



in collaboration with  
MIT Sloan Management

## **REQUEST FOR EMPANELMENT OF VENDORS FOR GENERAL OFFICE SUPPLIES**

### **Issuing Date:**

17<sup>th</sup> July 2025

### **Closing Date / Time:**

31<sup>st</sup> July 2025, 12:00 PM

### **ISSUER:**

Centralised Procurement Unit  
Asia School of Business,  
11, Jalan Dato' Onn, 50480 Kuala Lumpur.

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## 1.0 INTRODUCTION & BACKGROUND

### 1.1 Executive Summary

Asia School of Business (ASB) or registered as ASB Management Sdn. Bhd. (1075414-U) is operating as a graduate business school established by Bank Negara Malaysia (BNM) in 2015, in collaboration with the MIT Sloan School of Business, and is based in Kuala Lumpur. ASB is a company incorporated in Malaysia, and it is a wholly owned subsidiary of Bank Negara Malaysia. ASB offers both degreed and non-degreed programs to serve regional and global needs for business talent and leaders in the emerging world.

ASB's official new campus began in 2021. ASB's campus is approximately 22 acres along Jalan Dato' Onn in Kuala Lumpur, adjacent to KTM Bank Negara. The buildings in the new campus consist of 2 main components: Academic Block and Residential Block. ASB's campus is owned by BNM where ASB is the tenant under a Lease Agreement and has been granted the right to grant licenses to any other parties in connection with the provision of food and beverage facilities.

More information on the Asia School of Business can be found at [www.asb.edu.my](http://www.asb.edu.my).

### 1.2 Objectives of Request for Empanelment

ASB invites vendors specializing in general office supplies to submit a proposal and quotation for consideration in an empanelment process. Empanelled vendors will be pre-approved to provide these goods and services on an as-needed basis, supporting a more efficient procurement process with reduced administrative requirements.

This RFE targets suppliers with demonstrated capability to deliver high-quality office supplies for various academic, administrative, and corporate needs at ASB.

Empanelment means successful providers will be included in a pre-qualified panel from which ASB may request services for individual projects.

Key expectations for selection:

1. Timely delivery and fulfilment of goods/services meeting ASB's standards
2. Professional conduct and responsiveness in all engagements
3. Compliance with statutory requirements and regulations

### 1.3 Administrative Information

Successful vendors will be empanelled for **four (4) years**. **Engagement will be on an as-needed basis.**

### 1.4 Eligibility

1. The company must be registered and incorporated in Malaysia; and
2. The company should have experience in supplying general office supplies to corporations.

### 1.5 Key Dates & Timeframe

<b>Launch of Request for Empanelment</b>	17 <sup>th</sup> July 2025
<b>Submission Deadline</b>	31 <sup>st</sup> July 2025
<b>Notification to Empanelled Vendor for General Office Supplies &amp; Letter of Intent</b>	14 <sup>th</sup> August 2025

*\*The exact date of notification might vary, subject to prevailing conditions and the sole discretion of ASB.*

## 2.0 GENERAL REQUIREMENTS

### 2.1 Scope of Service

ASB seeks to empanel qualified suppliers of general office supplies to support its administrative, academic, and operational needs. Vendors are expected to offer:

1. A **comprehensive range** of stationery, batteries, office consumables, and other general supplies.
2. **Eco-friendly and branded options** are highly preferred.
3. Clear **bulk pricing structures** with transparent itemized costs.
4. **Reliable delivery capabilities**, including support for urgent or ad-hoc requests.
5. A **dedicated account manager** with responsive communication.
6. A **clear return/replacement policy** that is customer friendly.
7. A proven **track record** with at least 3 years of relevant experience and positive client references.

### 3.0 INFORMATION REQUIRED & SUBMISSION

#### 3.1 Submission Requirements

Vendors must submit a proposal that includes the following:

1. Assignment of a dedicated account manager for ASB, including name and role.
2. In PDF format, font Arial, font size 12.
3. Please complete the following table in your submission. Ensure all responses are concise and relevant.

Criteria	Information Required	Vendor Response
<b>Product Availability</b>	Describe your product range for general office supplies, including availability of branded and eco-friendly stationery and batteries.	
<b>Product Quality &amp; Standards</b>	Indicate the brands you supply and explain how your products meet durability and corporate branding guidelines.	
<b>Pricing Structure Preparedness</b>	Outline the cost elements typically involved (e.g., unit rates, bulk discounts, delivery charges).	
<b>Return &amp; Replacement Policy</b>	Explain your return and replacement terms, including timelines, conditions, and customer-friendliness.	
<b>Vendor Experience &amp; Reputation</b>	Share your years of experience, track record, and client testimonials or references (if any).	
<b>Customer Service &amp; Responsiveness</b>	Describe your support structure, issue resolution process, and availability of a dedicated account manager.	
<b>Delivery &amp; Lead Time</b>	Indicate your typical delivery timelines, stock availability, and ability to fulfil urgent orders.	

#### Additional Requirement:

Vendors are encouraged to submit a product catalogue (if available) with a clearly defined and transparent pricing structure for the items offered.

### 3.2 Notice of the Submission

ASB reserves the right to consider only the proposals currently submitted. The proposal should be submitted in two separate documents.

1. Signed Non-Disclosure Agreement (NDA) and Proposals for the services
2. Pricing Structure

### 3.3 Submission of Documents

All document submissions and inquiries must be sent divided into two parts, on or before the final submission date:

1. Part 1 – NDA and Proposals for the services
2. Part 2 – Pricing Structure

ASB may, at its sole discretion, extend the deadline for submitting proposals under exceptional circumstances.

### 3.4 Confidentiality

This RFE is confidential and should be distributed only within your organization.

## **4.0 OTHER TERMS & CONDITIONS**

1. The working language of the Asia School of Business (ASB) is English. All responses to this RFE will be in English.
2. ASB reserves the right, at its sole option and for its convenience, to accept and/or reject any proposal, in whole or in part, for any or no reason.
3. By issuing this RFE, ASB does not guarantee that any proposals or quotes/prices will be accepted.
4. No contractual or other legal obligations arise on the part of ASB to any interested parties by this RFE when a final, written agreement, if any, is subsequently entered into with the person.
5. ASB reserves the right to conduct site visits, negotiate with interested vendors, seek clarification regarding their responses, and invite modifications to the quotes submitted.
6. ASB retains the right to withdraw or modify this RFE without notice and obligation.
7. ASB may waive compliance with the requirements of this RFE and consider a response that does not meet all of the provisions of this RFE.
8. The interested vendor's response, including fees, shall constitute a binding offer capable of acceptance as a whole or part by ASB and, if selected, will remain valid until a final agreement is negotiated and executed.
9. ASB may require interested vendors to send representatives to ASB's offices for interviews and presentations.
10. ASB reserves the right to discontinue negotiations with any interested vendor.
11. All submissions become the property of the ASB and will not be returned.
12. Neither ASB, its staff, representatives, nor any of its consultants or vendors will be liable for any claims or damage resulting from soliciting, collecting, reviewing, or evaluating quotes.

## **5.0 CONTACT INFORMATION**

Any queries and requests for clarification should be made in writing using the contact information provided below.

Centralised Procurement Unit (CPU)

Asia School of Business (ASB)

11, Jalan Dato Onn, 50480 Kuala Lumpur.

Phone: +603 2023 3106

Email: [cpu@asb.edu.my](mailto:cpu@asb.edu.my)