*(On Vendor’s letterhead)*

# NON DISCLOSURE AGREEMENT

[DD MM YYYY]

To: **Senior Vice President, Procurement, Facility & Administration**

**Bursa Malaysia Berhad**

**13th floor Exchange Square**

**Bukit Kewangan**

**50200 Kuala Lumpur**

We, [name of tenderer and address] wish to participate in a request for proposal (“RFP”) made by Bursa Malaysia Berhad [30632-P] as part of a tender process for **Building Facilities Management Services**.

We understand that information provided to us in the course of the RFP as part of the tender process is confidential (“Information”) and must not be disseminated or used outside the purposes of the tender procedure. We agree to hold the Information in the strictest confidence and not to duplicate, distribute or disclose the Information to any third party or to use it for our own benefit without the prior written consent of Bursa Malaysia Berhad. We also agree not to use the Information provided for any purpose other than for this tender.

We undertake, at the request of Bursa Malaysia Berhad, to return any documents or items connected with the disclosure of Information and not to retain any copies.

Name :

I/C No :

Designation :

Signature :

Date / Time :

Company Chop :

<*Please attached a copy of your Business Card*>