



AGENSI KAUNSELING DAN PENGURUSAN KREDIT

SUPPLY AND DELIVERY OF DELL LAPTOPS

(REF: AKPK/RFQ20/NOV02)

Request for Quotation

[RFQ]

Issuer

Agensi Kaunseling Dan Pengurusan Kredit
Level 6, Menara Bumiputra Commerce
11 Jalan Raja Laut
50350 Kuala Lumpur

ISSUE DATE : 19 November 2020
CLOSING DATE/TIME : 27 November 2020 / 11:00 am

1. INTRODUCTION

The purpose of this Request for Quotation (RFQ) is to enquire from the respective vendors to quote for the supply and delivery of Dell Laptop as per the deliverables.

2. DELIVERABLES

The following are specifications for the Deliverables: -

No	Description	Quantity
1.	<p><u>Dell XPS 13 9310 Silver</u></p> <ul style="list-style-type: none"> • 11th Generation Intel® Core™ i7-1165G7 Processor • Windows 10 Pro (64bit) English • Intel® Iris® Xe Graphics with shared graphics memory • 16GB 4267MHz LPDDR4x Memory Onboard • 512GB M.2 PCIe NVMe Solid State Drive • 13.4-in. Touch Display • 3 years warranty and support (8x5) Next business day (NBD) 	1 Unit
2.	<p><u>Dell Vostro 14 5402</u></p> <ul style="list-style-type: none"> • 11th Generation Intel® Core™ i7-1165G7 Processor • Windows 10 Pro (64bit) English • NVIDIA® GeForce® MX330 with 2GB GDDR5 graphics memory • 8GB, 1x8GB, DDR4, 3200MHz • 512GB M.2 PCIe NVMe Solid State Drive • 3 years warranty and support (8x5) Next business day (NBD) 	11 Units
3.	<p><u>Dell Latitude 14 5411</u></p> <ul style="list-style-type: none"> • 10th Generation Intel® Core™ i7-10850H • Windows 10 Pro (64bit) English • Nvidia GeForce MX250 Discrete Graphics with Thunderbolt for Intel 10th Gen Core i7-10850H • 16GB, 1x16GB, DDR4 Non-ECC • M.2 512GB PCIe NVMe Class 40 Solid State Drive • 3 years warranty and support (8x5) Next business day (NBD) 	4 Units

3. LOCATION

The location for the Deliverables to AKPK's office is at:

Location	Address
AKPK HQ Attention: IT Department	Level 6, Menara Bumiputra Commerce No.11 Jalan Raja Laut 50350 Kuala Lumpur

(The remaining page is intentionally left blank)

4. DELIVERY TIMEFRAME

No	Description	Expected Timeframe
1	Delivery of the Deliverables	4 weeks

5. RFQ SUBMISSION

Interested vendors wishing to participate in this RFQ exercise are required to: -

5.1 Provide the following information/documents as **Solution Proposal** (**Appendix A**): -

5.1.1 To fill up the checklist as follows:

- i. Proposed Item Specifications; and Delivery timeline
- ii. Attach relevant Suruhanjaya Syarikat Malaysia's (SSM) documents as follows: -
 - For Enterprise Company**
 - ✓ Company Profile (Appendix C)
 - ✓ SSM Corporate Information
 - ✓ Form D
 - For Sendirian Berhad & Berhad Company**
 - ✓ Company Profile (Appendix C)
 - ✓ Memorandum and Articles of Association
 - ✓ SSM Corporate Information
 - ✓ Form 49
 - ✓ Form 9 (Sendirian Berhad) & Form 8 (Berhad)
- iii. Latest Audited Financial Statements
- iv. Product brochures
- v. Appointment letter as a product reseller.
- vi. Declaration of any relationship with AKPK Board members or Staff, i.e., parents, spouse, children, siblings (if any)

5.1.2 Fill up the Person-In-Charge Form.

5.1.3 Fill up the Company Profile Form.

5.2 Provide the following information/documents as **Cost Proposal** (**Appendix B**): -

- 5.2.1 **Official Company Quotation** for the Deliverables.
(Vendor **must** submit this and refer to **items no.9 VALIDITY OF THE QUOTATION** for the validity period of the quotation)
- 5.2.2 Cost Summary.
- 5.2.3 Propose Payment Term.
- 5.2.4 Bank Info.

