

TENDER NOTICE

VENDOR REQUIREMENT

Bursa Malaysia Berhad [197601004668 (30632-P)] ('Bursa Malaysia') intends to evaluate and award the following services to the successful vendor(s):

- a. Printing of hardcopy CDS Statements of Account and CDS Notices, which shall be delivered to Pos Malaysia Berhad for mailing to the account holders' correspondence addresses using ordinary mail;
- b. Processing and delivery of the CDS Statements of Account and CDS Notices electronically to the account holders' email addresses;
- c. Processing of data, printing, and delivery of Dividend Payment Notice of Crediting ('NOC') in hardcopy which shall be delivered to Pos Malaysia Berhad for mailing to the account holders' correspondence addresses using ordinary mail, and to send electronically to the account holders' email addresses.

Mandatory Requirements:

Only vendor (s) that fulfill the following mandatory requirements will be considered:

1. The vendor (s) **MUST** have not less than RM200,000 shareholders fund in the most recent financial year. Otherwise, the vendor (s) must obtain a letter of undertaking from their holding/sister companies that have fulfilled the positive shareholder fund requirement or provide a bank guarantee that is mutually agreed upon by both parties.
2. The vendor (s) **MUST** be able to meet the volume requirement of:
 - a) CDS statements of 700,000 and 1.2 million for hardcopy and electronic processing respectively in a single batch.
 - b) NOC of 23,000 and 110,000 for hardcopy and electronic processing respectively in a single batch.
3. The vendor (s) has been providing services as per RFP document for more than 3 years to at least 1 of the Top 10 Biggest Banks in Malaysia.
4. The vendor (s) proposal **MUST** cover the Scope of Work (Appendix 1, Section A and Section B) for the Outsourcing of CDS Statements and Notices as stated in the RFP document.
5. The vendor (s) **MUST** provide NOC service cover the Scope of Work (Appendix 1, Section C and Section D) for the Outsourcing of NOC as stated in the RFP document.
6. The vendor (s) **MUST** be able to comply with the following Disaster Recovery ('DR') requirements:
 - a) Full fledge DR site operated on its own;
 - b) Recovery time within 24 hours;
 - c) Both sites not sharing same power sub-station, and/or same tele-communication exchange;
 - d) DR site is secured and accessible 24 hours.
7. The vendor (s) **MUST** be able to comply with the requirements listed in Item 4 of BMISS & Cyber Security Checklists in Appendix 3 as stated in the RFP document.
8. The vendor (s) **MUST** be able to comply with the following Network & Infrastructure Requirements in Appendix 5 as stated in the RFP:
 - a) Connectivity Requirement;
 - b) Hardware Requirement;
 - c) Security Requirement.

TENDER INSTRUCTION

Tender document can be collected via email at admintender@bursamalaysia.com:

Date : 31 January 2024 – 7 February 2024

Time : 9:00 am – 5:00 pm

Document Fee : No Charge

The duly completed and signed Non-Disclosure Agreement (NDA) must be submitted prior to the request of the tender document. The NDA form can be downloaded from the Tender page on the Bursa Malaysia website (https://www.bursamalaysia.com/about_bursa/about_us/tenders).

SUBMISSION OF VENDOR'S PROPOSAL

Vendor's proposal must be submitted to admintender@bursamalaysia.com no later than **Friday, 8 March 2024, at 5:00 pm.**

DISCLAIMER

Bursa Malaysia reserves the right to only consider quotation/proposal/documents that are fully completed and submitted on or before the date and time as specified above. Late responses will not be entertained.

Bursa Malaysia is not bound to accept the lowest bid or any tender and reserves the right to reject all tenders.