

**PARTNER WITH US TO MAKE A DIFFERENCE!**

**E**ver wanted to do your part in elevating Malaysia's image to the rest of the world? Now you can do just that by providing excellent service working together with Malaysia Airports to ensure guests are happy with the service we provide.

Malaysia Airports is one of the largest airport operator groups in the world in terms of number of passengers handled, managing 39 airports across Malaysia (with five international airports, 16 domestics and 18 STOLports) as well as one international airport in Turkey.

**REQUEST FOR PROPOSAL (RFP) Notice (Via eProcurement)  
23/2023**

Malaysia Airports Holdings Berhad ("MAHB") would like to invite **Individual Tenderer(s)/Bidder(s)/Vendor(s)** incorporated in Malaysia with relevant experience and registered with **Suruhanjaya Syarikat Malaysia (SSM)** to participate in the Electronic Tender (eTender) under registration and works as stated below. **(Participation by JV Companies is Strictly NOT Allowed)**. However, the Tenderer(s)/Bidder(s)/Vendor(s) are required to comply with the **\*Non-Disclosure Agreement (NDA) (MANDATORY)** before can be participated in the below Tender/RFT.

No	RFT No.	Description	Registration Requirement
1.	MAHB-MASB/ODM/01/2023	To supply, install and maintain the parking management system at Sultan Abdul Halim Airport (AOR)	<b>Mandatory Registration</b> i) Suruhanjaya Syarikat Malaysia (SSM)

**Important :**

- Interested Tenderer(s)/Bidder(s) prior to accessing the RFT Document for this RFT is required to download, complete (fill in details) and sign the Non-Disclosure Agreement (NDA). The NDA can be downloaded via a link at procurehere portal (<https://app.procurehere.com>). Attached the completed and signed NDA and return to Malaysia Airports within the stipulated time in the RFI procurehere portal (<https://app.procurehere.com>). Kindly refer to the sample of the completed NDA for reference and further compliance. Please take note that all clauses in the said NDA are not to be amended or deleted and must be signed and agreed as is. Malaysia Airports reserve the right to refuse access to the RFT (eTender) Document for failure to comply.
- Interested Tenderer(s)/Bidder(s) who:-
  - have the same owner(s) and/or director(s) and/or shareholder(s) with other Tenderer(s)/bidder(s) participating in this same RFT (eTender); and/or
  - are related to other Tenderer(s)/Bidder(s) participating in this same RFT (eTender), in terms of their ownership, directorship or shareholding or in any forms whatsoever including familial relationship(\*);
 shall first make a declaration and obtain prior written approval from the Employer/MAHB prior to participating in this RFT (eTender). The Employer /MAHB reserves its absolute right to grant or decline its approval for such application and shall have no obligation to inform the affected Tenderer(s)/Bidder(s) of the grounds for such decision. The Employer's/MAHB's written approval, if granted, shall be submitted together with the Document (eTender) before or during the RFT (eTender) closing date. The Employer/MAHB may take an appropriate course of action at its sole and absolute discretion for failure by Tenderer(s)/Bidder(s) to declare the existence of the relationship as described above. Interested Tenderer(s)/Bidder(s) shall complete the Declaration of Conflict of Interest form as provided in the document (eTender) pursuant herewith.
 

(\* ) Description of familial relationship/family members as per Malaysia Airports Vendor Code of Ethics at <https://vms.malaysiaairports.com.my>
- MAHB shall not be responsible for all costs incurred by the Tenderer(s)/Bidder(s) in relation to the participation of this RFT (eTender) e.g. administration, transportation, lodging costs, etc.
- The Tenderer(s)/Bidder(s) are strongly advised to regularly visit <https://app.procurehe.com> for any updated/revised/additional Tender (eTender) information that may be uploaded from time to time during the Tendering Period.
- MAHB shall not, for whatever reasons, be bound in any way, to accept or reject the lowest, equal, highest or any RFT (eTender) received; and MAHB also reserves the right to annul the RFT (eTender) process at any time without assigning any reason; or request for further information from any Tenderer(s)/Bidder(s), and further without thereby incurring any liability of whatsoever nature to the affected Tenderer(s)/Bidder(s) or any obligation to inform the affected Tenderer(s)/Bidder(s) of the grounds for such decision.
- All Tenderer(s)/Bidder(s) shall wear proper attire such as a shirt with collar, shoes, long pants and bring along IC for preparation of airport daily pass. (If necessary).
- Tenderer(s)/Bidder(s) who wish to participate in this RFT (eTender) and receive notification "error such as category not match in Procurehere", please email directly to [v7support@privasia.com](mailto:v7support@privasia.com) (System Only).
- For any Queries/clarification for this RFT (eTender), please email to [commercialtender@malaysiaairports.com.my](mailto:commercialtender@malaysiaairports.com.my) or at <https://app.procurehere.com>.

