



Institut Bank-Bank Malaysia 35880-P  
Institute of Bankers Malaysia

Tender reference no. : RFQ003-1/10/KM

Tender project : Printing and delivery of the Certified Credit Professional (CCP)  
Study Manuals on  
Paper 1 – Financial System and Principles of Credit,  
Paper 2 – Consumer Credit, and  
Paper 3 – Business Credit.

Issuer : Corporate Resources Division  
Institut Bank-Bank Malaysia  
LG5, Wisma IBI, No. 5 Jalan Semantan  
Damansara Heights  
50490 Kuala Lumpur

Issue date : August 4, 2010

Closing date and time : August 13, 2010, 5.00p.m.

## General Information

1. The specifications and related RFQ documents may be obtained from the Institute's web site for the purpose of preparation and submission of tender comprising:
  - 1.1 Scope of Work;
  - 1.2 Tender Forms (Form I); and
  - 1.3 Company's particulars (Form II).
2. Price quoted shall include sales tax, surtax and other government taxes that are applicable and shall be valid for at least 90 days from the closing date.
3. Institut Bank-Bank Malaysia (herein after referred to as the "Institute") does not bind itself to accept the lowest quotation and reserves the right to accept part or whole of any tender.
4. The appointed vendor is not allowed to assign the printing job to any other party. The Institute reserves the right to reappoint other company if this rule is breached.
5. The sealed envelope containing the bid (items 4.1 and 4.2 on page 5), **Forms I and II** (duly completed and signed) are to be hand-delivered so as to reach the tender box not later than the specified date and time as stated. Please ensure that the following documents are attached:
  - 5.1 Form 9 of the Companies Act 1965 (Certificate of Incorporation);
  - 5.2 Form 24 of the Companies Act 1965 (Return of Allotment of Shares);
  - 5.3 Form 44 of the Companies Act 1965 (Notice of Situation of Registered Office);
  - 5.4 Form 49 of the Companies Act 1965 (Return Giving Particulars in Register of Directors, Manager and Secretaries and Change of Particulars); and
  - 5.5 Latest Audited Financial Statements / latest Annual Return.
6. Tenders must reach Corporate Resources Division, on or before **5.00 p.m., August 13, 2010**. All submissions shall be deposited to:

Tender Box  
Institut Bank-Bank Malaysia  
LG5, Wisma IBI, No. 5 Jalan Semantan  
Damansara Heights  
50490 Kuala Lumpur

## Scope of Work

### 1. Work Requirements

Appointed vendor to print and deliver the study manuals at different points in time, which will be effected by way of Purchase Orders. The supply includes customised black PVC ring folders with embedded front and side panels, printing and collation of contents into the PVC ring folders, packing and delivery.

### 2. Detailed Specifications

#### 2.1 Black PVC 2-Ring Folders (samples to enclose for submission)

A normal black colour PVC 2-ring folder inserted and sealed with front and side panel/inlay. Sizes of the ring folders are as follows:

##### 2.1.1 Paper 1 – Financial System and Principles of Credit

Size : 1.5 inch / 25mm

Quantity : The Institute will place up to 8 job orders (minimum per order: 50 sets), amounting to a total of 1,300 sets for deliveries in the contracted period.

##### 2.1.2 Paper 2 – Consumer Credit

Size : 1.5 inch / 25mm

Quantity : The Institute will place up to 8 job orders (minimum per order: 50 sets), amounting to a total of 500 sets for deliveries in the contracted period.

##### 2.1.3 Paper 3 – Business Credit

Size : 2.25 inch / 45mm

Quantity : The Institute will place up to 8 job orders (minimum per order: 50 sets), amounting to a total of 500 sets for deliveries in the contracted period.

#### 2.2 Front and Side Panel / Inlay

2.2.1 Paper : 128gsm artmatt

2.2.2 Ink : 4 colours on one side with black logo

2.2.3 Binding : Insert into black PVC 2-ring folders and sealed

2.2.4 Artwork : The Institute will provide a jpeg file for the artwork

#### 2.3 Contents

2.3.1 Size : A4

2.3.2 Paper : 80 gsm simili Double A  
(sample to enclose for submission)

2.3.3 Ink : Black and white both sides

- 2.3.4 Contents : The Institute will provide a soft copy of the contents for the print job, to be printed double sided
- 2.3.5 Binding : Punch 2 holes at the left side and insert into customised ring folders (as in item 2.1) inclusive of insertion of a cover letter, order form and an examination booklet into the pocket of the inside front cover of the folder
- 2.3.6 Insertions : The Institute will provide the cover letter, order form and the examination booklet for insertion

## 2.4 Packing

- 2.4.1 Paper 1 – Financial System and Principles of Credit  
- to wrap in brown paper in parcels of 4 sets each
- 2.4.2 Paper 2 – Consumer Credit  
- to wrap in brown paper in parcels of 4 sets each
- 2.4.3 Paper 3 – Business Credit  
- to wrap in brown paper in parcels of 2 sets each

