

TENDER NOTICE

Tenderers from Malaysian registered companies (Berhad or Sendirian Berhad) and fulfill the following condition(s) are invited to participate in the below Tender;

- i) The Tender is opened to any Principal / System Integrator (SI) or Authorized Distributor of computers with experience in supplying and supporting deployment in companies.
- ii) Tenderer should understand the nature of an NGO & Education.

TITLE & REFERENCE	DETAILED INFORMATION	Notice Date	Closing Date & Time	Tender Submission
<p>TITLE: TENDER FOR THE SUPPLY, DELIVERY, TESTING, DEPLOYMENT & MAINTENANCE SUPPORT SERVICES OF CHROMEBOOKS FOR DIGNITY FOR CHILDREN FOUNDATION (“DCF”) CLUSTER SCHOOL PROJECT.</p> <p>RFx: 20-0002</p>	<p>49 units of chromebooks with at least specification of :-</p> <ul style="list-style-type: none"> • Quadcore Celeron • 4GB RAM • 32GB Storage • 3 Years warranty • Theft & accidental damage <p>and Google Chrome Management Console License needed to manage the chromebooks fleet above</p> <p>1. Any enquiries regarding Technical Specification/Requirements, shall be directed to: christina@dignityforchildren.org (Christina)</p>	<p>03/09/2020</p>	<p>09/09/2020 12PM</p>	<p>The completed Tender Proposals are to be submitted by sealed envelope or email to:</p> <p>DIGNITY FOR CHILDREN FOUNDATION 21-5, Jalan 15/48A, Sentul Boulevard 51000 Kuala Lumpur before 12.00 noon on the Closing Date.</p> <p>christina@dignityforchildren.org</p> <p>Tender Proposals submitted later than the date and time mentioned above will not be entertained.</p>

INSTRUCTIONS TO TENDERERS

1. INTRODUCTION

- 1.1 The following conditions shall be met for suppliers who plan to participate in this tender:
 - 1.1.1 Contractors participating in tender should be registered with Suruhanjaya Syarikat Malaysia (SSM).
 - 1.1.2 Good commercial reputation and well-designed system in financial accounting;
 - 1.1.3 The necessary equipment and ability to fulfill the contract;
 - 1.1.4 No illegal record when participate in procurement;
- 1.2 The tenderer shall bear all costs and expenses associated with the preparation and participation in the tender.
- 1.3 Tenderers must ensure that their Tender response is submitted together with all the following Documents/ Information required for evaluation purposes.
 - 1.3.1 – A Cover Letter
 - 1.3.2 - Tenderers Details (Appendix 1)
 - 1.3.3 – Pricing Schedule
 - 1.3.4 – Disputes (Appendix 2)
 - 1.3.5 – Company & Business Information (Appendix 3)
 - 1.3.6 – Financial Information (Appendix 4)
 - 1.3.7 – Deviation List (Appendix 5)
 - 1.3.8 – After Sales Service Undertaking (Appendix 6)

APPENDIX 1: TENDERERS DETAILS

Name of Company	
Address	
Post Code	
Contact Name	
Telephone Number	
E-Mail Address	

1. Is your organisation:	i. a public limited company?	Yes/No
	ii. a private limited company?	Yes/No
2. Is your company a subsidiary of another company?	Yes/No	
3. Name of holding or parent company		
4. Name of ultimate parent company (if applicable)		
5. Whether your organization has registered GST/SST or not?	Yes/No	
6. Please advise if your invoice address is different from the above:		
7. Please provide details of any quality assurance certification that your company holds e.g. ISO 9001 or equivalent standard. Please include a copy of any certificate. If no accreditation held, please attach an outline of your quality assurance policy.		

APPENDIX 2: DISPUTES

<p>1. Please provide details if during the last 3 years, there have been any contracts where there has been a failure to complete the contract on time or at all, or where there have been claims for damages, or where damages have been deducted or recovered.</p>	
<p>2. Details of any contracts which have been terminated during the last 3 years.</p>	
<p>3. Are there any court actions and/ or significant employment tribunal hearings outstanding against your organization? If yes, please provide details</p>	Yes/No
<p>4. Has your organization been involved in any court action and/ or significant employment tribunal over the last 3 years? If yes, please provide details</p>	Yes/No

APPENDIX 3 : COMPANY/BUSINESS INFORMATION

CHECK LIST FOR DOCUMENT REQUIRED

1. Form 9	
2. Form 24	
3. Form 49	
4. Form 44	
5. Memorandum of Association and Articles of Association	
6. Certificate of Company Registration issued by Suruhanjaya Syarikat Malaysia (SSM)	
7. Business licenses/permits issued by the local authority	
8. Organisation Chart & Number of manpower/staff	
9. Key management staff experience	
10. List of projects reference	
11. List of referees	
12. Certification and accreditation such as ISO	
<p>** Note:</p> <ol style="list-style-type: none">1. Please tick <input type="checkbox"/> documents submitted2. The above items (1) to (7) must be certified by the company secretary.	

APPENDIX 4: FINANCIAL INFORMATION

1. A copy of the most recent audited Financial Statement for your organisation must be provided that cover the last three years of business or for the period that is available if business for less than two years.
2. Authorized /Paid-up capital
3. List of credit facilities from banks, i.e. utilized & unutilized

Note: Where a consortium or association is proposed, the information is requested for each member company.

If your company is a subsidiary of another company, parent company and/or other guarantees of performance and financial standing may be required if considered appropriate.

APPENDIX 5 : DEVIATION LIST

No.	Item	Required specifications	Supplied specifications	Deviation situation	Deviation description

Remark: If there is no deviation, fill in "NIL" or "No deviation". DO NOT leave the deviation list blank.

APPENDIX 6 : AFTER SALE SERVICE UNDERTAKING

To: Dignity For Children Foundation,

According to your tendering invitation about _____

(Project Name & Tender Number), we make the following commitments:

(The content is made by yourselves according to the tender documents)