**The interested Tenderer(s)/Bidder(s) should meet the following requirements: -**

- a) The Tenderer(s)/Bidder(s) is a **MAHB vendor and has valid registration with 'Vendor Management System (VMS)'**. If the vendor registration with VMS is confirmed, the Vendor can access the event via <https://app.procurehere.com> using the same username (registered email address) and password (retrievable from the portal).
- b) Tenderer(s)/Bidder(s) who are not registered or has been expired as MAHB Vendor (Vendor Management System), Tenderer(s)/Bidder(s) may register at the VMS portal <https://vms.malaysiaairports.com.my> to be a MAHB Vendor **OR** subscribe directly to Procurehere Portal at <https://app.procurehere.com/suppliersubscription/supplierCheckout> and register the Tenderer(s)/Bidder(s) particular in Procurehere Portal to obtain the username and password. An annual subscription fee will be charged. **(Please refer to MAHB Vendor Guideline-General)**
- c) **NDA Form (MANDATORY)**, the Tenderer(s)/Bidder(s) are required to read, understand, and comply with the requirements provided in the NDA. The NDA form can be obtained/accessed via **Request for Information (RFI)** in Procurehere Portal. This NDA Form must be completed within the required timeline **at RFI Procurehere**. Only Tenderers/Bidders with completed and signed the NDA will be invited and allowed access to eTender Documents in Procurehere Portal (<https://app.procurehere.com>).

**Important: All clauses in the NDA provided are not to be amended or deleted and must be signed and agreed upon as is. Malaysia Airports reserve the right to refuse access to the RFT Document for failure to comply.**

(Please refer to Vendor Guideline provided in **Step 1 – Vendor Guideline of this RFT Notice** or through RFI's link:- <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>)

Only authorized personnel from participating Tenderer(s)/Bidder(s) are allowed to access this system by complying with the instructions on item (a) for MAHB Vendor, item (b) (for non-MAHB Vendor) & item (c) completed & submitting **NDA Form** and the Tenderer(s)/Bidder(s) has made full payment for:

- i) Registration Fee as MAHB Vendor or procurehere (for non-MAHB Vendor);

via online payment through credit card payment or online banking (FPX payment) (non-refundable).

Tenderer(s)/Bidder(s) must have sufficient internet connection & capacity to access Procurehere Portal for downloading and submission. MAHB will not be liable if the Tenderer(s)/Bidder(s) cannot download or do the submission due to your internet connection and capacity issue. Any request for manual submission (other than Procurehere Portal) will not be entertained.

**(Please refer to the Attachment the 'Supplier Onboarding Manual for details at Procurehere Portal)**

Any Tenderer(s)/Bidder(s) participating in the above eTender is only allowed to submit one (1) offer only for each eTender exercise in its name.

#### **A. Briefing Session**

Date : 7th September 2023  
Time : 10.00 am  
Location : Auditorium, Ground Level, Block A,  
MAHB Corporate Office,  
Persiaran Korporat KLIA,  
64000 KLIA Sepang, Selangor.

#### **B. Site Visit (Optional)**

Date : 11th - 15th September 2023  
Time : 10.00 am - 12.00 pm  
Location : Meeting Room, Malaysia Airports Sdn Bhd,  
Sultan Abdul Halim Airport (AOR)

Kindly email the contact person with the following details if you wish to view the site to [commercialtender@malaysiaairports.com.my](mailto:commercialtender@malaysiaairports.com.my).

- i. Company Name
- ii. Full Name
- iii. Mobile No.
- iv. Email Address

The eTender submission will be via Procurehere Portal only at <https://app.procurehere.com>. not later than **5.00 pm on 6 October 2023.**

**BERSAMA KAMI MELAKAR PERUBAHAN!**

**I**ngin membantu menaikkan imej Malaysia di persada antarabangsa? Kini anda mampu melakukannya dengan memberikan servis yang terbaik melalui kerjasama bersama Malaysia Airports demi memastikan tetamu gembira dengan servis yang diberikan.