(The remaining page is intentionally left blank)

6. METHOD OF SUBMISSION

6.1 **By hand ONLY**, proposals to this RFQ must be deposited in a sealed envelope into tender box at:

**Agensi Kaunseling dan Pengurusan Kredit (AKPK)
Level 6, Menara Bumiputra Commerce,
11 Jalan Raja Laut,
50350 Kuala Lumpur.**

6.2 The proposals to be submitted in a **separate cover, sealed envelope**, and to be labelled as follows:

i. Solution Proposal (Appendix A)

“NOTE: DO NOT OPEN. SOLUTION PROPOSAL ENCLOSED FOR SUPPLY AND DELIVERY OF IT EQUIPMENT/ PERIPHERALS/ ACCESSORIES, RFQ# AKPK/RFQ20/NOV02 SUBMITTED BY [VENDOR’S NAME HERE]” (Note: Should submit two sets of copies – 1 original, one photocopy in one envelope)

ii. Cost Proposal (Appendix B)

“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR SUPPLY AND DELIVERY OF IT EQUIPMENT/ PERIPHERALS/ ACCESSORIES, RFQ# AKPK/RFQ20/NOV02 SUBMITTED BY [VENDOR’S NAME HERE]”
(Note: Should submit two sets of copies – 1 original, one photocopy in one envelope).

6.3 Any submission of RFQ Proposal to be registered in our “Schedule of Tender for RFQ Submission,” i.e., Name of Company and Contact Details (Name, Designation, I.C. Number, H/P Number, Email and Signature)

7. AKPK’s OFFICER IN-CHARGE

7.1 AKPK’s Procurement officer-in-charge:

i. Name : Nur Hayati Mat Salleh / Hadi Isma Che Wil
Contact No : 03-2610 5678 / 03-2610 5661
Email : procurement@akpk.org.my

7.2 AKPK’s Technical officer-in-charge:

i. Name : Mohd Azmi Mohd Supian
Contact No. : 03 – 2616 7768
Email : azmi@akpk.org.my

ii. Name : Halim Saleh
Contact No. : 03 – 2616 7700
Email : halim.s@akpk.org.my

iii. Name : Wan Mohd Kamarul WanMohamad
Contact No : 03 – 2616 7674
Email : wankamarul.wm@akpk.org.my

8. DATELINE OF SUBMISSION

- 8.1 All quotations must reach us by/before **11.00 am on 27 November 2020**.
- 8.2 Tender received after the deadline and/or not comply with the method of submission, as mentioned above, will be rejected.
- 8.3 The vendor's proof of posting and/or submission by other means shall not be accepted as proof of receipt by AKPK.
- 8.4 A document that is rejected or disqualified will be dispose-off at our end.
- 8.5 Regardless of the method used for delivery, vendors shall be wholly responsible for the timely delivery of the submitted proposal.

9. VALIDITY OF THE QUOTATION

- 9.1 The validity of the quotation submitted is 120 calendar days;
- 9.2 To provide additional service with the same specification and price within twelve (12) months (if required) after the first purchase is done; and
- 9.3 All costs are inclusive GST, delivery charges & installation cost, and all other taxes incidental to the Deliverables.

