



**MALAYSIAN LIFE REINSURANCE GROUP BERHAD**

(Company Registration No. 199701002371)

**TENDER FOR THE RENOVATION  
WORKS OF MLRe's OFFICE  
AT  
MENARA GE2**

**25 JUNE 2024**

Project Name	Renovation Works of MLRe's Office
Location	Level 18, Menara Great Eastern 2, 50 Jalan Ampang, Kuala Lumpur
Tender Number	MLRe/T2024/001
Contract Number	TBC

## NOTICE OF TENDER

Project Name	Renovation Works of MLRe's Office
Location	Level 18, Menara Great Eastern 2, 50 Jalan Ampang, Kuala Lumpur
Tender Number	MLRe/T2024/001
Contract Number	TBC

Bids must be received latest by:

Date	19/07/2024
Time	5:30 pm

Mode of submission:

1. Electronically

Encrypted Tender proposal	<a href="mailto:eTender@mlre.com.my">eTender@mlre.com.my</a>
Password	<a href="mailto:eTenderPW@mlre.com.my">eTenderPW@mlre.com.my</a>

2. Manual (if applicable)

At the following address:

Procurement, Facilities and Administration  
Malaysian Life Reinsurance Group Berhad  
Unit 39-A-6 Level 39, Tower A  
Menara UOA Bangsar  
No 5, Jalan Bangsar Utama 1  
59000 Kuala Lumpur

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## 1. Introduction

### 1.1 Purpose of Tender

This is a tender for a renovation project to renovate new office premises according to the specifications and requirements stipulated in this tender document.

### 1.2 Tender Document Overview

This tender document provides a high-level overview of the requirements expected in the proposal and is intended to guide Tenderers in understanding the scope of work. It is essential for Tenderers to thoroughly review the requirements and attachments provided to prepare the tender proposals.

### 1.3 The Client

Malaysian Life Reinsurance Group Berhad (MLRe), a licensed life reinsurance company under the Bank Negara Malaysia with the following business registered address:

Unit 39-A-6 Level 39, Tower A  
Menara UOA Bangsar  
No 5, Jalan Bangsar Utama 1  
59000 Kuala Lumpur

### 1.4 The Project

1.4.1 The project will be executed under a Design, Supply and Build Supply contract of new office premise located at the following address:

Level 18  
Menara Great Eastern 2  
No 50 Jalan Ampang  
50450 Kuala Lumpur

1.4.2 The Client is responsible for implementing the Project, with consultancy support from the Interior Designer and/or construction company (hereinafter referred to as 'Tenderer').

1.4.3 The Tenderer, if awarded, is expected to carry out the work in accordance with the detailed design and drawings prepared by the Tenderer and approved by the Client.

### 1.5 Qualification of Tenderers

1.5.1 Tenderers must be a certified Contractor with qualification in both design and construction.

1.5.2 Official Tender Document must be obtained by interested parties to participate in tender process.

## 2. Tender Instructions

2.1 These instructions are established to ensure fairness, confidentiality and impartiality are maintained throughout the tender process.

2.2 Tenderers are required to strictly comply with the following instructions. Failure to comply may lead to disqualification.

2.2.1 The renovation contract's duration shall not exceed 3 months.

2.2.2 All the requested information must be provided at the time of tendering submission, incomplete tenders will be rejected.

2.2.3 Pre-tender negotiations are not permitted, and requests for unofficial information will not be entertained.

2.2.4 Only encrypted softcopy tenders will be accepted and must be submitted to [eTender@mlre.com.my](mailto:eTender@mlre.com.my) . The password must be simultaneously emailed to [eTenderPW@mlre.com.my](mailto:eTenderPW@mlre.com.my) by 5.30pm on 19 July 2024. **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

2.2.5 Tenders will be accepted until the specific time and date. Early submission will remain unopened until then. Tenderers are responsible for ensuring timely delivery.

2.2.6 All proposals and prices must remain valid for a minimum period of 6 months from the tender closing date.

2.2.7 All submitted tenders must be kept confidential. Tenderers are prohibited from disclosing their tender price or seeking information about other tenders before the submission deadline.

2.2.8 Tenderers are responsible for all costs associated with preparing the tender, regardless of its success.

2.2.9 A briefing session will be conducted to address queries from Tenderers. Details of the session is as follow:

Date	1 July 2024
Time	10.30 am
Venue	Level 9 Menara Great Eastern 2 No 50 Jalan Ampang 50450 Kuala Lumpur

All Tenderers **MUST** attend the briefing session. Each Tenderer may send a maximum of two (2) representatives directly involved in the tender process to attend the briefing. It is recommended that all interested Tenderers thoroughly review the tender document before the briefing

session. No queries from the Tenderers will be entertained after 5 July 2024.

2.2.10 Interested Tenderers are required to register their intention to participate immediately following the briefing session.

2.3 For any questions, clarifications or challenges encountered in providing the requested information, please contact the Head of Procurement, Facilities and Administration.

### **3. Tender Requirements**

3.1 The tender encompasses Design, Supply and Build for the new office premises.

3.2 The renovation works must adhere the specifications outlined in Clause 5 of this document and comply with the design guidelines and criteria provided by the landlord in Appendix B. Tenderers are encouraged to propose alternative solutions as long as they meet the basic requirements, fulfill the project's objective, and comply with all guidelines.

3.3 Consideration should be given to utilizing existing furniture and/or fittings from the current office to minimize unnecessary costs.

3.4 Structural alterations to the wall are not allowed. Essential upgrades to items such as electrical and plumbing works should be carried out on a need-to basis. Please refer to Appendix B for the MGE 2 Fit-Out Manual for further guidance.

3.5 The tender includes the responsibility of submitting and obtaining all necessary approvals, permits and licenses for the said project. All the relevant approved certificates are to be provided to MLRe upon project completion.

3.6 Tenderers must demonstrate a proven track record with a minimum of 5 years' experience in design and renovation works, specifically in office premise renovations.

3.7 Shortlisted Tenderers are required to present their proposal to the Tender Committee.

3.8 The following checklist, while not exhaustive must be included in the tender submission:

3.8.1 Company profile that at minimum consist of general Information of Tenderer:

i. Company Name

- ii. Registered company address
  - iii. Contact details
  - iv. Web address
  - v. Project team chart
  - vi. Related licenses and certifications
- 3.8.2 List of reference projects
- 3.8.3 Management practices related to:
- i. Quality
  - ii. Environmental
  - iii. Health & Safety
  - iv. ISO19001, ISO14001
- 3.8.4 Overall design concept
- 3-D drawing is preferable highlighting the design concept, layout drawings of the proposed space plan, workstations, furniture and lighting layout. A work schedule plan and detailed scope of work are to be included in the proposal.
- 3.8.5 Costing
- An itemized cost breakdown of the renovation in quantities and units must be provided where relevant for ease of comparison and evaluation by the Tender Committee:
- i. Preliminary work
  - ii. Drawings and plans
  - iii. Licenses and approvals from relevant authorities
  - iv. Renovation and fit out works
  - v. Mechanical & Electrical (M&E) works including LAN and Fibre Optic cabling
  - vi. Loose and built in furniture in detail inclusive of workstations, fittings
  - vii. Server room
  - viii. Miscellaneous if any
- 3.8.6 Moving cost
- There will be some furniture, 3 TVs, 3 refrigerators, 2 units of safe and documents to move to the new office which the moving costs to be included in the proposal.
- 3.8.7 Reinstatement of existing office
- Should there be no new tenant for the existing office, the main office at Unit 39-A-6 needs to be reinstated to the original units of 39-A-3A, 39-A-5, 39-A-6, 39-A-7 and 39-A-8. A separate proposal for the reinstatement is to be provided.
- 3.8.8 Contract
- A draft standard contract to be included for Tender Committee review.

## **4. Terms and Conditions**

### **4.1 Confidentiality**

All information contained in this Tender Document and its attachments is strictly confidential. Similarly, all information submitted by the Tenderers in their proposals will be treated with utmost confidentiality.

### **4.2 Tender Document Understanding**

It is the responsibility of Tenderers to thoroughly understand the Tender Document, including its requirements and to conduct all necessary examinations during the briefing to clarify all factors, inquiries and questions that may impact the Tenderer's proposal.

### **4.3 Letter of Award (LoA)**

An official LoA shall be issued to the successful Tenderer. The LoA may include any additional conditions or alterations to the conditions accompanying this Tender Document. The successful Tenderer must provide a written confirmation accepting any additional condition(s) or alteration(s) before they can be considered and agreed upon.

### **4.4 Right to Accept Tenders**

MLRe retains the right to decline the lowest or any tender without obligation to provide a reason for non-acceptance or rejection of any proposal. MLRe reserves the right to accept a portion of any tender unless the Tenderer explicitly states otherwise in their submission.

### **4.5 Prohibition of Inducements**

Offering an inducement of any benefit in kind in connection with securing this project is strictly prohibited. Any such action will result in disqualification and may constitute a criminal offence.

