

TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING AND WARRANTY OF ENERGY EFFICIENT LAPTOPS AND MONITORS

BRIEFING SESSION

24 February 2025

CONTENT



Session 1

- Briefing on the project
- Q & A

Session 2

Briefing on Tender
Compliance

SESSION 1

PROJECT OBJECTIVE



To invite prospective Tenderers to submit proposals for the supply, delivery, installation, testing, commissioning, and warranty of energy-efficient Laptops and Monitors, as well as associated accessories and the scope of works for MCMC.

BACKGROUND



Laptops and Monitors will be provided for new employees and to replace old laptops as below:

Description	Laptop	Monitor	Remark
Replacement for existing users	900	285	Business type model and brand new with 5-year NBD warranty
Stock for new users	215	215	
Total	1,115	500	

The Tenderer shall provide a Letter of Warranty endorsed by the Principal that includes:

- a) 24x7 phone and email support including international coverage.
- b) Next Business Day (NBD) on-site nationwide.
- c) Incident and fault reporting facilities such as hotline number and email address.
- d) A system, portal, or other mechanism to check the warranty information and coverage based on the serial number.

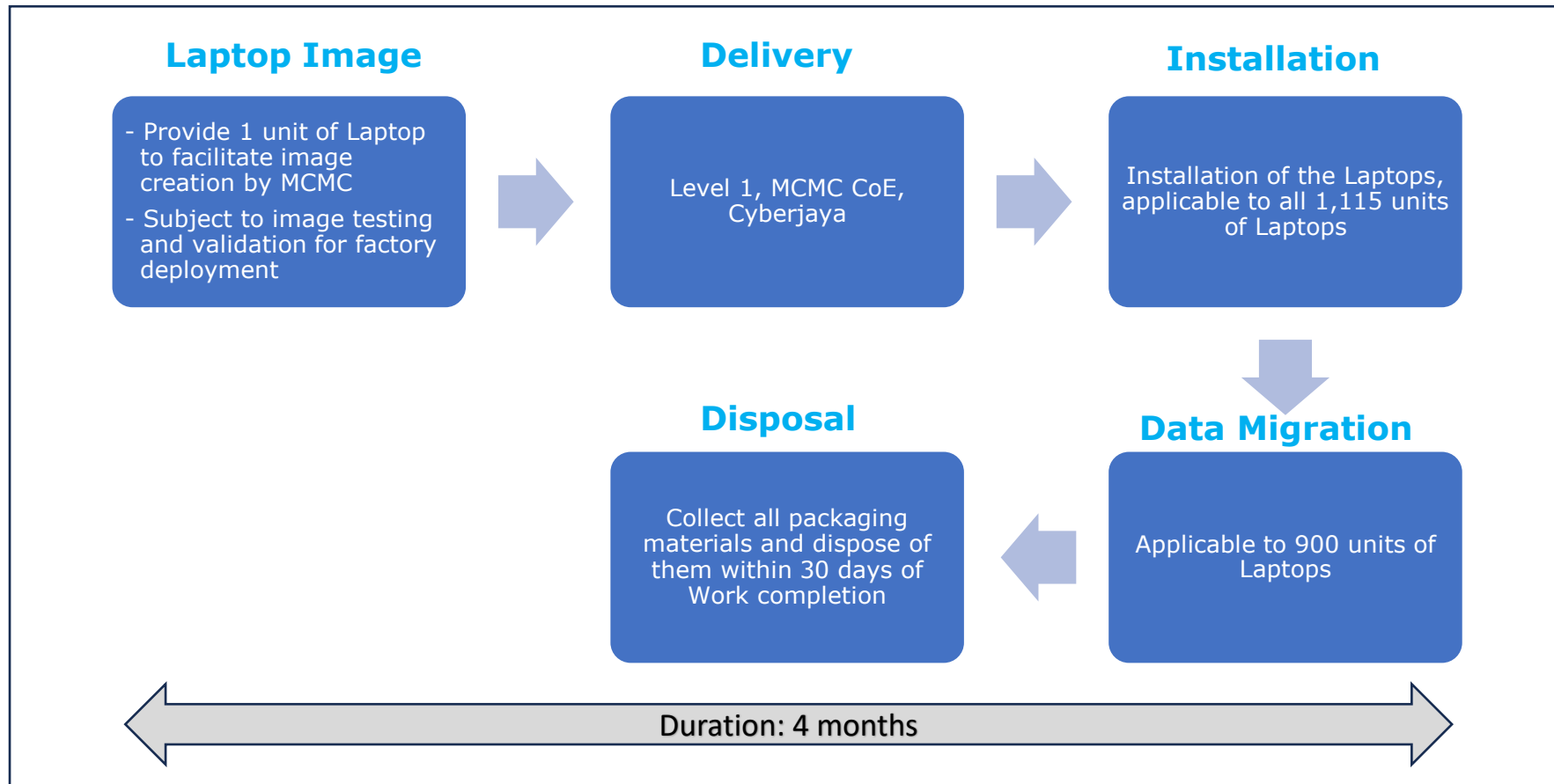
A qualified representative from the Principal to ensure all specifications and requirements are met for smooth execution.