10. AWARD OF THE CONTRACT

- 10.1 Before the expiry of the period of validity of the proposal, AKPK shall notify the selected vendor in writing by registered letter or by email that its proposal has been accepted by AKPK and any intention to award a contract.
- 10.2 The selected vendor will be issued with an official Letter of Award (LOA) or Purchase Order (P.O).
- 10.3 Prior to such issuance, price negotiation may be carried out with the selected vendor.
- 10.4 The parties to the contract shall have it signed **within ten days** from the date of LOA issuance unless there is an administrative review request.
- 10.5 The selected vendor shall prepare the Project Agreement or Maintenance Agreement **within two (2) weeks** upon accepting the Letter of Award from AKPK.
- 10.6 Stamp duty to be borne by the selected vendor.
- 10.7 The project shall commence once the LOA/PO; Project Agreement or Maintenance Agreement is signed by both parties AKPK and the selected vendor.

11. ANTI-BRIBERY AND ANTI-CORRUPTION

- 11.1 AKPK is committed to conducting business in an ethical and honest manner and has zero-tolerance for bribery and corrupt activities.
- 11.2 We are committed in all business dealings and relationships and will constantly uphold all laws relating anti-bribery and anti-corruption in Malaysia in particular the Malaysia Anti-Corruption Commission Act 2009.

(The remaining page is intentionally left blank)

12. WHISTLE BLOWING

12.1 Report on whistleblowing matters are as follows:

- i. The Supplier is encouraged to report any concern by completing the Whistleblowing Incident Report Form (WIRF) as attached in **Appendix D**.
- ii. The Supplier shall as soon as possible, in writing or orally, inform the CEO of AKPK, upon having knowledge of any director, officer or employee of AKPK, directly or indirectly, asking for or receiving, any gratification whether for his own personal benefit or advantage or for the benefit or advantage of any other person, in relation to this Agreement, whether before, during or after the term of this Agreement at ceo@akpk.org.my
- iii. If the concern involves the CEO of AKPK, the whistle blower could address his concern either by post or email to the Chairman of AKPK's Audit Committee at acchairman@akpk.org.my
- iv. If the concern involves a director of the Board, you should share your concern either by post or email with the Chairman of the Board at chairman@akpk.org.my

'Gratification' includes corruption or bribery, any gift, money, property or thing of value, or any service, favor or other intangible benefit or consideration of any kind, or any other similar advantage.

(The remaining page is intentionally left blank)

APPENDIX A

A. SOLUTION PROPOSAL

1. VENDOR'S SOLUTION PROPOSAL

No	Description	Tick (✓)	Envelope
I	Company Profile form		
	Business Registration Certificate		
	Memorandum and Articles of Association		
	SSM Corporate Information		
II	Form D (Enterprise), Form 9 (Sendirian Berhad) & Form 8 (Berhad)		
	Form 49 (Sendirian Berhad & Berhad)		
	Latest Audited Financial Statements 2018 / 2019		
III	Proposed hardware specifications (mandatory)		
IV	Proposed support and warranty (mandatory)		
V	Product Brochures (if applicable)		
VI	Letters of Authorization from Principals and Distributors, if any		
VII	Declaration of any relationship with AKPK Board members or Staff i.e. parents, spouse, children, siblings (if any)		

2. PERSON IN-CHARGE

Name	
Designation	
Signature	
Email	
Contact Number (Off) Mobile Number (H.P.)	
Signature	
Date	
Company Stamp	

APPENDIX B

1. COST PROPOSAL

A. CHECKLIST

No.	Description	Tick (✓)	Envelope
1	Official Company Quotation (compulsory)		COST PROPOSAL
2	Cost Summary in Appendix B (B)		
3	Bank Info		