### **4.6 Variations of Requirements**

MLRe reserves the right to vary the requirements as outlined in Clause 5 without altering other terms and conditions. Any proposed variations must be documented and provided to MLRe for approval before the work commences. The contract sum shall be adjusted accordingly.

### **4.7 Provision of Documents**

The following documents to be provided to MLRe upon project awarded:

- i. Floor Plan
- ii. Rendering drawings showing the images of all sections
- iii. Ceiling plan
- iv. Power / electric plan



- v. Lighting layout
- vi. Data point

#### 4.8 Ownership of Documents

All documents submitted will become the property of MLRe and will not be returned to the Tenderers under any circumstances.

#### 4.9 Warranty

The warranty period for defects is 12 months from completion of renovation and handover to MLRe. All items supplied should be guaranteed against inferior material and faulty workmanship. Any repair and replacement required within the warranty period shall be carried out free of charge by the successful Tenderer.

#### 4.10 Evaluation Criteria

The tenders shall be evaluated based on the following criteria:

- i. Design layout
- ii. Cost
- iii. Work schedule
- iv. Experience and qualification of Tenderer

### **5. Project Specifications**

#### 5.1 Preliminary work

- 5.1.1 Application of all necessary permits/licenses from relevant authorities
- 5.1.2 Provision of site protection during the renovation period
- 5.1.3 Provision for removal of all debris off site during and after the renovation
- 5.1.4 Insurance – workman compensation, fire and public liability
- 5.1.5 General cleaning before handover

#### 5.2 Design Requirements

5.2.1 The design of new office premise shall include the following:

5.2.1.1 An exclusive Executive office area that consists of:

- i. Reception area.
- ii. Lounge area for visitors with existing sofa/settee from current office.
- iii. 1 glass room for CEO with new TV, working table, small discussion table, 1 leather chair, 4 Executive chairs and glass noticeboard
- iv. 4 glass rooms for “C” suite with 3 new leather chairs. To reuse existing working table if concept match.
- v. Workstation for CEO Secretary with printing machine area.
- vi. 1 partition area for General Counsel & Company Secretary.

- vii. 1 partition area for Human Resource Department to house 1 HOD and 4 employees with fitted cabinets.
- viii. 1 glass room for director.
- ix. 1 glass board room for 20 pax with new TV, meeting table, chairs, and glass noticeboard.
- x. 1 glass meeting room for 12 pax with existing TV, meeting table, chairs, and glass noticeboard from current office.
- xi. 1 glass meeting room for 6 pax with new TV, meeting table, chairs and glass noticeboard.
- xii. 1 glass meeting room for 4 pax with new TV and glass noticeboard, existing round meeting table, chairs and glass noticeboard.
- xiii. 3 soundproof phone booths.
- xiv. Pantry with fitted cabinets.

#### 5.2.1.2 Employees office area

- i. Open concept layout (within individual department) to accommodate 100 workstations, each capable of accommodating a laptop and 2 monitors with 3 power points & 1 network for each workstation.
- ii. 14 static cubicles for Head of Department (HOD) with pedestal.
- iii. 1 partition area for Claims Department to house 1 HOD and 5 employees with fitted cabinets.
- iv. 1 glass meeting room for 6 pax with existing TV, meeting table, chairs and glass noticeboard from current office.
- v. 1 glass meeting room for 4 pax with existing TV, glass noticeboard, round meeting table and chairs.
- vi. 1 server room (raised floor with 9' L and 12' W) with sprinkler system and 2 air-conditioning to place 2 existing racks for network switches and server from current server room.
- vii. 3 soundproof phone booths.
- viii. Sizeable pantry with fitted cabinets.
- ix. Staff activity / game room / hang around area.
- x. Multi-purpose room (prayer room / lactation room / Isolation room).
- xi. Printing areas for 2 printing machines.
- xii. 2 Storage rooms with fitted cabinets for corporate gift/stationery/banners/ cardboard/ badminton racket, and IT hardware.
- xiii. 100 Staff lockers.
- xiv. Some fitted cabinets for a few departments.

5.2.1.3 Exclusive ceiling designs.

5.2.1.4 A suitable mixture of carpet and wooden flooring to complement the exclusive corporate design.

5.2.2 The design shall be based on basic concept and colour to allow for future alterations following rebranding but must portray an exclusive and conducive office environment.

### 5.3 Maintenance works

To comply with MGE 2 Fit-Out Manual requirements.

### 5.4 Other requirements

- i. CCTV and security system
- ii. Digital lock and to link with HR system for record attendance
- iii. WiFi points and computer/IT cabling where required
- iv. Existing signage and logo

## 6. Timeline Schedule

Below is the proposed timeline and may be subject to change, but will be adhered to as reasonably as possible:

No	Description	Timeline
1	Date of Tender Briefing	1 July 2024
2	Date of Closing Tender	19 July 2024
3	Date of Tender Committee Meeting & Evaluation	22 July 2024
4	Presentation by shortlisted Tenderers and Q&A for Proposal	26 July 2024
5	Board approval	31 July 2024
6	Date of Tender Award	1 August 2024
7	Date of Acceptance letter	7 August 2024
8	Commencement of Renovation Works	7 August 2024
9	Completion of Renovation Works	30 November 2024

## 7. Payment Terms

7.1 The payment structure will be as follows:

- Deposit Payment  
30% upon acceptance of Tender  
Awarded Tenderer is required to submit official invoice to MLRe for the effective of payment

- 2<sup>nd</sup> payment  
30% upon the status of 50% work completed on site
- 3<sup>rd</sup> payment  
30% upon practical completion and handover to MLRe
- Retention monies  
10% upon correction of defects as per defect list agreed with MLRe at handover

## **8. Contract**

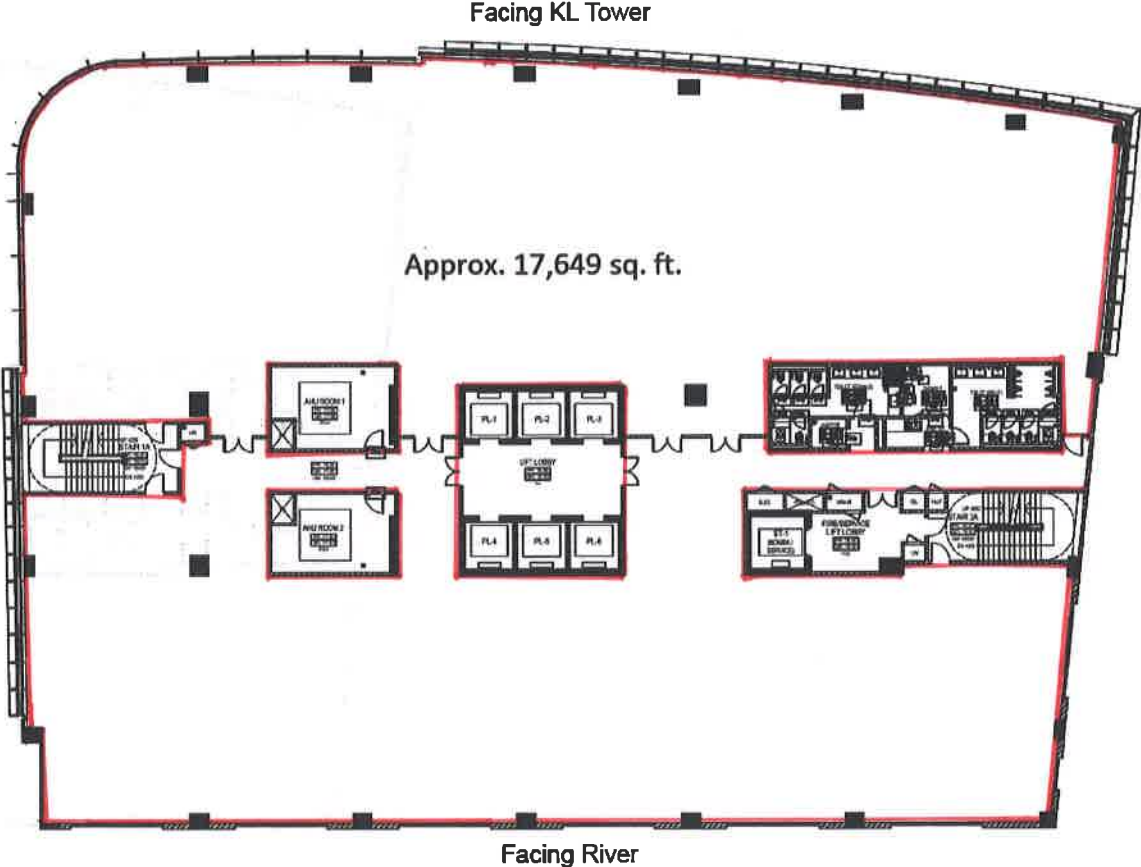
- 8.1 Upon selection, the successful Tenderer must engage in a contractual agreement with MLRe to initiate the renovation project.
- 8.2 Until the formal contract is finalized, the LoA together with the successful Tenderer's acceptance (to be provided within 7 days following the issuance of LoA) shall establish a binding contract between MLRe and the successful Tenderer regardless of whether the contract is prepared or executed at that point.

