



AGENSI KAUNSELING DAN PENGURUSAN KREDIT

SUPPLY & DELIVERY OF AKPK CORPORATE SHIRT

(REF: AKPK/RFQ19/SEP01)

Request for Quotation [RFQ]

Issuer

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

ISSUE DATE : 30 September 2019

CLOSING DATE/TIME : 14 October 2019 / 12:30 PM

1.0 INTRODUCTION

The purpose of this Request for Quotation (RFQ) is to enquire from the respective vendors to quote for the Supply & Delivery of AKPK Corporate Shirt (Deliverables) as specified below.

2.0 REQUIREMENTS

The following are the requirements for the Deliverables:

Material	65% Viscose 35% Polyester
Specification	<ul style="list-style-type: none">• Base Colour – Dark Blue• Hidden pocket• Hidden button• Male - Short sleeve• Female - Long sleeve (Mandarin collar)• AKPK's Logo & Name• Logo measurement – 2cm(H) x 4cm(L)
Sizing	Block size XS – 10XL (Subject to size chart)
Design	See APPENDIX C for details
Sample (APPENDIX C)	Actual sample (short sleeve without logo and name), see APPENDIX C for more details
Quantity	Between 200 to 400 pieces

3.0 DELIVERY TIMEFRAME & LOCATION TO SUBMIT

No	Description	Expected Timeline	Location
1.	Delivery of the Deliverables	Within 6 weeks after finalised design and size measurement	Level 14, Menara TH Perdana, 1001, Jalan Sultan Ismail, 50250 Kuala Lumpur

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4.0 SUBMISSION OF DOCUMENTS AND PROPOSAL

a) Provide the following information/documents as Solution Proposal, as per checklist **Appendix A**

(i) Attach relevant Suruhanjaya Syarikat Malaysia's (SSM) documents as follows:-

For Enterprise Company

- ✓ Company Profile
- ✓ Corporate Information
- ✓ Form D

For Sendirian Berhad & Berhad Company

- ✓ Company Profile
- ✓ Memorandum and Articles of Association
- ✓ Corporate Information
- ✓ Form 49
- ✓ Form 9 (Sendirian Berhad) & Form 8 (Berhad)

- (ii) Latest Audited Financial Statements
- (iii) Proven consultancy track record
- (iv) Fill up the Person In-Charge Form.
- (v) Fill up the Company Profile Form.
- (vi) Declaration of any relationship with AKPK Board members or Staff i.e. parents, spouse, children, siblings (if any)

b) Provide the following information/documents as Cost Proposal (**Appendix B**)

- (i) Provide **Official Company Quotation** for the Deliverables.
(Vendor **must** submit this and refer to Item No. 8 '**VALIDITY OF THE QUOTATION**' for the validity period of the Quotation)
- (ii) Fill up the Cost Summary.
- (iii) Provide propose Payment Term.
- (iv) Provide Bank Info.

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5.0 METHOD OF SUBMISSION

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

**Level 14, Menara TH Perdana,
1001, Jalan Sultan Ismail,
50250 Kuala Lumpur.**

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 OF AKPK CORPORATE SHIRT, RFQ# AKPK/RFQ19/SEP01 SUBMITTED BY [VENDOR’S NAME HERE]”

(Note: Should submit 3 sets of copies – 1 original, 2 photocopies in one envelope)

ii) Cost Proposal (Appendix B)

“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR SUPPLY OF AKPK CORPORATE SHIRT, RFQ# AKPK/RFQ19/SEP01 SUBMITTED BY [VENDOR’S NAME HERE]”

(Note: Should submit 3 sets of copies – 1 original, 2 photocopies in one envelope).

(Note: Any submission of RFQ Proposal to be registered in our “Schedule of Tender RFQ Submission” during submission i.e. Name of Company and Contact Details, Name, Designation, IC Number, H/P Number, Email Signature, etc.