The warranty shall start from the date of the Final Acceptance Test (FAT).

The Tenderer shall have experience in supplying at least 500 Laptops within the past 5 years for similar projects.

SCOPE OF WORK

Supply, deliver, install, testing and commissioning of 1,055 units of Mainstream Business Laptops, 60 units of Mobile Workstation Laptops and 500 units of Monitor as per minimum specification requirements stated in **Appendix I** of the tender document.



OTHER WORK REQUIREMENTS



The Successful Tenderer shall

Carry out project kick-off and progress meetings, including documentation, and provide accurate and timely inputs to MCMC as and when required.

Provide a dedicated Project Manager to coordinate every aspect of the Work.

Provide qualified and competent personnel to undertake the Work.

Comprise at least three (3) personnel with at least two (2) years of experience to carry out the Work on a full-time basis.

List all personnel involved in the Work, including their curriculum vitae (CV) in **Appendix H**.

Bring own equipment, software, tools, cables, etc. required for the Work.

Prepare reports and/or presentations in relation to the Work and submit it within the specified timeline.

TENDER REQUIREMENT



No	Information	Details
1	Mode of Tender	Open Tender
2	Mandatory Requirement	The Tenderer shall be local company that is incorporated in Malaysia and is required to have a valid certificate of registration issued by the Companies Commission of Malaysia.
3	Mandatory Requirement	The Tenderer shall provide a valid Letter of Authorization and Letter of Warranty endorsed by the Laptops and Monitors Principal.
4	Mandatory Requirement	The Tenderer must submit a certification confirming that the laptops and monitors comply with ENERGY STAR, EPEAT, MyHIJAU, or an equivalent standard.

FINANCIAL



- The indicative price for the Work is Ringgit Malaysia Eight Million One Hundred Thousand Only (RM8,100,000.00) inclusive of any duties or taxes imposed by the Government of Malaysia. Tenderer is required to provide details in **Appendix D**. All price quotations shall be made in Ringgit Malaysia.
- The Successful Tenderer shall be subjected to the verification and satisfaction of MCMC before the payment is disbursed according to the payment schedule stipulated in **Table 1—Payment Schedule** refer to Tender Document.
- Performance bond preferably in the form of Bank Guarantee (BG) at 5% of the total contract sum and the validity throughout the Work period and an additional twelve (12) months after the acceptance by MCMC of the Final Acceptance Test (FAT), to the satisfaction of MCMC.