## **9. Appendices**

- Appendix A: Floor Plan
- Appendix B: MGE 2 Fit-Out Manual
- Appendix C: No of staff by department

TENANCY OF LEVEL 18, MENARA GREAT EASTERN 2, NO. 50, JALAN AMPANG, 50450 KUALA LUMPUR (the "Demised Premises")

Floor Plan – Level 18



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# MENARA GREAT EASTERN 2

## FIT-OUT MANUAL

Document Name	MGE 2 – Fit-Out Manual
Version No.	Version 1.0
Owner	Great Eastern Life Assurance (Malaysia) Berhad

The information contained in the Fit-Out Manual and Appendices are subject to change without prior notice. While every reasonable care is taken to provide the information, Great Eastern Life Assurance (Malaysia) Berhad or its representatives cannot be held responsible for any inaccuracies in the Fit-Out Manual and Appendices.

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## INTRODUCTION

On behalf of Great Eastern Life Assurance (Malaysia) Berhad, we welcome you to Menara Great Eastern 2.

Menara Great Eastern 2 ("Development") is a office tower of a nineteen (19) storey building consists inter alia of: -

- a) Grade 'A' office portion ("Office") comprising of one (1) level of main lobby, twelve (12) levels dedicated for office use all of which is owned by the Landlord and
- b) six (6) levels of car parks for the common use of the occupiers of the office portions.

The building is designed to suit Green Building Index (GBI) Certified Level certification.

In order to ensure that all tenants in Menara Great Eastern 2 can carry out their fitting-out and renovation works in a proper and efficient manner, we need to impose guidelines, procedures and rules which need to be complied with by all parties. We have therefore compiled this tenant fitting-out manual for your easy reference and compliance.

This manual is not intended to supersede or replace any terms and conditions stipulated in the Letter of Offer or Tenancy Agreement. This manual is to complement the above documents and the instructions laid down by the Landlord and is in accordance with clauses of fitting-out in the Letter of Offer or the Tenancy Agreement. This manual has two parts:

- Part 1 - Fitting-Out Guide and Technical Guidelines including some checklists and forms
- Part 2 - Design Guidelines and Criteria

Should you require any assistance or further clarification, please do not hesitate to contact our Property Management office.

We assure you of our quality services at all times.

Property Management Office (PMO)  
MENARA GREAT EASTERN 2

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## DEFINITIONS

Wheresoever used in this document unless the context shall otherwise so require, the following expression shall have the following meanings:-

- i. **“Common Area”** mean that portion in the Office as is excluded from the individual parcels of the business premises and demised premises and shall include those areas, parts, premises and facilities in the Office which are not demised or not intended to be demised by the Landlord to the Tenant or any other tenants and/or which are now or hereinafter provided by the Landlord for the common use by the tenants of the Office and their respective customers, employees and licensees and all other persons incommon with the Landlord and any other person(s) having the like right to use the same and which shall include but is not restricted to the entrances, vestibules, the staircases, external windows, landings, corridors, passages, lifts as well as the lavatories not contained in the Demised Premises;
- ii. **“Demised Premises”** means all that parcel or parcels of business premises in the Office rented to a particular tenant(s) by the Landlord;
- iii. **“Floor Layout Plan”** means the floor layout relating to the Demised Premises;
- iv. **“Landlord”** means Great Eastern Life Assurance (Malaysia) Berhad and includes its successors-in-title and assigns and where not repugnant to the context, its servants and agents;
- v. **“Rules and Regulations”** means the rules and regulations relating to the management and care of the Building (MGE2) including the Fit Out Manual where applicable and such otherrules and regulations as may be issued, varied, amended, added to and/or deleted by the Landlord from time to time;
- vi. **“Tenant”** means the legal tenant of the Demised Premises and includes (in the case of a natural person) his legal representatives and heirs and (in case of a corporation or company) its successors in title, permitted assigns, liquidators, receivers and managers;
- vii. **“Contractor”** means the main contractor and any appointed sub-contractors who are involved in the renovation / alteration / addition works



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## **PART 1**

### **FITTING-OUT GUIDE AND TECHNICAL GUIDELINES**

#### A. Fitting-Out Guide

#### B. Technical Guidelines

- 1) Checklist for Fitting-Out Works – FOM/001
- 2) Notice of Fitting-Out Works – FOM/002
- 3) Contractor Registration Form – FOM/003
- 4) Notice of Completion of Fitting-Out Works – FOM/004
- 5) Joint Inspection Checklist – FOM/005
- 6) Permit To Work (PTW) – FOM/006
- 7) Directory of Menara Great Eastern 2 – FOM/007

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## **A. FITTING-OUT GUIDE**

### **1 General**

All Tenants' fitting-out works hereinafter mentioned must be vetted, approved and endorsed by the Landlord prior to commencement of works on site. In view of the various warranties and performance criteria established for the mechanical & electrical (M&E) installations, it is essential that all alteration & addition works to the existing system are approved. Such works are preferably to be undertaken by the main contractor(s) responsible for the initial installation. All Tenants should negotiate directly with these contractors for their works at their own costs.

### **2 Handing over of Demised Premises**

Prior to taking over of the Demised Premises, a joint site inspection of your premises will be conducted. A joint inspection form will be used and the condition of the premises will be duly verified and signed by you and the Landlord. Defects recorded during the inspection will be rectified promptly.

### **3 General Provisions**

The Demised Premises may be provided as is where is basis with the following:

- a) Ceiling with mineral fibreboard panels and complete with light fittings.
- b) Raised floor system at 150 mm high.
- c) Walls made of plastered and painted finish except for certain areas.
- d) Fire service / sprinkler system (double layer upright & pendant).
- e) Central, ventilation and air conditioning system according to building's design as per condition in premises
- f) Electricity with preset amperage provided according to building's design
- g) Telephone cable

### **4 Fitting-Out Works by Tenant**

All Tenants shall appoint an approved consultant Architect, Professional Engineer or an experienced Designer to take charge of the fitting-out works. You are to instruct your Architect / Designer / Engineer to prepare and submit proposed fitting-out plans of your premises to the Landlord for vetting and approval. If necessary, amendments to the plans must be made to comply with the comments made by the Landlord. These plans will then be resubmitted to the Landlord for approval.

You are responsible for all fitting-out works within the premises at your own cost for submission fee including the electrical wiring to the premises from the meter board, the telephone cable wiring from the terminal box and air-cond ducting from the existing provision on site.

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## **5 Applying For Fitting-Out Work Commencement**

The procedure for the application of fitting-out work commencement is as follows :

- a) Submission of four (4) full sets of fitting-out plans / drawings for Landlord's approval.
- b) Save under exceptional circumstances, normally it takes less than ten (10) days to process your application, provided that you submit the full set of plans / drawings as required by the Landlord. The Landlord will then process your application if it finds that the submission complies with the general requirements of the Landlord.
- c) Meetings to discuss your proposed fitting-out works may be arranged prior to approving the plans, if necessary. You should bring along your Architect / Designer / Engineer to attend the meeting.
- d) Upon the Landlord approval, you are to submit the approved fitting-out plans / drawings to the local authority for approval.
- e) After the approval of the relevant authorities and all necessary payments being made, you are required to notify the Property Management Office (PMO) to enter the Demised Premises.
- f) Prior approval must be obtained from PMO before commencement of any fitting-out works on site.

## **6 Fee and Deposit**

The following fee / deposit should be paid in advance prior to the commencement of renovation works:

- a) Renovation Deposit which is equivalent to one (1) month rental.  
The deposit, less any changes, costs and expenses for Landlord's remedial works (if any) will be refunded without interest within one (1) month after satisfactory completion of fitting-out works.
- b) Addition / alteration works by Landlord's nominated contractors, cost to be borne by the tenant.

Payment is to be made by means of a cheque in favor of "Great Eastern Life Assurance (Malaysia) Berhad". Upon completion of fitting-out works, you are to notify PMO three (3) days in advance for a joint site inspection. Form FOM/004 will be used as basis for the inspection.

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## **7 Commencement of Work On Site**

Notwithstanding the above, no work shall be allowed to commence on site unless the following documents are lodged with the Landlord:

- a) Approval letter from relevant authority.
- b) 1 copy of the approved fitting-out plan with Landlord's endorsement.
- c) All fees and deposits duly paid up.
- d) Notice to commence renovation works FOM/002.
- e) Copy of contractor's registration form FOM/003.
- f) Copies of the contractor's All Risk Insurance and Workmen's Compensation Insurance coverage.
- h) Name and contact number of Tenant's personnel-in-charge at site.
- i) Application for vehicle entry permit.
- j) Application for permission to use flammable and dangerous materials.
- k) Contractors' staff list and the contact person's telephone nos.
- l) Building Permit to Work

## **8 Tenant's Works By Landlord's Nominated Contractors**

To ensure safety to the public and proper functioning of the systems, the following works which form part of the electrical/mechanical systems of the building, CANNOT be carried out by your own contractors. They must be carried out by the Landlord's nominated contractors at YOUR EXPENSE.

