RMxxx 2. Ahli 1 - RMyyy 3. Ahli 2 - RMzzz	Jumlah (A)
(B) Kos Langsung <i>Direct cost</i> i. Perbelanjaan (spt peralatan, pembelian barangan runcit dll) <i>i. Expenses (e.g. materials/retail purchases etc.)</i> ii. Kemudahan UTeM (spt sewaan mesin/peralatan/bilik kuliah/ makmal/ dll) <i>ii. UTeM facilities (e.g. machinery, equipment, lecture room, lab etc.)</i>	*Sila gunakan lampiran untuk perincian kos sekiranya ruang tidak mencukupi	Jumlah (B)
JUMLAH (A+B)		

(C) Bayaran Penemu (sekiranya ada) % daripada kos (A+B) % from cost (A+B) <i>*sila rujuk lampiran untuk kadar % bayaran penemu</i>		Jumlah (C)
(D) Bayaran Pengurusan Charges incurred by UTeM Jika jumlah keseluruhan <RM50k 15% daripada kos (A+B) 15% from cost (A+B) Jika jumlah keseluruhan >=RM50k 20% daripada kos (A+B) (kerajaan) 20% from cost (A+B) (government) 25% daripada kos (A+B) (swasta) 25% from cost (A+B) (private) <i>**tertakluk kepada perubahan pekeliling (**subject to circular changes)</i>		Jumlah (D)
	JUMLAH (C+D)	
	JUMLAH KESELURUHAN (A+B+C+D) TOTAL COST	

DIISYTIHAR OLEH KETUA PROJEK
DECLARATION OF PROJECT LEADER

_____ Tandatangan dan cop rasmi Signature & Official Stamp	_____ Tarikh Date
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Maklumat Tambahan.

1. Sila pastikan kerja perundingan dilaksanakan mengikut tempoh yang telah dipersetujui oleh kedua-dua pihak.
2. Ketua Projek mesti menyediakan Laporan Teknikal (jika diperlukan oleh pelanggan) atau Laporan Projek Perundingan kepada Pejabat ini dalam tempoh satu bulan daripada tarikh tamat.

E. BORANG KRITERIA PROJEK PERUNDINGAN : RISIKO TINGGI / RENDAH
 CRITERIA FOR HIGH / LOW RISK OF A CONSULTANCY PROJECT FORM:

NO.	CRITERIA	RISK FACTOR*	
		LOW	HIGH
1.	Liability (Legal Issues)**		
2.	Management of Account***		
3.	Track Record :		
	i. Leader		
	ii. Team member		
4.	Project Deliverable :		
	i. Technical expertise		
	- UTeM Staff		
	- Other than UTeM		
	ii. Duration		
5.	Amount :		
	0 – RM499,999.00		
	≥ RM500,000.00		
6.	Name of Funds/Grants from : Government / Government Agency		

Note:

* For any High Risk ticked, the project is considered High Risk.

** Liability (Legal Issues) refers to the project deliverables (based on Project Agreement) that may affect the reputation of UTeM. UTeM Holding Sdn. Bhd. will bear the responsibilities with regard to any legal issues that may rise.

*** Management of Account refers to the financial management of the project such as progressive billing invoices, disbursement of payment and any other related financial matters as per Project Agreement.

No. 6. Please refer to the Government Agency for consultant's payment to UTeM Holding Sdn.Bhd (UHSB)

JUSTIFICATION OF PROJECT LEADER (Tick)

Pej.PNCJIM
 (For Low Risk)

☐

UHSB
 (For High Risk)

☐

.....
 (Signature of Project Leader)

.....
 (Date)

RECOMMENDATION OF HEAD OF PTj / COE:

.....
 (Signature of Head of PTj / COE)

.....
 (Date)

FOR OFFICE USE ONLY

Please submit completed form to PJIM Office, Level 4, Chancellery Building

APPROVAL FOR LOW / HIGH RISK:

1) Endorsement/ Approval by **PNC(JIM)**

2) Endorsement/ Approval by **Vice Chancellor**
 (For project $\geq$ RM500,000.00)

.....
 (Signature of PNC (JIM))

.....
 (Signature of Vice Chancellor)

.....
 (Date)

.....
 (Date)

Recommendation (Tick)

Pej.PNCJIM
 (For Low Risk)

☐

UHSB
 (For High Risk)

☐

LAMPIRAN

KADAR BAYARAN PENEMU

Jadual 1: Kadar Baru Bayaran Penemu

Nilai Projek (Bayaran Perunding + Kos Langsung)	Kadar Baru Bayaran Penemu		
	Kadar Peratus	Kadar Minimum	Kadar Maksimum
Sehingga RM199,999	5.00%	-	RM9,999
RM200,000 – RM299,999	4.50%	RM9,999	RM13,499
RM300,000 – RM399,999	4.00%	RM13,499	RM15,999
RM400,000 – RM499,999	3.50%	RM15,999	RM17,499
RM500,000 dan ke atas	3.00%	RM17,499	-

Jadual 2: Perincian Bayaran Bagi Nilai Projek *Borderline*

Nilai Projek	Bayaran Minimum Penemu
RM200,000 – RM299,999	RM9,999 atau 4.5% daripada nilai projek (yang mana lebih tinggi)
RM300,000 – RM399,999	RM13,499 atau 4% daripada nilai projek (yang mana lebih tinggi)
RM400,000 – RM499,999	RM15,999 atau 3.5% daripada nilai projek (yang mana lebih tinggi)
RM500,000 dan ke atas	RM17,499 atau 3% daripada nilai projek (yang mana lebih tinggi)