B. COST SUMMARY

No.	Description	Qty	Cost per unit (RM)	Total (RM)
1.	Dell XPS 13 9310 Silver <ul style="list-style-type: none"> • 11th Generation Intel® Core™ i7-1165G7 Processor • Windows 10 Pro (64bit) English • Intel® Iris® Xe Graphics with shared graphics memory • 16GB 4267MHz LPDDR4x Memory Onboard • 512GB M.2 PCIe NVMe Solid State Drive • 13.4-in. Touch Display • 3 years warranty and support (8x5) Next business day (NBD) 	1 Unit		
2.	Dell Vostro 14 5402 <ul style="list-style-type: none"> • 11th Generation Intel® Core™ i7-1165G7 Processor • Windows 10 Pro (64bit) English • NVIDIA® GeForce® MX330 with 2GB GDDR5 graphics memory • 8GB, 1x8GB, DDR4, 3200MHz • 512GB M.2 PCIe NVMe Solid State Drive • 3 years warranty and support (8x5) Next business day (NBD) 	11 Units		
3.	Dell Latitude 14 5411 <ul style="list-style-type: none"> • 10th Generation Intel® Core™ i7-10850H • Windows 10 Pro (64bit) English • Nvidia GeForce MX250 Discrete Graphics with Thunderbolt for Intel 10th Gen Core i7-10850H • 16GB, 1x16GB, DDR4 Non-ECC • M.2 512GB PCIe NVMe Class 40 Solid State Drive • 3 years warranty and support (8x5) Next business day (NBD) 	4 Units		
Total				
Sales & Services Tax (SST)				
Grand Total Cost				
(All cost are inclusive of delivery charges and other taxes incidental to the deliverables)				

2. DELIVERY TIMEFRAME

No	Description	Timeframe
1	Delivery of the Deliverables to complete the job in working days	<u>4 Weeks</u>

3. PAYMENT STRUCTURE

No	Description
1.	Preferred Payment Term i. Upon Delivery of Deliverables : 95% ii. Upon completion of 3 months warranty : 5% (Please state if the payment term is not as per the above-preferred term)

4. BANK INFO

No	Description
1	Manner of Payment i. Name of Bank : ii. Address of Bank : iii. Account number : iv. Account type : Current / Saving v. Account scheme : Conventional / Islamic

(The remaining page is intentionally left blank)

APPENDIX C**COMPANY PROFILE FORM**

This section covers generic company information that will provide a quick overview of the vendor/solution provider organization. Please fill in as much information as possible, and feel free to add additional information in the form of attachment.

i. Particulars of Company

No	Items	Explanation
1.	Company Name	
2.	Company Registration No. (for company registered in Malaysia)	
3.	Business Address	
4.	Correspondence Address (if different from the above business address)	
5.	Telephone No.	
6.	Fax No.	
7.	Contact Person(s)	
8.	Number of years in business operation	
9.	Latest Audited Financial Statements (MM/YYYY)	
10.	SSM Certification (e.g. Form 49. Form 9, etc.)	

ii. Company's Directors

No	Name of Directors	Position In Company	Period
1.			
2.			
3.			

iii. Company's Current and Past Work Experience (latest three projects)

Please attach the list of similar contracts/projects performed by your company. **The list should be confined only to similar or related supply/services/works described in this RFQ document** and presented in the format specified below (please add more rows if not sufficient).

No.	Client Name	Project Description	Completion Date
1.			
2.			
3.			

DECLARATION

We declare that all information on the company is true and correct; and there has been no deliberate suppression of facts, which are required in this form.

Signature _____

Name _____

Designation _____

Contact No. _____

Email address _____

Whistleblower Incident Report Form (WIRF)

Instruction: All reports should be made using the WIRF

Reporting Misconduct

You should share your concerns of misconduct to the Chief Executive Officer (CEO) of AKPK. If it is inappropriate to make the report to the CEO, you can report your concerns to the Chairman of the Board of Directors or Chairman of the Board Audit Committee. Alternatively, you may mail the completed WIRF to the Chairman of the Board of Directors or to the Chairman of the Board Audit Committee.

Date of Report: _____

Person reporting the actual or suspected misconduct.

(Do not complete this section if you wish this to be an anonymous report)

Name : _____

Email address : _____

Telephone number : _____

Person against whom the report of actual or suspected misconduct is being made:

Name : _____

Email address : _____

Telephone number : _____

****Use the back of this form or additional sheets of paper to describe the alleged misconduct. Include specific facts and documentation, if any, as well as the names of any individual at AKPK with whom you have discussed your concerns.***

END OF RFQ