- a) Addition / alteration works on electrical installation from the meter board to the main MCCB in the building.
- b) Addition / alteration works on central air-conditioning installations, including addition water cooled package unit (WCP), ducts, supply and return air grilles, etc.
- c) Addition / alteration works on fire services installations, including fire sprinklers, pipes and smoke detectors.
- d) Addition / alteration works on public address system, emergency lighting system, etc.
- e) Any other fitting-out works and installation not within the Demised Premises.
- f) Works in relation to building façade such as additional access door/openings.

## **9 General Constraints On Fitting-Out Works**

You should ensure that all your installations COMPLY with all requirements of the local authority, in particular the fire authority. You should avoid having your design in conflict with that of the building. The cost of each relocation plus reinstatement upon vacating the Demised Premises will be borne by you.

No cutting into columns, beams, walls or slabs is permitted without PRIOR written consent from the Landlord. Sufficient loading must be ensured before installation of any machines / equipment. WCPs should not be covered up and should be accessible for servicing / repair. The fitting-out should not cause obstruction to access M&E installation including fire / security system and aircon for the purpose of repair and servicing.

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Where the works involve the construction of toilet, bathroom, kitchen, wash area, etc you must ensure that waterproofing membrane (subject to detailed specifications) is constructed below the cement screed to prevent leakage / seepage. In the event of any unauthorized works, the Landlord will carry out remedial / reinstatement works at YOUR expense plus a supervision charge of 20% of the cost.

## **10 House Rules For Fitting-Out Works**

The following rules must be observed by the Tenant:

- a) You should arrange for workman compensation insurance, fire insurance and third party liability insurance against damage to properties and injury to person(s) during fitting-out period.
- b) All materials and debris should be transported to and from the premises by carts / trolleys on RUBBER wheels via designated loading bays, service lifts and passageways. Arrangement must be made to dispose the debris off the building by yourself or your contractor at your own cost.
- c) Any damage to the Landlord's finishes, fittings or public facilities during fitting-out works should be reinstated by you to the Landlord's satisfaction. The Landlord reserves the right to make good the damage at YOUR expense or to DEDUCT from your security deposit.
- d) If you remove any of the Landlord's fixtures & fittings installed inside the Demised Premises, you undertake to reinstate them upon the expiry of your tenancy to the Landlord's satisfaction.
- e) All Contractors appointed by the Tenants and their site staff list must be registered with PMO and certain trades require to obtain government licences or certificates prior to work commencement including additional electrical works.
- f) The Contractors are expected to comply with all directives and procedures stated in each section of this manual and to follow the directives of PMO or its agent whilst at the building.
- g) All Tenants or their Contractors must appoint a site supervisor or his deputy who should also serve in the capacity as the site Fire / Safety officer to ensure all government and fire regulations are being observed. The supervisor or his deputy must be present at the building at all times.
- h) Your Contractors and their employees should observe strictly any other regulations / instructions laid down by the Landlord from time to time pertaining to the building which may not be listed down in this manual. The Contractors and its staff must put on valid ID issued by PMO at all times in the premises and their movement in the building should be restricted to own work area.
- i) No electricity supply should be tapped from the common areas. Applications for temporary electrical supply (from PMO) must be made before commencement of the fitting-out works. The Tenant shall install MCCB and earth leakage circuit breaker (ELCB 30mA tripping) of adequate capacity to prevent nuisance tripping. Electrical sub-switch board (SSB) should not be covered or blocked up.

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j) **Period and Timing for Fitting-out Works**

The period allowed for carrying out of the fitting-out works shall be strictly within the fitting-out period allowed by PMO as stated in the tenancy fitting-out permit. No extension of the period will be allowed unless for exceptional reason(s) and only if approved in writing by PMO.

The building is open daily from 1900 hrs to 0600 hrs on Monday to Friday and 1400 hrs on Saturday to 0600 hrs on Monday for fitting out works. PMO reserves the right to close the building on any day or to vary the building operating hours. No work will be allowed beyond the hours stated unless prior approval has been granted by PMO. PMO reserves the right to levy a fee which will be informed beforehand to the Tenant for the additional hours required.

The Tenant or its Contractor must inform PMO of :

- i) the actual date of commencement of the fitting-out works and construction program.
- ii) the stoppage of work (if any) exceeding 3 days.
- iii) the actual date of completion of the works.

In the event that PMO needs to stop their work due to safety reason(s) the Contractors will comply immediately with the directives of PMO to suspend their works. The Tenant / Contractor will be informed of the date that they can continue their fitting-out works.

**11 Use of Car Park**

Unless authorized by the Landlord's representative, no vehicle shall be parked on site. Loading and unloading shall be done at designated areas.

**12 Service Lifts**

Service lifts will be available to transport equipment and materials. When using these lifts, the Tenant's Contractors must follow the Landlord's approved delivery schedules and must not exceed the lift's loading capacity limit. The Contractors and their workmen are not allowed to use the passenger lifts.

**13 Wash Area / Toilet**

A designated wash area / toilet will be available for the Contractor's use. The Contractors must ensure that this facility is not misused. The Landlord reserves the right to withdraw the facility. Any Contractor or workman found urinating and/or defecating in any areas other than the designated toilet will be expelled and barred from the site. Please do take note, that during the renovation period, the tenant and contractor will be responsible to up keep the toilet and washrooms cleanliness.

**14 Storage**

Request for storage area must be made in advance stating the items to be placed and size of space required.

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**15 Accommodation For Workers**

No worker is allowed to reside at the site or at the Demised Premises.

**16 Removal of Debris / Refuse**

The debris / refuse must not be left at the Common Area. The Contractors are required to remove their debris and refuse daily or at the other intervals specified by the Landlord. If the debris / refuse are not removed as required, the Landlord shall engage other workmen for the task and the cost arising shall be charged against the Renovation Deposit. The Landlord shall not be responsible for any loss or damage to the Tenant's building materials, goods etc while removing the debris / refuse.

**17 Landlord's Cleaning Contractor**

The Landlord has a cleaning contractor to clean the Common Areas, including the corridors, toilets, lobbies and walkways after the renovation work is completed.

**18 Contractor's Responsibility**

The following rules must be observed by the Contractors :

- a) The Contractors shall obtain prior permission from the Landlord to use flammable or dangerous materials. These materials must be properly kept and stored with all necessary precautions.
- b) The Contractors shall obtain the Landlord's prior approval before erecting the scaffolding. All approved scaffolding must be mounted on rubber tyre rollers.
- c) The Contractors must inform the Landlord in advance of any electrical equipment or equipment that is to be delivered on site. Assembly of machinery shall be completed before it is brought to site.
- d) The Contractors must tap the electricity supply from the Demised Premises. All Contractors and their workers shall not use exposed wiring terminals instead of properly fused electrical plugs. The electricity supply is metered and will be charged accordingly to the usage by the tenants or appointed contractors.
- e) If power tools are used, they must not exceed 5 amp.
- f) Welding works will be allowed only if there are no alternatives.

**19 Upon Completion of Work**

The Tenant shall notify the Landlord for a joint inspection to verify that the site is in a satisfactory condition. Form FOM/004 will be used as basis for the inspection.

The Tenant shall submit to the Landlord:

- a) A certification from the architect or designer that all works have been completed as per approved drawings.
- b) A full set of architectural, structural, mechanical and electrical as-built drawings.

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## **B. TECHNICAL GUIDELINES**

### **1 Structural Works**

#### **1.1 Structural and Floor Loading**

Any proposed structural alteration to the premises must have prior approval by PMO. Any work which in the opinion of PMO will adversely affect the structure of the premises or surrounding areas will not be permitted.

Where the alterations to the structure (including any demolition or erection of brickwall) have been approved by PMO and the building authorities, any such works carried out by the Tenant's contractors must be supervised by a Professional Engineer (Civil / Structural).

The Tenant shall not place or permit to be placed upon the floor of the Demised Premises a load in excess of 400kg per square meter and shall when required by the Landlord to distribute any load on the floor of the Demised Premises in accordance with the directions and requirements of the Landlord first has and obtained.

#### **1.2 Placing of Heavy Weight Items**

It is the responsibility of the Tenant to inform PMO in their layout plan any areas within the premises where heavy loading may occur arising from particular equipment and/or works. The Tenant is required to engage his own Professional Engineer (Civil / Structural) to assess the structural implications and submit to PMO for approval and to relevant authorities' approval, if necessary.

PMO's approval must be obtained before any heavy weight items can be placed on the floor or hung from the ceiling. Weights shall not be hung on any pipes (especially the sprinkler pipes in the ceiling).

### **2 Architectural and Interior Works**

#### **2.1 Welding and Melting of Material**

Welding and melting of any material is not allowed unless permission have been granted by PMO.