## 2.5 Quantity Required

- 2.5.1 Paper 1 – Financial System and Principles of Credit  
No. of job orders : 8 job orders with a minimum order of 50 sets per order  
Quantity : total of 1,300 sets for deliveries in the contracted period
- 2.5.2 Paper 2 – Consumer Credit  
No. of job orders : 8 job orders with a minimum order of 50 sets per order  
Quantity : total of 500 sets for deliveries in the contracted period
- 2.5.3 Paper 3 – Business Credit  
No. of job orders : 8 job orders with a minimum order of 50 sets per order  
Quantity : total of 500 sets for deliveries in the contracted period

***Note: In the event that you do not adhere to the specifications stated, you are required to reprint the study manuals at your own cost.***

## 3. Copyright

The copyright of the final artwork for the front and side panels / inlays and content pages will subsist with the Institute.

#### 4. Quotations Required

Schedule of rates for Scope of Work:

##### 4.1 Black PVC 2-Ring Folders with Front and Side Panels/Inlays

<b>Title</b>	<b>Size (thickness)</b>	<b>Minimum Quantity (for the contracted period)</b>	<b>Cost per Set (RM)</b>
Paper 1 – Financial System and Principles of Credit	1.5 inch/ 25 mm	1300 sets to be delivered in up to 8 batches	
Paper 2 – Consumer Credit	1.5 inch/ 25 mm	500 sets to be delivered in up to 8 batches	
Paper 3 – Business Credit	2.25 inch/ 45 mm	500 sets to be delivered in up to 8 batches	

##### 4.2 Study Manuals (to be printed double sided)

<b>Title</b>	<b>No. of Pages (contents)</b>	<b>Minimum Quantity (for the contracted period)</b>	<b>Cost per Set (RM)</b>
Paper 1 – Financial System and Principles of Credit	268 pages	1300 sets to be delivered in up to 8 batches	
Paper 2 – Consumer Credit	340 pages	500 sets to be delivered in up to 8 batches	
Paper 3 – Business Credit	606 pages	500 sets to be delivered in up to 8 batches	
Cost per additional page (both side printing)			per page

**FORM I - FORM OF TENDER**

To:  
Institut Bank-Bank Malaysia  
Wisma IBI, No. 5 Jalan Semantan  
Damansara Heights  
50490 Kuala Lumpur

Dear Sirs

**IBBM – PRINTING AND DELIVERY OF THE CERTIFIED CREDIT PROFESSIONAL (CCP) STUDY MANUALS: (1) FINANCIAL SYSTEM AND PRINCIPLES OF CREDIT, (2) CONSUMER CREDIT AND (3) BUSINESS CREDIT  
Reference No.: RFQ003-1/10/KM**

I/We as mentioned below agree to print and deliver the Certified Credit Professional (CCP) study manuals in accordance with the General Information and Scope of Work for the above tender.

I/We confirm that I/we have understood all the stipulations in the Request For Quotation.

I/We understand that the lowest tender or any tender need not necessarily be accepted and the validity of this tender shall not expire within ninety (90) days from the Date of Closing Tender.

Authorised Officer : (name) \_\_\_\_\_ (sign) \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Witnessed by : (name) \_\_\_\_\_ (sign) \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Company Stamp : \_\_\_\_\_

## Form II - Company Particulars

### 1. Company Profile

1.1 Company Name: \_\_\_\_\_

1.2 Company Former Name (if any): \_\_\_\_\_

1.3 ROC/ROB/ROS number: \_\_\_\_\_

1.4 Type of Organisation:  Sdn Bhd     Berhad     Association  
 (please tick “√”)     Corporative     Enterprise     Partnership  
 Sole Proprietorship

1.5 Types of Specialise Business: \_\_\_\_\_  
 (attach a copy of the latest  
 Memorandum and Articles of  
 Association) \_\_\_\_\_

1.6 Year of Incorporation in Malaysia: \_\_\_\_\_

1.7 Financial Standing (in RM):	<i>Year 2007</i>	<i>Year 2008</i>	<i>Year 2009</i>
1.7.1 Paid-up Capital:			
1.7.2 Turnover:			
1.7.3 Profit			
1.7.4 Current Asset:			
1.7.5 Current Liabilities:			
1.7.6 Total Assets:			
1.7.7 Total Liabilities:			
1.7.8 Total Net Assets:			

(attach a copy of the financial statements for the years 2007, 2008 and 2009).

1.8 Other Information: \_\_\_\_\_  
 (e.g., ISO Certification, quality  
 award, etc.) \_\_\_\_\_

**Form II - Company Particulars (Cont.)**

2. Previous printing experience in years 2008 and 2009

2.1 Other clients – please specify the names of clients and the contract amount.\*

<i>No.</i>	<i>Year</i>	<i>Name of Client</i>	<i>Contract Amount</i>

2.2 IBBM – please specify the types of work done and the contract amount\*

<i>No.</i>	<i>Year</i>	<i>Name of Client</i>	<i>Contract Amount</i>

\* Please enclose additional information in a separate paper.

Company’s Stamp & Signature : \_\_\_\_\_

Name of Person-in-Charge : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_