Malaysia Airports adalah salah satu daripada kumpulan pengendali lapangan terbang terbesar di dunia dari segi jumlah penumpang yang dikendalikan, menguruskan 39 lapangan terbang di seluruh Malaysia (dengan lima lapangan terbang antarabangsa, 16 domestik dan 18 STOLports) serta satu lapangan terbang antarabangsa di Turki.

**KENYATAAN 'REQUEST FOR PROPOSAL (RFP)' (SECARA eProcurement) 23/2023**

Malaysia Airports Holdings Berhad (MAHB) dengan ini mempelawa mana-mana **Penender/Pembida/Vendor Individu** yang didaftarkan di Malaysia yang mempunyai pengalaman berkaitan dan berdaftar dengan **Suruhanjaya Syarikat Malaysia (SSM)** untuk mengambil bahagian dalam Elektronik Tender (eTender) dibawah pendaftaran dan kerja seperti di bawah. Walau bagaimanapun, Penender/Pembida/Vendor diminta untuk mematuhi syarat **\*'Non-Disclosure Agreement' (NDA) (MANDATORI)** sebelum mengambil bahagian dalam Tender/RFT di bawah.

Bil	No. RFT	Perihal Kerja	Keperluan Pendaftaran
1.	MAHB-MASB/ODM/01/2023	To supply, install and maintain the parking management system at Sultan Abdul Halim Airport (AOR)	<b>Pendaftaran Wajib</b> i) Suruhanjaya Syarikat Malaysia (SSM)

**Penting :**

- **Penender/Pembida yang berminat sebelum membeli Dokumen RFT untuk RFT ini dikehendaki muat turun, melengkapkan (mengisi butiran detail) dan menandatangani 'Non-Disclosure Agreement (NDA)'. NDA boleh dimuat turun di portal procurehere (<https://app.procurehere.com>). Lampiran NDA yang telah lengkap dan ditandatangani hendaklah dikembalikan ke Malaysia Airports dalam tempoh yang ditetapkan di RFI portal procurehere (<https://app.procurehere.com>). Sila rujuk kepada contoh NDA yang lengkap seperti di lampiran untuk panduan dalam mengisi NDA. Sila ambil perhatian bahawa semua klausa dalam **NDA tersebut tidak boleh dipinda atau dihapuskan/dibuang dan mesti ditandatangani dan mesti dipersetujui seperti yang ada**. Malaysia Airports berhak untuk menolak akses kepada Dokumen RFT kerana gagal mematuhiinya**
- Penender/Pembida yang berminat untuk menyertai RFT (eTender) ini yang:-
  - i) mempunyai pemilik dan/atau pengarah dan/atau pemegang saham yang sama dengan Penender/Pembida lain yang menyertai RFT (eTender) ini; dan/atau
  - ii) mempunyai kaitan dengan Penender/Pembida lain yang menyertai RFT (eTender) ini dari segi pemilikan, pengarah atau pegangan saham atau perkaitan dalam apa bentuk sekali pun, termasuklah dari segi pertalian kekeluargaan (\*), hendaklah terlebih dahulu membuat perisytiharan dan kelulusan bertulis terlebih dahulu daripada MAHB sebelum menyertai RFT (eTender) ini. MAHB mempunyai hak mutlak untuk memberikan atau menolak kelulusannya untuk permohonan tersebut dan tidak mempunyai kewajipan untuk memaklumkan kepada Penender/Pembida yang terlibat akan alasan untuk keputusan tersebut. Sekiranya diluluskan, kebenaran bertulis tersebut mestilah disertakan bersama dengan penyerahan dokumen RFT (eTender) sebelum atau semasa tarikh tutup RFT (eTender). MAHB di atas budi bicaranya akan mengambil tindakan yang sewajarnya ke atas Penender/Pembida yang gagal mengisytiharkan kewujudan perkaitan yang diterangkan di atas.
- Mana-mana Penender/Pembida yang berminat menyertai RFT (eTender) ini mestilah seterusnya melengkapkan borang 'Declaration of Conflict of Interest' yang disediakan di dalam dokumen RFT (eTender) yang berkaitan.
- (\*) Keterangan berkaitan pertalian kekeluargaan/ahli keluarga adalah seperti yang terkandung di dalam Malaysia Airports Vendor Code of Ethics di laman sesawang <https://vms.malaysiaairports.com.my>
- MAHB tidak bertanggungjawab ke atas semua perbelanjaan berkaitan penyertaan RFT (eTender) ini, contohnya kos pentadbiran, pengangkutan, penginapan dan lain-lain.
- MAHB tidak terikat atas apa jua sebab untuk menerima atau menolak RFT (eTender) terendah, sama, tertinggi atau mana-mana RFT (eTender) yang diterima; dan MAHB juga berhak membatalkan proses RFT (eTender) ini pada bila-bila masa sahaja tanpa menyatakan apa-apa sebab; atau memohon apa-apa maklumat tambahan daripada mana-mana Penender/Pembida, dan selanjutnya tanpa mengenakan sebarang liabiliti di dalam apa jua bentuk kepada penender/Pembida yang terlibat atau bertanggungjawab untuk memberitahu kepada penender/Pembida yang terlibat berkaitan sebab musabab keputusan tersebut diambil.
- Penender/Pembida adalah dinasihatkan untuk melayari laman sesawang <https://app.procurehere.com> secara kerap untuk sebarang **kemaskini/perubahan/maklumat tambahan Tender (eTender) yang akan dimuat naik dari masa ke semasa sepanjang Tender (eTender) ini berlangsung.**
- Penender/Pembida yang hadir perlu memakai pakaian yang sesuai seperti baju berkolar, berkasut, berseluar panjang dan membawa bersama kad pengenalan untuk tujuan pas keselamatan lapangan terbang. (jika diperlukan).