#### **2.2 Roller Blinds**

Sunscreen Fabric

Fabric Model : Moonlight 5% Sunscreen

Code Number : S0522GW

Composition : 100% Polyester

Origin : South Korea

Opening Factor : 5%

Roll Width : 2.5 meters / 3.0 meters



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Specifications for Roller Blinds System

Gear System : RollEase

Code Name : R Series

Origin : US

**2.3 Hacking, Wet Work and Ramsetting**

The Contractors are reminded that no hole-coring on the floor slab or walls will be permitted without the prior approval of PMO. No hacking or drilling of any kind should be done without approval of PMO. Any hacking or drilling works which are allowed, can only be carried out within the time specified by PMO.

All rough and wet work within the premises must be minimized and can only be carried out with the approval of PMO. The Contractor should use buckets instead of running a rubber hose to bring water into the Tenant's premises.

No ramsetting shall be allowed for floor slab, ceilings, walls or any other place without prior approval from PMO.

---

### **3 Mechanical & Electrical Works**

#### **3.1 Air Conditioning & Mechanical Ventilation (ACMV) Services**

Any alteration or modification to the air conditioning and mechanical ventilation ducting within the premises must be approved by PMO. No ventilation fan shall be installed at the air conditioning outlets to extract cool air from the central system. The main ducting along the common passageway must not be tampered with in any circumstances. Supply and return air grilles removed during fitting-out work must be re-installed upon completion of fitting-out work. Existing smoke detectors, smoke extract duct, permeable ceiling for smoke extract system, transfer ducts, return air openings, thermostats, selector switch, condensate drain pipe and other accessories must not be removed. Volume dampers must be provided for every supply air diffuser. The Tenant shall not install any air-conditioning plant or equipment of any kind on or within or at any part of the Demised Premises, the Office or the Development save in areas approved by the Landlord.

Installation of split air conditioning units is not allowed without prior approval from PMO. All pipes especially the condensate tray drain and refrigerant pipes must be adequately insulated to prevent condensation. The Tenant shall attend to complaints of heat, noise pollution, vibration etc generated by the split units that are installed by them and carry out the necessary rectification works immediately. For safety reasons, all condensers should be adequately secured.

In circumstances where dust and dirt are likely to be generated from the fitting-out works, the Tenants must ensure that the air conditioning supply and return air grilles are properly and securely sealed with plastic sheets during fitting-out to prevent contamination of the central air conditioning system. PMO reserved the right to restrict work that generate excessive noise and affecting others residing in the building. No works will be allowed to be carried out after 0600 or before 1900 hrs unless permission is granted by the PMO. Application for works during the restricted hours must be made to PMO three (3) days in advance. The Contractor must stop all its noisy works immediately upon notification by PMO.

Properly sized access openings should be provided at suitable location on the ceiling for future maintenance work, eg access to air conditioning units or air conditioning ducts for monthly servicing, etc.

#### **3.2 Smoke / Heat Detector System**

If smoke detectors / heat detectors are available in the premises, no one / or person should remove, re-position or disconnect it, unless this have been approved by the Fire authority and PMO.

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### **3.3 Hose Reel System**

No one is allowed to use the hose reel to wash down or take water from it. This is only for fire fighting use.

### **3.4 Public Address System**

Public address speakers are not to be dismantled or removed. This is for the safety of the Tenants and customers.

### **3.5 Electrical Services**

The Tenant has to submit a detailed electrical single line drawing indicating the total connected electrical load for PMO's approval if there is any alteration or modification to the electrical circuit (incoming) within the premises. PMO will then advise the Tenant whether upgrading of incoming to the electricity supply is necessary. The cost of upgrading the electricity supply shall be borne by the Tenant.

### **3.6 Plumbing & Sanitary Services**

Installation of sanitary and plumbing facilities within the premises must be approved by the PMO. Works carried out must be by a licensed plumbing contractor approved by PMO. The Contractors must not cause blockage to any floor traps, toilet bowls, urinals, basins, etc within the premises or to any Common Area toilets or washrooms. No washing of mortar / cement will be allowed in the toilets. If blockage should occur due to the fitting-out work, the Contractors shall be responsible for the immediate clearance thereof.

### **3.7 Sprinkler System**

All sprinkler pipes and heads in the premises should not be dismantled or altered unless this have been approved by PMO. Any alteration works for the sprinkler system will have to be undertaken by PMO's approved contractors at the Tenant's costs. Absolute precaution must be taken to avoid heat and impact on the sprinkler heads. The sprinkler heads are not allowed to be covered up / blocked up which may affect its performance.

**CHECKLIST FOR FITTING-OUT WORKS**

FOM/001

**MENARA GREAT EASTERN 2**

**Standard checklist for Addition & Alteration (A & A) works**  
(FIT-OUT SUBMISSION APPROVAL)

To : \_\_\_\_\_ Submission Date : \_\_\_\_\_

Attn : \_\_\_\_\_ Require Confirmation Date : \_\_\_\_\_

Description : \_\_\_\_\_

**Renovation Plans / Material Information**

Level / Lot No. : \_\_

Contractor : \_\_\_\_\_

Details / Specs : \_\_\_\_\_

Copies to,

Submitted by,

Landlord / Facility Mgt ( 2 sets of hard-copy )

\_\_\_\_\_

GBI Consultant ( 1 set of soft-copy )

Name :

GBI Commissioning ( 1 set of soft-copy )

Date :

**Comment From Consultant**

**Note**

1. Roller Blind – All the Roller Blind to comply with Landlord designs & Specification.

2. GBI – Compulsory commissioning to be carried out by Landlord GBI appointed commissioning team upon completion of the renovation works.

**\*Subjective to chargers (The commissioning fee borne by Tenant )**

Reply to :  
Fit-Out Approval Status

Signed by,

Approved

\_\_\_\_\_

Approved with comments

Name :

Not Approved

Date :

---

**NOTICE OF FITTING-OUT WORKS**

FOM/002

**MENARA GREAT EASTERN 2**  
**Notice to commence renovation works**

Date :

Landlord's name & address :

We write to notify you on the commencement of renovation works at Level / Lot no. \_\_\_\_\_.

Proposed works : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commencement date : \_\_\_\_\_

Completion date : \_\_\_\_\_

We undertake not to store, place or display any merchandise / belongings on the Common Areas. We further undertake to confine our renovation debris within the unit and clear them daily. We shall also not allow the above premises to be used during or after the renovation for illegal activities such as gambling, drugs peddling, etc.

Only works approved by the Landlord and Management would be carried out. The Landlord and Management reserves the right to revoke approval previously given if any of the above terms and conditions is breached. In this regard, we shall reinstate the premises to its original condition.

Yours faithfully

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Stamp

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_

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**CONTRACTOR REGISTRATION FORM**

FOM/003

**MENARA GREAT EASTERN 2**  
**Contractor's registration form**

Contractor's Particulars

Company : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No : \_\_\_\_\_

Reg No : \_\_\_\_\_

Veh No : \_\_\_\_\_

We furnish herewith a list of our workers and their particulars.

S/No	Name	NRIC / Passport No.	Remarks

We confirm that the above information is correct.

Yours faithfully,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Stamp

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No : \_\_\_\_\_

**NOTICE OF COMPLETION OF FITTING-OUT WORKS**

FOM/004

**MENARA GREAT EASTERN 2**

**Certificate of completion of A&A works**

Tenant : \_\_\_\_\_  
Trade : \_\_\_\_\_  
Level / Lot no. : \_\_\_\_\_  
Date : \_\_\_\_\_

	OK / Not OK	Remarks
1) Check air con system	_____	_____
2) Check sprinklers system	_____	_____
3) Check sanitary and plumbing	_____	_____
4) Check telephone system	_____	_____
5) All debris cleared from site	_____	_____
6) All installations approved by authority Quote ref no and date of approval	_____	_____
7) All installations as per Landlord's and Management's approval	_____	_____
8) Others	_____	_____

The above inspection is conducted by

\_\_\_\_\_ on behalf of Landlord

\_\_\_\_\_ on behalf of Tenant

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Designation : \_\_\_\_\_

***For Official Use***

Refund of renovation security deposit : Recommended / Not recommended

Recommended by : \_\_\_\_\_

Verified by : \_\_\_\_\_

Approved by : \_\_\_\_\_

**JOINT INSPECTION CHECKLIST**

FOM/005

**MENARA GREAT EASTERN 2  
Handing / Taking over checklist**

Date of joint inspection : \_\_\_\_\_

Level / Lot no. : \_\_\_\_\_

No.	Description	Qty	Remarks
<b>A)</b>	<b>Building</b>		
1)	Door keys		
2)	Mail Box keys		
3)	Windows		
4)	Ceiling boards		
5)	Partitions		
6)	Fire extinguishers		
7)	Walls		
8)	Raised Floor		
9)	Others		
<b>B)</b>	<b>M&amp;E</b>		
1)	Sprinklers		
2)	Smoke detectors		
3)	Photo light sensor		
4)	DBs / switchboards		
5)	Light fittings		
6)	Power points		
7)	Telephone points		
8)	Speakers		
9)	Electricity / Energy Meter		

We hereby take possession of the premises in good and sound condition except for the above.

