

## **Tender Document**

Tender project : Print, Supply and Deliver of Financial Education Materials 2009  
**(Buku Wang Saku untuk Pelajar Sekolah Menengah)**

Issuer : Jabatan Konsumer dan Amalan Pasaran  
Tingkat 7, Blok A  
Bank Negara Malaysia  
Jalan Dato' Onn  
50480 Kuala Lumpur

Issue date : 20 November 2008

Closing date : 28 November 2008

## General Information

1. Each vendor will be provided with one set of documents for the purpose of preparation and submission of tender comprising of:
  - i. Specification of the books;
  - ii. Tender forms (Form I); and
  - iii. 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 30 days from the closing date.
3. Bank Negara Malaysia 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. Bank Negara Malaysia reserves the right to reappoint other company if this rule is breached.
5. The sealed envelope containing **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:
  - Form 9 of the Companies Act 1965 (Certificate of Incorporation);
  - Form 24 of the Companies Act 1965 (Return of Allotment of Shares);
  - Form 49 of the Companies Act 1965 (Return Giving Particulars in Register of Directors, Manager and Secretaries and Change of Particulars); and
  - Audited financial statements for the last three years.
6. Tenders must reach Jabatan Konsumer dan Amalan Pasaran, on or before 12.00 noon, 28 November 2008. All submissions shall be deposited into:

Tender Box "A"

Jabatan Konsumer dan Amalan Pasaran

Tingkat 7, Blok A

Bank Negara Malaysia

Jalan Dato' Onn

50480 Kuala Lumpur

## Specifications of Buku Wang Saku untuk Pelajar Sekolah Menengah

**Work Requirement** : Appointed vendor will commence the printing job upon receiving the soft copy and the mock-up of the book from Bank Negara Malaysia.

### Detailed Specifications

Quantity : 215,000 – 230,000 copies

Pages : 124 pages including cover

Size : Close      Width 10.5 cm  
                         Height 20 cm  
         Open      Width 21 cm  
                         Height 20 cm

Materials : **Text**      Simili White, 70 gsm  
                 **Cover**      Art Card (both side coated), 230 gsm

Printing : **Text**      2 colours (tone) x 2 colours (tone)  
                 **Cover**      4 colours x 4 colours  
                         Matt Finished on the cover

Binding : Saddle Stitch

Packaging : 100 copies per pack with label identification

Delivery : - All books must be completed within two weeks upon receiving the soft copy of the book and the mock-up.

- Delivery of books to Bank Negara Malaysia or other destination within Klang Valley and Selangor shall not be charged.

- All books must be delivered within one week upon completion of the printing. The list of destinations will be provided later.

Note – In the event that you do not adhere to the specifications stated, you are required to reprint the books at your own cost.

**Tender Form**

Pengarah  
Jabatan Konsumer dan Amalan Pasaran  
Tingkat 7, Blok A  
Bank Negara Malaysia  
Jalan Dato' Onn  
50480 Kuala Lumpur.

Dear Sir,

**Printing, Supply and Delivery of Buku Wang Saku  
untuk Pelajar Sekolah Menengah**

We (Name and address of company)

.....  
.....  
.....

hereby submit our tender for the printing, supply and delivery of Buku Wang Saku  
untuk Pelajar Sekolah Menengah.

2. Our price shall remain valid and shall not be withdrawn within 30 days from  
the closing date of tender.

Printing cost per copy  
- Up to 215,000 copies : RM.....  
- Up to 230,000 copies : RM.....

Name of person in-charge : \_\_\_\_\_

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

.....  
Company's Stamp & Signature

.....  
Date

## Company Particulars

### 1. Company Profile

<b>Name of company</b>					
<b>A. Types of specialise business</b> Attach a copy of the latest Memorandum and Articles of Association.					
<b>B. Year of Incorporation in Malaysia</b> Attach a copy of Form 9 of the Companies Act 1965 (Certificate of Incorporation).					
<b>C. Shareholding structure</b>		<b>Malaysian ownership :</b> % <b>Bumiputera status :</b> % Attach a copy of the <ul style="list-style-type: none"> <li>• Form 24 of the Companies Act 1965 (Return of Allotment of Shares); and</li> <li>• Form 49 of the Companies Act 1965 (Return Giving particulars in Register of Directors, Manager and Secretaries and Change of Particulars).</li> </ul>			
<b>D. Details of shareholder(s)</b>		<b>Authorised capital (RM) :</b> <b>Paid-up capital (RM) :</b>			
No.	Name	Nationality	No. of shares	%	Post held in company
I.					
II.					
III.					
IV.					
V.					
<b>E.</b>	<b>Financial standing</b> <ul style="list-style-type: none"> <li>• Profit 2005</li> <li>• Profit 2006</li> <li>• Profit 2007</li> </ul>	<b>RM</b> <b>RM</b> <b>RM</b> Attach a copy of financial statement for years 2005, 2006 and 2007.			
<b>F.</b>	<b>Other information</b> (e.g. ISO certification, quality award, etc.)				



- Bank Negara Malaysia - Please specify the types of work done and the contract amount.\*

No.	Year	Types of Work Done	Contract Amount

\* Please enclose additional information in a separate paper.

Name of person in-charge : \_\_\_\_\_

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

.....  
Company's Stamp & Signature

.....  
Date