- Penender/Pembida yang ingin mengambil bahagian dalam Tender ini (eTender) dan menerima pemberitahuan “error such as category not match in Procurehere”, sila email terus kepada [v7support@privasia.com](mailto:v7support@privasia.com) (sistem sahaja)
- Sebarang klarifikasi/pertanyaan mengenai Tender (eTender) ini hendaklah di emailkan ke [commercialtender@malaysiaairports.com.my](mailto:commercialtender@malaysiaairports.com.my) atau di laman sesawang <https://app.procurehere.com>.

Penender/Pembida yang berminat menyertai Tender (eTender) ini dikehendaki memenuhi keperluan seperti berikut:-

- a) Penender/Pembida adalah **Vendor kepada MAHB dan masih sah sebagai vendor di dalam 'Sistem Pengurusan Vendor (VMS)' MAHB**. Jika pendaftaran vendor dengan di VMS telah disahkan, vendor boleh mengakses event ini melalui <https://app.procurehere.com> menggunakan nama pengguna yang sama (alamat emel syarikat berdaftar) dan kata laluan (yang boleh diperolehi di portal).
- b) Bagi Penender/Pembida yang tidak berdaftar sebagai Vendor MAHB atau telah tamat tempoh, Penender/Pembida boleh berdaftar di VMS iaitu di <https://vms.malaysiaairports.com.my> untuk menjadi Vendor MAHB **ATAU** boleh berdaftar di Portal Procurehere di <https://app.procurehere.com/suppliersubscription/supplierCheckout> secara terus dengan mendaftar butiran Penender/Pembida di dalam Portal Procurehere untuk mendapatkan nama pengguna dan kata laluan. Fi langgan tahunan akan dikenakan. **(Sila rujuk 'MAHB Vendor Guideline-General')**
- c) Borang **NDA (MANDATORI)**, borang NDA ini boleh diperolehi/di akses di **Request for Information (RFI) di portal Procurehere**. Borang NDA ini hendaklah **dilengkapkan/dikembalikan dalam tempoh masa yang ditetapkan di RFI procurehere**. Penender/Pembida yang telah sempurnakan borang NDA sahaja akan dijemput dan dibenarkan untuk mengekses Dokumen eTender di dalam Procurehere Portal (<https://app.procurehere.com>).

**Penting: Semua klausa dalam NDA yang disediakan tidak boleh dipinda atau dipadamkan/dibuang dan mesti ditandatangani dan dipersetujui seperti yang ada. Malaysia Airports berhak menolak akses kepada Dokumen RFT jika gagal dipatuhi.**

(Sila rujuk kepada 'Vendor Guideline – Step 1-Vendor Guideline' di Kenyataan RFT ini atau di RFI melalui pautan di <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>)

Hanya mereka yang diberikan kebenaran oleh pihak Penender/Pembida sahaja dibenarkan untuk mengekses sistem ini dengan mematuhi arahan di item (a) untuk Vendor MAHB dan item (b) (bukan Vendor MAHB) & item (c) dengan mengemukakan **Borang NDA yang telah disempurnakan** dan pihak Penender/Pembida telah membuat pembayaran penuh untuk :

- i) Fi Pendaftaran sebagai Vendor MAHB atau procurehere (untuk bukan Vendor MAHB)

Melalui pembayaran atas talian dengan Kad Kredit atau Perbankan Atas Talian (pembayaran FPX) (tidak dikembalikan).