**Remarks:**

- All the fixtures & fittings that left by the previous tenant is accepted by \_\_\_\_\_ (new tenant). \_\_\_\_\_ (new tenant) has to reinstate the Premises to bare condition (as required by Landlord) upon determination of the tenancy.
- Renovation / Fit-out can only be carried-out after the landlord has approved the tenant's renovation plans and work permit.
- \_\_\_\_\_ (New tenant) required to configure and rebalancing the Air-Conditioning air-flow according to tenant proposed lay-out.

Handed over by :

Taken over by :

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Designation : \_\_\_\_\_



**PERMIT TO WORK**

FOM/006

**MENARA GREAT EASTERN 2  
PTW - Electrical Works**

Permit reference / Level / Lot No: \_\_\_\_\_

Name of company (Contractor) : \_\_\_\_\_

Manager / Supervisor In-charge : \_\_\_\_\_

**PART A**

I declare that it is safe to work on the equipment which is dead, isolated from all live conductors and is connected to earth / earthed. All personnel involved have been informed.

- Shutdown       Isolated all power source       Earthed       Safety locks
- Barricade       PPE – Signages / Notice board “DANGER”

(a)	<b>Name of Power Station / Sub-station distribution c/w Switch / Link No. (Information in detail)</b>	Name of Sub-station / Switch room	
		Switching No. / Link No.	
(b)	<b>Earthing - Equipment / System require for work/repair/service</b>		
(c)	<b>Type of works (Information in detail)</b>		
(d)	<b>Renovation / upgrading (information in detail)</b>		

I ..... the Competent Person declare that the above works has been discussed with the person(s) in-charge of the work, the risk assessment have been reviewed and all safety precautions / actions required are in place and have been inspected by myself in accordance with the requirements of PTW & Property Management Office.

**PART B**

Authorised / Competent person (Issued of this PTW)

Name of Competent Person : ..... Competent person

Competency Licence : ..... Competent person

Category : .....

Date & Time : .....

---

**PART C**

1. Competent person has to read and understand the rules and regulations of the PTW and the Fit-out Manual / house rules.

Name of Competent Person	Competency Licence No.	Received		Sign
		Date	Time	

2. Workers under the Competent person supervision, has to brief by competent person on the rules and regulations of the PTW and the Fit-out Manual / house rules.

Name of workers	IC / Passport No.	Received		Sign
		Date	Time	

**\*Return back the PTW – Completion**

I declared that the above work completed.

Location of work above completely all cleared and clean it.

.....  
Competent person received this PTW

Date / Time : .....

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**PART D**

Cancellation of this PTW

Above work is completed / no any electrical works are carry out.

.....  
Competent person of issued this PTW

Date / Time : .....

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## DIRECTORY OF MENARA GREAT EASTERN 2

FOM/007

1. Landlord (Office) : Great Eastern Life Assurance (Malaysia) Bhd
2. Architects : Architects 61 Sdn Bhd
3. C&S Consultant : RSP Engineers Sdn Bhd
4. M&E Consultant : LMC Consult Sdn Bhd
5. Quantity Surveyors : Arcadis (M) Sdn Bhd
6. Landscape Architects : Urban Design Group Sdn Bhd
7. Building Main Contractor : Shimizu Corporation

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## **PART 2**

### **DESIGN GUIDELINES AND DESIGN CRITERIA**

A. Design Guidelines

B. Design Criteria

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## A. DESIGN GUIDELINES

### 1. General Criteria

Tenant are required to comply with the Design Criteria. It is essential that prior to the detail design process, the Tenant and his consultants review the Design Criteria and the relevant Building Code requirements, along with the lease documents that may have certain guidelines on the design and construction contemplated. Review and appraisal of Tenant's design will be made by the Landlord.

Should there be any differences between the Design Criteria and the details design and the base building drawings the latter shall prevail.

### 2. Base Building Materials (for Demised Premises)

- a) Ceiling Finishes – Mineral fibreboard ceiling panels with a clear height of 2.7m.
- b) Floor Finishes – Raised floor system at 150mm high.
- c) Wall Finishes – Brickwalls with plaster and paint or drywalls partition.
- d) Light Fitting – Energy efficient fluorescent recessed light fittings.
- e) Building Column - Concrete with plaster and paint

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## **B. DESIGN CRITERIA**

### **1. Basic Parameters**

The following are the basic parameters a Tenant must follow when designing the Demised Premises in Menara Great Eastern 2.

- a) All penetrations of floor must be approved by the Landlord at the time of plan preparation.
- b) No suspended loads will be attached to the underside of the ceiling or structure with the exception of normal suspended ceiling and lighting fixtures, without Landlord's written approval.
- c) No wall mounted fixtures will be permitted other than those approved in writing by the Landlord.
- d) No heavy concentrated load shall be imposed upon any floor areas of the demised premises without the consent of the Landlord.

#### **1.1 External View**

The building has been designed to have a great external view specially for the office Space. The external view is considered direct line of sight through vision glazing at a height of 1m from the floor level. During fit-out works, tenants should maintain views for their space and if any partition along the perimeter of the building, it should be vision glass. The enclosed room by opaque wall shall be located away from the façade / closer to the corridor.

To comply with the GBI requirement tenant should maintain at least 80% of the NLA has a direct line of sight through vision glazing at a height of 1m from the floor level.

## **2 Green Building Index (GBI) Requirements**

This section details the technical requirements for all the Tenants in Menara Great Eastern 2 to meet the GBI Certified Level certification.

### **2.1 Codes and Standards**

The following local design codes and standards have been applied and referenced.

- a) GBI NRNC Design Guide V1.0 : GBI for Non-residential buildings Version/1.0
- b) MS 1525-2014 : Code of practice for Energy efficiency and renewable energy for non-residential buildings

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## 2.2 **ACMV System**

If any air conditioning system is to be installed, the refrigerant must be non-CFC based and have zero Ozone Depletion Potential.

## 2.3 **Artificial Lighting**

In accordance with GBI guideline and MS1525:2014 the use of energy efficient lighting is required while maintaining proper lighting level in line with safety and visual comfort guidelines. To achieve the required energy savings for GBI Certified rating the maximum lighting power has to be reduced accordingly to the following level:

<b>Type of Usage</b>	<b>Maximum Lighting Power Budget (W/m<sup>2</sup>)</b>
Office	8 W/m <sup>2</sup>
Toilet	5 W/m <sup>2</sup>

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The artificial lighting design for the above-mentioned interior spaces should conform to MS1525:2014 Code of practice for Lighting of Work Places regarding Illuminance, glare index and recommended colour rendering.

All LED lighting lamps provided must have certification that demonstrates compliance to Energy Star or equivalent for performance test of lumens and colour maintenance including life hours at least but not limited to:

- a) LM-79-08 code for lumens output, CRI and light intensity
- b) LM-80-08 code for lifespan and lumen depreciation period

### **2.3.1 Motion Sensors**

Motion sensors are provided throughout the development in various locations especially in the common area to control lighting function. The scope covers, but is not limited to, motion sensors, power packs and auxiliary relays. Please refer to relevant electrical drawings for design intent and coverage of sensors provided.

System installation includes the installation of motion sensors, power packs and auxiliary relays in accordance with manufacturer's installation instructions. For detailed drawings please refer to the relevant electrical and lighting layout drawings.

### **2.3.2 Photolight Sensor**

Photolight sensors are provided in some of the Office floor to control perimeter lighting function. Please refer to relevant electrical drawings for design intent and coverage of sensors provided.

System installation includes the installation of lighting sensors, power packs and auxiliary relays in accordance with manufacturer's installation instructions. For detailed drawings please refer to the relevant electrical and lighting layout drawings.

## **2.4 Indoor Air Pollutants**

During fit-out works, Tenants should maintain indoor air quality by using materials that minimize airborne contaminants to promote a healthy indoor environment.



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## 2.4.1 **Non Toxic Materials**

### a) Volatile Organic Compounds

The use of products containing high levels of Volatile Organic Compounds (VOCs) is not permitted. Volatile Organic Compounds (VOCs) are defined as carbon compounds that participate in atmospheric photochemical reactions (excluding carbon monoxide, carbon dioxide, carbonic acid, metal carbides and carbonates, and ammonium carbonate). The compounds vaporize (become a gas) at normal room temperatures.

### Adhesives & Sealants

The following products as defined below are to be provided with low VOC content:

“Adhesive” - means any substance that is used to bond one surface to another surface by attachment. Adhesives include adhesive bonding primers, adhesive primers, adhesive primers for plastics, and any other primer.

“Aerosol Adhesive” - is any adhesive packaged as an aerosol product in which the spray mechanism is permanently housed in a non-refillable can designed for handheld application without the need for ancillary hoses or spray equipment. Aerosol adhesives include special purpose spray adhesives, mist spray adhesives and web spray adhesives.

“Indoor Adhesive, Sealant and/ or Sealant Primer” Products defined as adhesive or sealant applied on-site, inside the building’s waterproofing system.

