



**AGENSI KAUNSELING DAN PENGURUSAN KREDIT**  
**SUPPLY AND DELIVERY OF OFFICE CHAIRS AT AKPK**  
**HQ**

**(REF: AKPK/RFQ19/NOV01)**

**Request for Quotation**  
**[RFQ]**

**Issuer**

Agensi Kaunseling Dan Pengurusan Kredit  
Level 14, TH Perdana Towers  
1001 Jalan Sultan Ismail  
50250 Kuala Lumpur

**ISSUE DATE** : 06 November 2019  
**CLOSING DATE/TIME** : 14 November 2019 / 4:00pm

## 1. INTRODUCTION

The purpose for this Request for Quotation (RFQ) is to enquire from the respective vendors to quote for the supply and delivery of 'Office Chairs' at AKPK HQ.

## 2. DELIVERABLES

The specifications for the Deliverables as follows:

### Staff Chairs – Presidential Medium Back Chair

No	Description	Quantity
1.	Adjustable nylon armrest	<b>133 units</b>
2.	Aluminium High Base	
3.	Synchronized Mechanism (Multi-locking)	
4.	<b>Backrest:</b> Mesh	
5.	<b>Seat:</b> Fabric	

## 3. LOCATION

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

Location	Address
AKPK HQ	Agensi Kaunseling dan Pengurusan Kredit Level 14, Menara TH Perdana, 1001 Jalan Sultan Ismail, 50250 Kuala Lumpur

## 4. DELIVERY TIMEFRAME

No	Description	Expected Timeframe (Before/by)
1	Delivery of the Deliverables	31 December 2019

## 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 The vendor must indicate any additional information or changes that would meet AKPK's deliverables and fully describe the proposed solution.

i. The vendor must provide clear information that describes the capabilities and features of the equipment such as brochures or general literature.

- ii. The vendor should provide the proposed brand/model complying with technical specification given. The models under quality testing should not be offered.

5.1.2 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)

5.1.3 Fill up the Person In-Charge Form.

5.1.4 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.

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## 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 14, TH Perdana Tower,  
1001 Jalan Sultan Ismail,  
50250 Kuala Lumpur.**

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

i. Solution Proposal (Appendix A)

**“NOTE: DO NOT OPEN. SOLUTION PROPOSAL ENCLOSED FOR SUPPLY AND DELIVERY OF OFFICE CHAIRS AT AKPK HQ, RFQ# AKPK/RFQ19/NOV01 SUBMITTED BY [VENDOR’S NAME HERE]”**

(Note: Should submit 2 sets of copies – 1 original, 1 photocopies in one envelope)

ii. Cost Proposal (Appendix B)

**“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR SUPPLY AND DELIVERY OF OFFICE CHAIRS AT AKPK HQ, RFQ# AKPK/RFQ19/NOV01 SUBMITTED BY [VENDOR’S NAME HERE]”**

(Note: Should submit 2 sets of copies – 1 original, 1 photocopies 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, IC Number, H/P Number, Email Signature, etc.)

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## 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](mailto:procurement@akpk.org.my)

### 7.2 AKPK's Technical officer in-charge:

- i. Name : Ahmad Firdaus Mohamad Ariff  
Contact No. : 03-2610 5665 / 019-268 5275  
Email : [firdaus@akpk.org.my](mailto:firdaus@akpk.org.my)
  
- ii. Name : Mohd Haffiz Talib  
Contact No. : 03-2610 5660 / 019-717 6283  
Email : [mohdhaffiz.t@akpk.org.my](mailto:mohdhaffiz.t@akpk.org.my)

## 8. DATELINE OF SUBMISSION

- 8.1 All quotations must reach us by / before **4.00pm** on **14 November 2019**.
- 8.2 Tender received after the deadline and/or not comply with method of submission as above mentioned 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 Document that are 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 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 require) after first purchase 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 an issuance, price negotiation may be carried out with the selected vendor.
- 10.4 The parties to the contract shall have it signed within 10 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 acceptance of 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 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.

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## 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](mailto:ceo@akpk.org.my)
- iii. If the concern involves the CEO of AKPK, the whistleblower could address his concern either by post or email to the Chairman of AKPK's Audit Committee at [acchairman@akpk.org.my](mailto: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](mailto: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.

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## 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		
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

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Email</b>	
<b>Contact Number (Off) Mobile Number (HP)</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Company Stamp</b>	

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## 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	Total (RM)
1.	Presidential Medium Back Chairs (133 units)	
2.	<b>Total</b>	
3.	<b>Sales &amp; Services Tax (SST)</b>	
4.	<b>Grand Total Cost</b>	

(All cost are inclusive of delivery charges and other taxes incidental to the deliverables)

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**2. DELIVERY TIMEFRAME**

No	Description	Timeframe
1	Delivery of the Deliverables to complete the job in working days	..... Working days

**3. PAYMENT STRUCTURE**

No	Description
1.	Preferred Payment Term i. Upon Delivery of Deliverables : 100% (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

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## 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 3 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 \_\_\_\_\_

**APPENDIX D**

**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**