Penender/Pembida hendaklah mempunyai sambungan & kapasiti internet yang mencukupi untuk mengakses portal Procurehere samada untuk memuat turun dan menghantar. MAHB tidak akan bertanggung jawab sekiranya Penender/Pembida tidak dapat memuat turun atau melakukan penyerahan kerana sambungan internet dan masalah kapasiti dipihak Penender/Pembida. Sebarang permintaan untuk penyerahan secara manual (selain dari portal Procurehere) tidak akan dilayan.

***(Sila rujuk Lampiran 'Supplier Onboarding Manual' untuk panduan di portal Procurehere)***

Mana-mana Penender/Pembida yang mengambil bahagian dalam eTender di atas hanya dibenarkan mengemukakan satu (1) tawaran harga sahaja untuk setiap eTender atas namanya.

#### **A. Taklimat Tender**

Tarikh : 7th September 2023  
Masa : 10.00 pagi  
Lokasi : Auditorium, Ground Level, Block A,  
MAHB Corporate Office,  
Persiaran Korporat KLIA,  
64000 KLIA Sepang, Selangor.

**B. Lawatan Tapak (Pilihan)**

Tarikh : 11th - 15th September 2023  
Masa : 10.00 am - 12.00 pm  
Lokasi : Meeting Room, Malaysia Airports Sdn Bhd,  
Sultan Abdul Halim Airport (AOR)

Sila e-mel orang yang boleh dihubungi dengan butiran berikut jika anda menyertai sesi lawatan tapak ke [commercialtender@malaysiaairports.com.my](mailto:commercialtender@malaysiaairports.com.my).

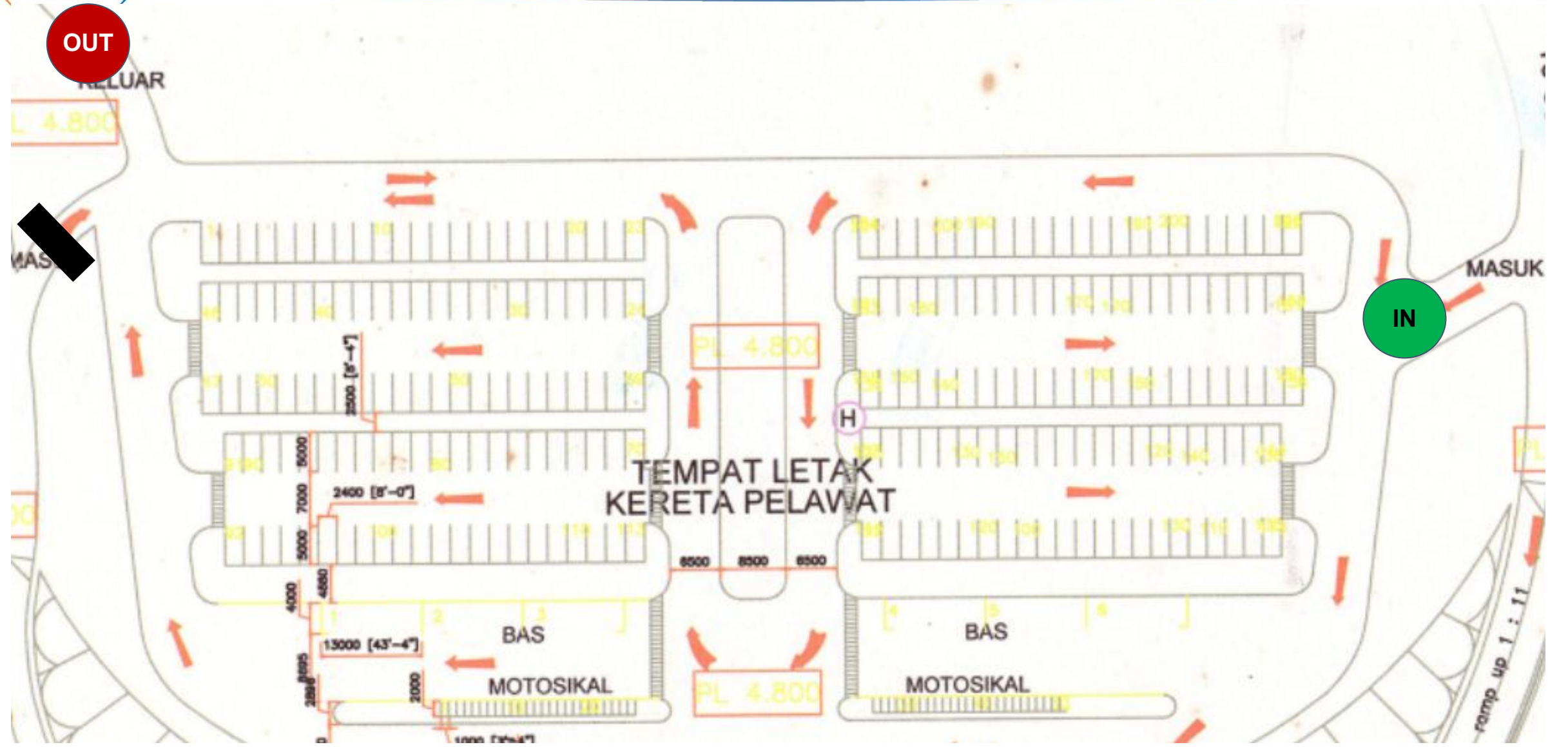
- i. Nama Syarikat
- ii. Nama Penuh
- iii. Telefon No.
- iv. Alamat Email