“Porous Sealant” is a substance used as a sealant on porous material. Porous materials have tiny openings, often microscopic, in which fluids may be absorbed or discharged. Such materials include, but are not limited to, wood, fabric, paper, corrugated paperboard and plastic foam.

“Primer” is a material applied to a substrate to improve adhesion of subsequently applied adhesive.

“Non-porous Sealant” is a substance used as a sealant on non-porous materials. Non-porous materials do not have openings in which fluids may be absorbed or discharged. Such materials include, but are not limited to, plastic and metal.

A “Sealant” is any material with adhesive properties that is formulated primarily to fill, seal, or waterproof gaps and joints between two surfaces. Sealants include sealant primers and caulks.

Adhesives, Sealants and Sealant Primers shall meet the specified Volatile Organic Compound (VOC) limits in the table below.

Architectural Applications	VOC Limit	Specialty Applications	VOC Limit
	(g/L less water)		(g/L less water)
Indoor carpet adhesives	50	PVC welding	510
Carpet pad adhesives	50	CPVC welding	490
Wood flooring adhesives	100	ABS welding	325
Rubber floor adhesives	60	Plastic cement welding	250
Subfloor adhesives	50	Adhesive primer for plastic	550
Ceramic tile adhesives	65	Contact adhesive	80
Drywall and panel adhesives	50	Special purpose contact adhesive	250
Cove base adhesives	50	Structural wood member adhesive	140
VCT and asphalt adhesives	50	Sheet applied rubber lining operations	850
Multipurpose construction	70	Top and trim adhesive	250
Structural glazing adhesives	100		
<b>Substrate Specific Application</b>		<b>Sealants</b>	
Metal to metal	30	Architectural	250
plastic foams	50	Roadway	250
porous material (except wood)	50	Other	420
Wood	30		
Fibre glass	80		
<b>Sealant Primers</b>			
Architectural, nonporous	250		
Architectural, porous	775		
other	750		

Aerosol Adhesives must comply with Volatile Organic Compound (VOC) limits in the table below.

Aerosol Adhesives	VOC Limit
General Purpose Mist	65% VOCs by Weight
General Purpose Web	55% VOCs by Weight
Special Purpose Aerosol	70% VOCs by Weight

Paints & Coatings

The following products as defined below are to be provided with low VOC content:

“Paints - a pigmented liquid that is designed for application in single or multiple layers and forms an opaque, continuous film after application to decorate or protect a surface.”

“Coatings - a pigmented resin that is converted to a solid adherent film after application to a substrate as a thin layer for decoration or protection of a surface.”

Water Based Paints and Coatings shall meet the specified Volatile Organic Compound (VOC) limits in the table below:

Description	VOC (g/L) of Wet Paint / Coating	
	Interior, Max	Exterior, Max
Paint / Coating Type		
Low Sheen ( $\leq 10$ gloss units, $85^{\circ}$ )	25	50
Matt (10-15 gloss units)	30	50
Semi-Gloss / Gloss ( $\geq 15$ gloss units)	75	75

Solvent based Paints and Coatings must not contain VOCs in excess of the following limits prescribed below:

Product / Coating Type	VOC Limit (g/L) (Less Water)*
<b>Anti-Corrosive &amp; Anti-Rust Paints</b>	
1. Gloss	250
2. Semi Gloss	250
3. Flat	250
<b>Clear Wood Finishes, Stains, Primers, Shellacs, Floor Coatings</b>	
1. Bond Breakers	350
2. Clear Wood Finishes	
a) Varnish	350
b) Sanding Sealer	350
c) Lacquer	550
3. Clear brushing lacquer	680
4. Concrete curing compounds	350
5. Fire proofing exterior coatings	350
6. Fire retardant coatings	
a) Clear	650
b) Pigmented	350
7. Floor Coatings	100

8. Graphic arts (sign) coatings	500
9. Industrial Maintenance (IM) coatings High Temperature IM coatings Zinc rich IM primers	100 420 100
10. Japans/faux finishing coatings	350
11. Magnesia cement coatings	450
12. Mastic coatings	300
13. Metallic pigmented coatings	500
14. Multicolour coatings	250
15. Pigmented lacquer	550
16. Pre-treatment wash primers	100
17. Primers, sealers, under coaters	200
18. Quick dry Enamels	50
19. Quick dry primers, sealers and under coaters	100
20. Recycled coatings	250
21. Roof coatings Roof coating, Aluminium	50 100
22. Roof primers, Bituminous	350
23. Shellac a) Clear b) Pigmented	730 550
24. Specialty primer	100
25. Stains interior	250
26. Waterproofing sealers	250
27. Waterproofing concrete/masonry sealers	450
28. Wood-preservatives	350
29. Low solids coatings	120

Carpets

All carpets installed in the Building interiors must meet the testing and product requirements of the Carpet and Rug Institute (CRI) Green Label Plus program.

The carpets must not exceed the emission standards for total volatile organic compounds (TVOCs), 4-PC (4-Phenylcyclohexene), formaldehyde, and styrene.

All carpet adhesives should not exceed the VOC limit of 50g/L (less water).

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### Hard Flooring

All hard floor surfaces must be certified to be compliant with FloorScore developed by Science Certification System or shall be tested to be compliant with FloorScore standard by an independent third-party.

Flooring products covered by FloorScore include:

- i. Vinyl
- ii. Linoleum
- iii. Laminate Flooring
- iv. Wood Flooring
- v. Ceramic Flooring
- vi. Rubber Flooring
- vii. Wall Base

All other hard surface flooring not covered under FloorScore shall meet the requirements of the local and/or international labelling schemes recognized by GBI.

Mineral-based finish flooring products such as tile, masonry, terrazzo and cut stone without integral organic-based coatings and sealants and unfinished / untreated solid wood flooring will qualify without any IAQ (Indoor Air Quality) testing requirements.

### b) Urea Formaldehyde

The use of products containing added Urea Formaldehyde is not permitted.

No Added Urea Formaldehyde products are required throughout the interior of the building, defined as inside of the weatherproofing system.

The Contractor is to submit details for:

- i. Composite wood products
- ii. Laminating adhesives used to fabricate on-site and shop-applied composite wood and agrifiber assemblies
- iii. Draperies
- iv. Insulation

The following materials are classed as composite wood and agrifiber products:

- i. Particleboard
- ii. Medium Density Fibreboard (MDF)
- iii. Plywood
- iv. Wheat Board
- v. Strawboard
- vi. Panel Substrates
- vii. Door Cores

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## 2.5 **Thermal Comfort**

The Air-conditioning system is designed to allow for cooling load variation due to fluctuations in ambient air temperature to ensure consistent indoor conditions for thermal comfort.

The indoor operating temperature in the Office and other AC areas should be at 25°C set point with +/- 1°C and with a relative humidity less than 65%. Fan Coils and setpoints should be set accordingly.

## 2.6 **Environmental Management Practice**

As part of the environmental management practice for the building, recycling bins were provided for the collection and storage of different recyclable waste such as paper, glass, plastic etc.

## 2.7 **Sustainable Products**

The Office should use environmentally friendly products that are contain recycled content and are applicable to non-structural and architectural related building components.

The following products or their equivalent are to be used for any renovation or fit out works:

### 2.7.1 **Internal Finishes**

#### a) Ceiling

All ceiling material should contain minimum 35% post-consumer recycled content. The recommended materials are listed below:

DAIKEN Exceltone MR Series – New Venus B-pin acoustic mineral fibrous plaster board with NRC0.55, square edged and T-24 gird.

#### b) Block Wall / Concrete Panel

All block wall material should be the eco-friendly material and consisting minimum 30% of post-consumer recycled content, including aggregates from demolished buildings or other sources. The recommended materials are listed below:

- i. Joe Green Concrete Panel or equivalent.

#### c) Homogeneous Tile

The material should contain minimum 20% post-consumer recycled content. The recommended manufacturers are below:

- i. Niro Granite Sdn Bhd or equivalent.
- ii. Guocera Sdn Bhd or equivalent.
- iii. MML tiles Sdn Bhd or equivalent.

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## 2.8 **Water Efficient Fittings**

Any sanitary fitting installed within the Tenant occupied space should use water efficient fittings covered under the Water Efficiency Labelling Scheme (WELS), distinguished with three ticks. These fittings include:

- i. Basin Taps and Mixers
- ii. Flushing Cistern
- iii. Shower Taps, Mixers or Showerheads
- iv. Sink / Bib Taps and Mixers
- v. Urinals and Urinal Flush Valve

The followings flow rate water fixtures are the maximum threshold for Office.

<b>Usage</b>	<b>Type of Fitting</b>	<b>Flow Rate</b>
WC (Dual Flush)	Normal Flush	3.5 (L/flush)
	Low Flow Flush	2.5 (L/flush)
Urinal	Low Flush urinal	0.40 (L/flush)
Hand Wash Basin	Low Flow Basin Tap	3 (L/min)
Shower	Low Flow Shower	-

## 3 **Tenancy Guide For GBI Enhanced Commissioning**

This guide shall be incorporated as standard requirement whenever tenancy renovation / post occupancy or major refurbishment of existing tenancy is required. The Tenant shall submit the interior design layout with all relevant professional engineers (MEP Engineers) endorsement as required by GBI NRNC Credit EE7 – Post Occupancy Commissioning. Below are the specific renovation requirement for this building.