6.0 AKPK’S OFFICER IN-CHARGE

a) **AKPK’s Procurement officer-in-charge is:**

Name : Nur Hayati Binti Mat Salleh / Ezreen Ezairy Bin Hussin
Contact No : 03-2610 5678 / 03-2610 5696
Email : procurement@akpk.org.my

b) **AKPK’s Technical officer-in-charge is:**

Name : Encik Muhamad Hamizan Jaafar
Contact No. : 03-2610 5523 / 017-209 2501
Email : muhammadhamizan.j@akpk.org.my

Name : Encik Alif Faizudin Bin Jamaludin

Contact No. : 03-2610 5522 / 019-345 0623

Email : alif.f@akpk.org.my

7.0 DEADLINE OF SUBMISSION

- a) All quotations must reach us by / before **12:30 PM on 14 October 2019.**
- b) Tender received after the deadline and/or not comply with method of submission as above mentioned will be rejected.
- c) The vendor's proof of posting and/or submission by other means shall not be accepted as proof of receipt by AKPK.
- d) Document that are rejected or disqualified will be disposed-off at our end.
- e) Regardless of the method used for delivery, vendors shall be wholly responsible for the timely delivery of submitted proposal.

8.0 CLARIFICATION

Vendors may be invited to present and clarify on the RFQ on a date to be confirmed by both parties.

9.0 VALIDITY OF THE QUOTATION

- a) The validity of the quotation submitted is 180 calendar days;
- b) All costs and expenses incurred by vendor in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, etc. and providing any additional information required by AKPK, will be borne entirely and exclusively by the vendor.
- c) All cost for internal audit services are inclusive of all other taxes, excluding out-of-pocket expenses.

[END OF THE RFQ]

APPENDIX A

A. SOLUTION PROPOSAL

1. CHECKLIST (TO HAVE THE FOLLOWING DOCUMENTS)

No	Description	Tick (✓)	Envelope
1.	Company Profile form		SOLUTION PROPOSAL
	Business Registration Certificate		
	Memorandum and Articles of Association		
	Corporate Information		
2.	Form D (Enterprise), Form 9 (Sendirian Berhad) & Form 8 (Berhad)		
	Form 49 (Sendirian Berhad & Berhad)		
	Latest Audited Financial Statements		
3.	Declaration of any relationship with AKPK Board members or Staff i.e. parents, spouse, children, siblings (if any)		
4.	Actual sample (short sleeve without logo and name), see APPENDIX C for more details		

2. PERSON IN-CHARGE

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

3. COMPANY PROFILE FORM

This section covers generic company information that will provide a quick overview of the service provider organisation. 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	Details
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	
10.	SSM Certification (E.g. Form 49. Form 9, etc.)	

ii) **Company's Directors** (Please add more where required)

No.	Name of Directors	Position in Company	Period
1.			
2.			
3.			
4.			
5.			

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 services 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.			

*Failure to provide suitable references may result in the service provider's proposal being rejected without further consideration.

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 _____

Mobile Number _____

Email Address _____

Date _____

B. COST PROPOSAL

2. COST SUMMARY

1. CHECKLIST

No.	Description	Tick (✓)	Envelope
1	i) Official Quotation (must submit this)		Cost Proposal
	ii) Cost Summary (as per item 2 below)		
2.	i) Propose Payment Term		
	ii) Bank Info		

2. COST SUMMARY

	Item Description	Price Per Unit (RM)
1.	Short sleeve	
2.	Long sleeve	

3. PROPOSED PAYMENT TERM

No.	Stage of work	Payable (%)
1.	Upon delivery of the actual item(s)	80%
2.	Upon delivery of altered item (if any) to the satisfaction of AKPK	20%

4. MANNER OF PAYMENT

Description	
(i)	Name of Bank :
(ii)	Address of Bank :
(iii)	Account number :
(iv)	Account type : Current / Saving
(v)	Account scheme : Conventional / Islamic

APPENDIX C