SESSION 2

TENDER COMPLIANCE

HOW TO PURCHASE TENDER DOCUMENT

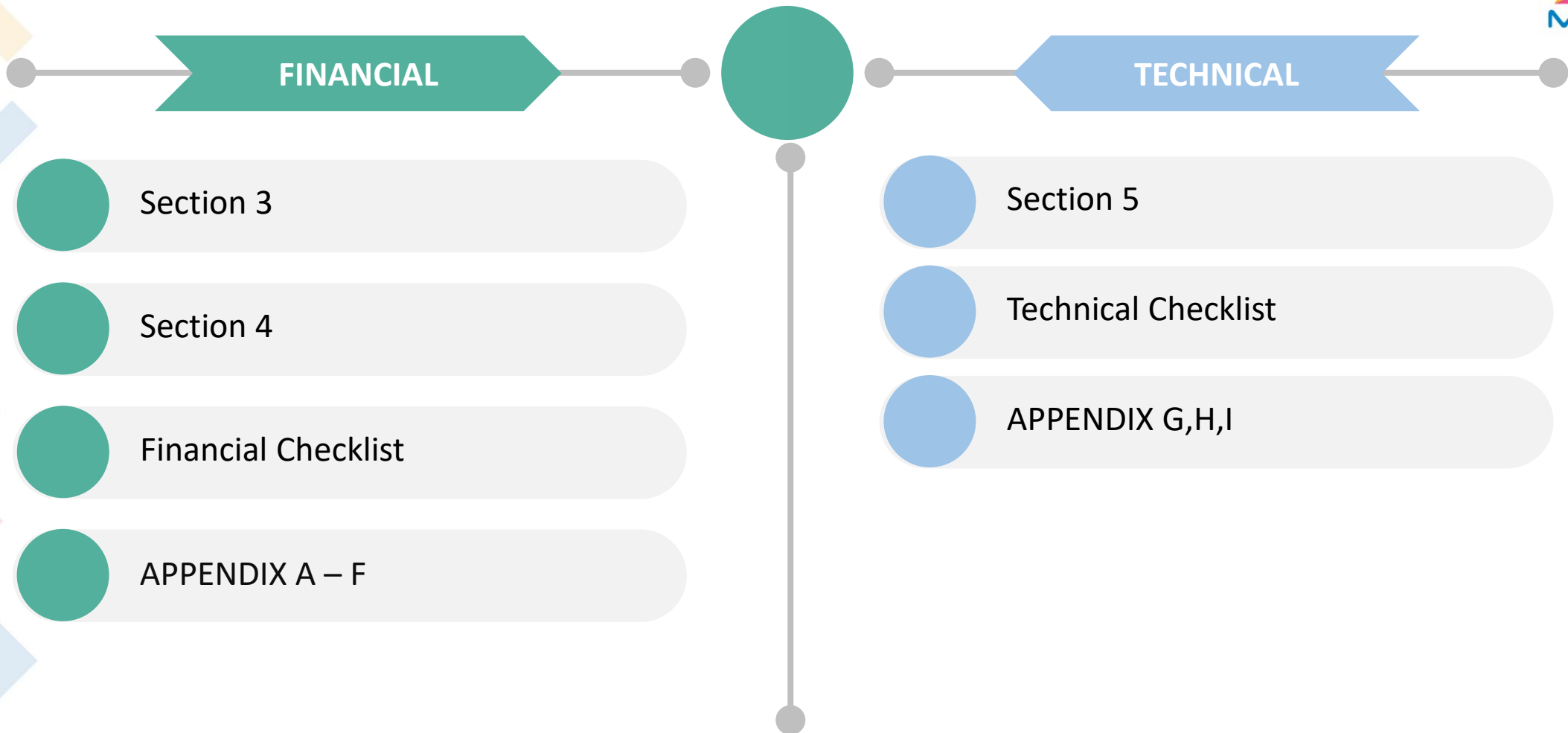


[URL : https://msmart.mcmc.gov.my/web/index.php](https://msmart.mcmc.gov.my/web/index.php)



12

TENDER SUBMISSION



Financial Submission:

1 Original (hardcopy) + 1 Copy (hardcopy)
+ 1 digital copy of scanned documents in
pdf format (USB flash drive) + **Working File**

Technical Submission:

1 Original (hardcopy) + 1 Copy (hardcopy)
+ 1 digital copy of scanned documents in
pdf format (USB flash drive) + **Working File**

IMPORTANT NOTES



1. All information and updates will be on MCMC website.
2. Attach the Tender Deposit to the Form of Tender Document (Appendix B). **Tender submissions without the Tender Deposit shall be disqualified.**
3. Be aware and comply with the required signatories. Please ensure that the Tenderer's official company stamps, and authorized signature appear on all pages of the Financial Submission only.
4. **No company name/info/logo in the Technical Submission (redact).** Tenderer is strictly prohibited from displaying or including its name in the Technical Submission. This is including the evidence sent in the technical submission.
5. The MCMC Tender Secretariat will be the only point of contact for this project (tender@mcmc.gov.my).

TENDER TIMELINE



18 Feb 2025

TENDER ISSUANCE



24 Feb 2025

TENDER BRIEFING
SESSION



4 March 2025

TENDER
CLARIFICATION ENDS

- **Before 5.00pm**
- Strictly via email only to tender@mcmc.gov.my
- The consolidated Q&A will be published in MCMC website



11 March
2025

TENDER SUBMISSION /
TENDER CLOSING DATE

- **On or before 12.00pm**
- MCMC CoE, Cyberjaya
- To complete Acknowledgement Form (2 copies)
- **Late submission shall be rejected**

THANK YOU



MCMC/SPD/COPD(01)/CMIR2030/TC/10/2024(08)
(Acknowledgement of Submission)

CMIR 2030

TMU/TE-F02



COMPANY PARTICULARS

1.	Company Name :	
2.	Company Address :	
	Tel. No :	
	Fax. No :	
	Email Address :	
3.	Name of representative :	
4.	Contact Persons (Minimum two (2) contact persons to be filled in):	
a.	Name : Designation :	Tel : Email : Signature:
b.	Name : Designation :	Tel : Email : Signature:
c.	Name : Designation :	Tel : Email : Signature:
5.	Details of Submission:	
	No. of Box (Boxes)/ Envelope(s) :	Acknowledged Received : (Day/Date/Time) (MCMC)
	Acknowledged Received : (Day/Date/Time) (Company)	