### 3.1 **Submission of Interior MEP Design to Landlord**

GBI credit reference : EE7 – Post Occupancy Commissioning

Detailed MEP design shall be submitted to the Landlord for review prior to the works done on site. Calculations of electrical connected load and maximum demand on every tenancy lot is required to be submitted and to be reviewed by the MEP designer to ensure that the installed load does not exceed the intended design capacity.

### 3.2 **Daylight Photocell Installation**

GBI credit reference : EE2 – Lighting Zoning

#### **Lighting Switch Zoning**

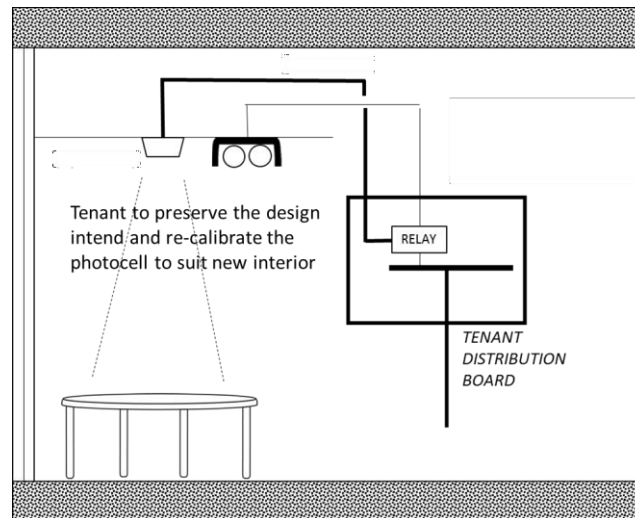
Lighting switches shall be provided as follows:

- a) All individual or enclosed spaces to be individually switched
- b) The size of individually switched zones shall not exceed 100m<sup>2</sup>
- c) All switches to be clearly labelled except where the switches could be easily identified
- d) All switches to be easily accessible by occupants

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### **Auto Sensor**

A photocell sensor is installed along the perimeter of the interior Demised Premises. The Tenant shall be responsible to preserve the integrity of the photocell operation and ensure that it is not affected by the renovation works. Recalibration of the photocell by the Tenant is necessary due to new interiors installed.



### **3.3 Rebalancing of Air Ductworks**

GBI credit reference : EQ6 – Thermal Comfort : Design & Controllability of System

Any alterations on the supply, return or outdoor air ductworks due to additional space partitions and private office requires re-balancing. Re-balancing ensures that adequate air flow is supplied to the space. The Tenant shall record new balanced airflow into the attached test form and submitted to the Landlord.



# Fit Out Contractor

## DUCTWORK AIR REBALANCING

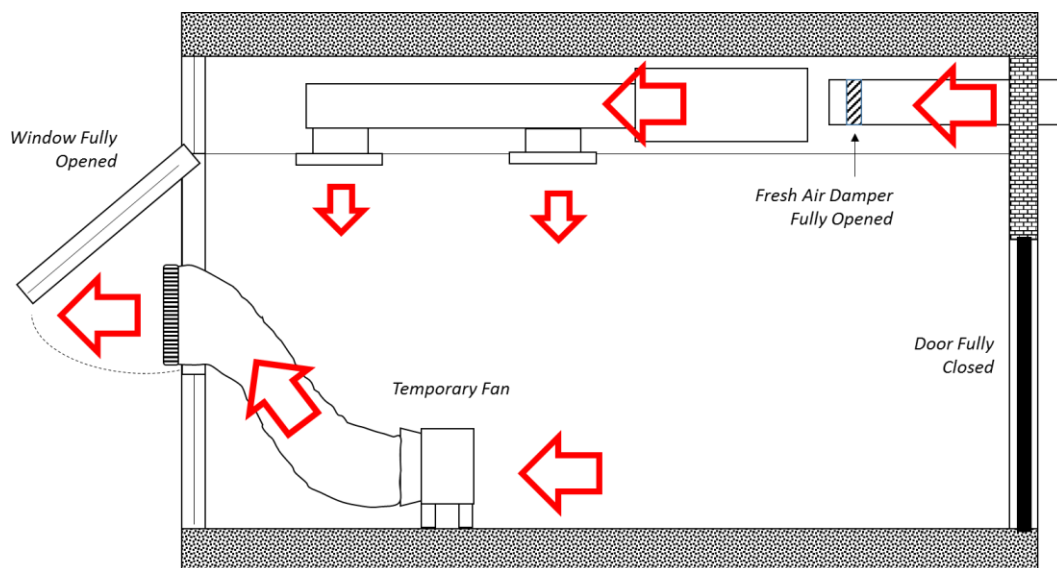
Tenant Lot :				Date :		
Location :				System :		
No.	Grille No	Measured Flowrate	Design Flowrate	Grille No	Measured Flowrate	Design Flowrate
		CMH	CMH		CMH	CMH
1	Grille 1			Grille 25		
2	Grille 2			Grille 26		
3	Grille 3			Grille 27		
4	Grille 4			Grille 28		
5	Grille 5			Grille 29		
6	Grille 6			Grille 30		
7	Grille 7			Grille 31		
8	Grille 8			Grille 32		
9	Grille 9			Grille 33		
10	Grille 10			Grille 34		
11	Grille 11			Grille 35		
12	Grille 12			Grille 36		
13	Grille 13			Grille 37		
14	Grille 14			Grille 38		
15	Grille 15			Grille 39		
16	Grille 16			Grille 40		
17	Grille 17			Grille 41		
18	Grille 18			Grille 42		
19	Grille 19			Grille 43		
20	Grille 20			Grille 44		
21	Grille 21			Grille 45		
22	Grille 22			Grille 46		
23	Grille 23			Grille 47		
24	Grille 24			Grille 48		
Total						
Remarks						
Instrument Used :						
Signature Name Date	Submitted by:		Inspected by:		Approved by:	
	Sub - con		Main contractor		M & E Consultant	

### 3.4 Air Flushing for Renovated Interiors

GBI credit reference: EQ14 – IAQ Before & During Occupancy

Air flushing, where possible shall be performed on all the renovated interiors by the Tenant as soon as renovation is completed and **prior** to occupation. GBI requires a pre- occupancy flushing of 10ACH for 30 minutes and continuous 1 ACH for 14 days of occupancy. This can be performed by operating the smoke spill system for 30 minutes immediately after completion of interior work and prior to occupancy.

In order to comply to the initial 10ACH flushing rate, a preliminary operation of the fresh air and exhaust fan at full capacity shall be initiated with the dampers serving the floor to be fully opened. If the air change falls below 10ACH, then the purging time shall be increased accordingly. After the flushing exercise an IAQ sampling test will be conducted to determine the VOC, formaldehyde, CO, CO<sub>2</sub> residual values. If these values exceed the maximum permissible value, then re-flushing is necessary.



There may be area where air circulation is compromised (blocked airflow). Temporary fans shall be used to assist the smoke spill system for an effective building air flush which shall be determined later according to the site condition.

The fresh air supply shall be fully opened to deliver maximum fresh air to the space for the first 30 days of occupancy.

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Conditions in MS1525

**3.5 Daylighting and Electric Lighting Level**

GBI credit reference : EQ10 – Electric Lighting Level

Lighting shall be provided such that the illuminance levels in accordance to MS 1525. Internal lighting level shall be performed at night and the results shall not exceed the requirement in MS1525. The measurements shall be taken at a level 800mm above the FFL.

**Tabulation recommended illuminance levels from MS 1525.**

1	Walkaway corridor - 100 lux.
2	Lobbies - 100 lux.
3	General office - (300 - 400 lux).
4	Drawing office - (300 - 400 lux).
5	Restroom - 150 lux.

**3.5.1 GBI credit reference: EQ9 – Daylight Glare Control**

Provision of auto sensors along the perimeter of the building are to be used in conjunction with daylighting. Blinds and screen shall be provided for ease of access and control by occupants to harvest daylight.

**3.6 Internal Noise Level**

GBI credit reference : EQ13 – Internal Noise Level

An integrated sound level meter capable of measuring dBAeq(Leq) shall be measured by the Tenant for this purpose. The measurement has to be performed over a period of time (15 minutes) and the values data logged during after office hours with only the HVAC system in operation. These values shall be RMS calculated to obtain the Leq, which should not exceed 45dBAeq for open office and 40dBAeq for private office.

## Appendix C

### Number of employees by department 2024

Department	Staff
Actuarial Services	11
Business Development and Group	16
CEO Office	3
Claims	5
General Counsel	5
Compliance and Risk	6
Data Analytics	16
Finance	12
Human Resource	5
Information Technology	9
Internal Audit	4
Market Development	2
Medical Research Team	3
Procurement, Facilities & Administration	3
Pricing	7
Retakaful	3
Underwriting	7
<b>Grand Total</b>	<b>117</b>