

## **NOTICE OF PROPOSAL SUBMISSION**

(RFQ: ST/PRL/S/06/2021)

**DEADLINE: 23 August 2021 (12.00 NOON)**

### ***PERKHIDMATAN MEMBEKAL DAN MENGHANTAR TONER MESIN PENCETAK BAGI TEMPOH DUA (2) TAHUN UNTUK KEGUNAAN SURUHANJAYA TENAGA***

References are made to **clauses 5, 6 and 7** of the **Part I-General Conditions and Instructions**. Kindly take note on the adjustments over the procedure and process of the Proposal Submission:

#### **5. CONTENT OF PROPOSAL**

- 5.1 All Proposals and supporting documentation must be in **email** form and may be written in the English language or *Bahasa Melayu* (National Language).
- 5.7 The Company is to submit the Proposal by **email** into **two (2) separate** attachments:
- (i) **Unpriced package (Technical Proposal), not encrypted**; and
  - (ii) **Priced package (Financial Quotation), encrypted**

#### **6. SUBMISSION OF PROPOSALS**

- 6.1 The company is to submit the Unpriced Package and Priced Package in one (1) email which contains two (2) attachments. The company shall ensure that all Proposals are to be emailed with the following orders:
- (i) Proposals for **“UNPRICED PACKAGE”** and **“PRICED PACKAGE”** must be sent to **procurement\_proposal@st.gov.my**
  - (ii) Title or subject of the email: **Vendor name** and RFQ **“name and number”**.

- (iii) Attachments: Two (2) attachments clearly name with “**UNPRICED PACKAGE**” or “**PRICED PACKAGE**”.
- (iv) Only “**PRICED PACKAGE**” must be encrypted with **PASSWORD**.
- (v) **PASSWORD** of encrypted “**PRICED PACKAGE**” must be emailed to:
  - a) **procurement\_pin@st.gov.my**
  - b) Title or subject of the email: **Vendor name** and **Password for RFQ “name and number”**
  - c) The company must ensure the **password is accurate**. The Energy Commission will assume no responsibility for the unsuccessful password during the pricing opening session.
- (vi) Proposals for “**UNPRICED PACKAGE**” and “**PRICED PACKAGE**” must be in **PDF format** and size not more than **10MB per email**.

## 7. CLOSING DATE

7.1 The **Unpriced Package** and **Priced Package** must be received by the Energy Commission by **email** not later than:

**Date :** 23 August 2021 (Monday)  
**Time :** 1200 noon

Procurement Unit

**SURUHANJAYA TENAGA**