Penyerahan eTender adalah mestilah diportal Procurehere sahaja di <https://app.procurehere.com> pada atau sebelum **jam 5.00 petang 6 October 2023**.

# Sultan Abdul Halim Airport (AOR)

OUT

IN



## MAHB vendor guideline – GENERAL

We are upgrading our online platform to support all procurement functions with enhanced features. It is called eProcure via Procurehere platform, <https://app.procurehere.com> . If your company is registered with our VMS system, you don't have to perform any new registration in eProcure as the registration is sync between the system.

You may follow the guideline as attach for tutorial to

- 1) Steps for non-VMS vendor – vendor must perform step A, and B
- 2) Step for VMS vendor
- 3) Preview tender document

### 1) Steps for non-VMS vendor – vendor must perform step A, and B

- a) Steps to register in eProcure (one time only)
  - 1) Go to <https://app.procurehere.com/suppliersubscription/supplierCheckout> and register with eProcure platform
  - 2) Complete the registration form
  - 3) Click Pay Pal check out to proceed payment as new vendor need to pay subscription fee to eProcure – 30 USD @ RM120 per year
  - 4) eProcure will send verification email and request additional documents to vendor
  - 5) Once submitted, vendor will receive activation email from eProcure
  - 6) Activate your accountLink: <https://procurehere.zendesk.com/hc/en-us/articles/235926708-How-Do-I-Register-for-an-Account-as-a-Supplier->
- b) How to participate once approved
  - 1) View the tender under MAHB public event page, <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>
  - 2) Scroll down and tick the checkbox and click “Accept Invitation”
  - 3) View attached NDA template under “Document” section and tender preview (if any)
  - 4) Submit complete NDA document under “Questionnaire” section and fill in related questionnaire. Once done, go to “Submission” tab and click FINISH
  - 5) Vendor will be added to the tender document if the NDA submitted is complete and vendor may view the tender under “Invited” list in Procurehere dashboard. Vendor may refer to attached guideline on how to participate in tender



## 2) Step for VMS vendor

1. Request username and password to login Procurehere via email to [v7support@privasia.com](mailto:v7support@privasia.com)
2. Login to [app.procurehere.com](http://app.procurehere.com) using the given username and password
3. View the tender under MAHB public event page, <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>
4. Scroll down and tick the checkbox and click "Accept Invitation"
5. View attached NDA template under "Document" section and tender preview (if any)
6. Submit complete NDA document under "Questionnaire" section and fill in related questionnaire. Once done, go to "Submission" tab and click FINISH
7. Vendor will be added to the tender document if the NDA submitted is complete and vendor may view the tender under "Invited" list in Procurehere dashboard. Vendor may refer to attached guideline on how to participate in tender

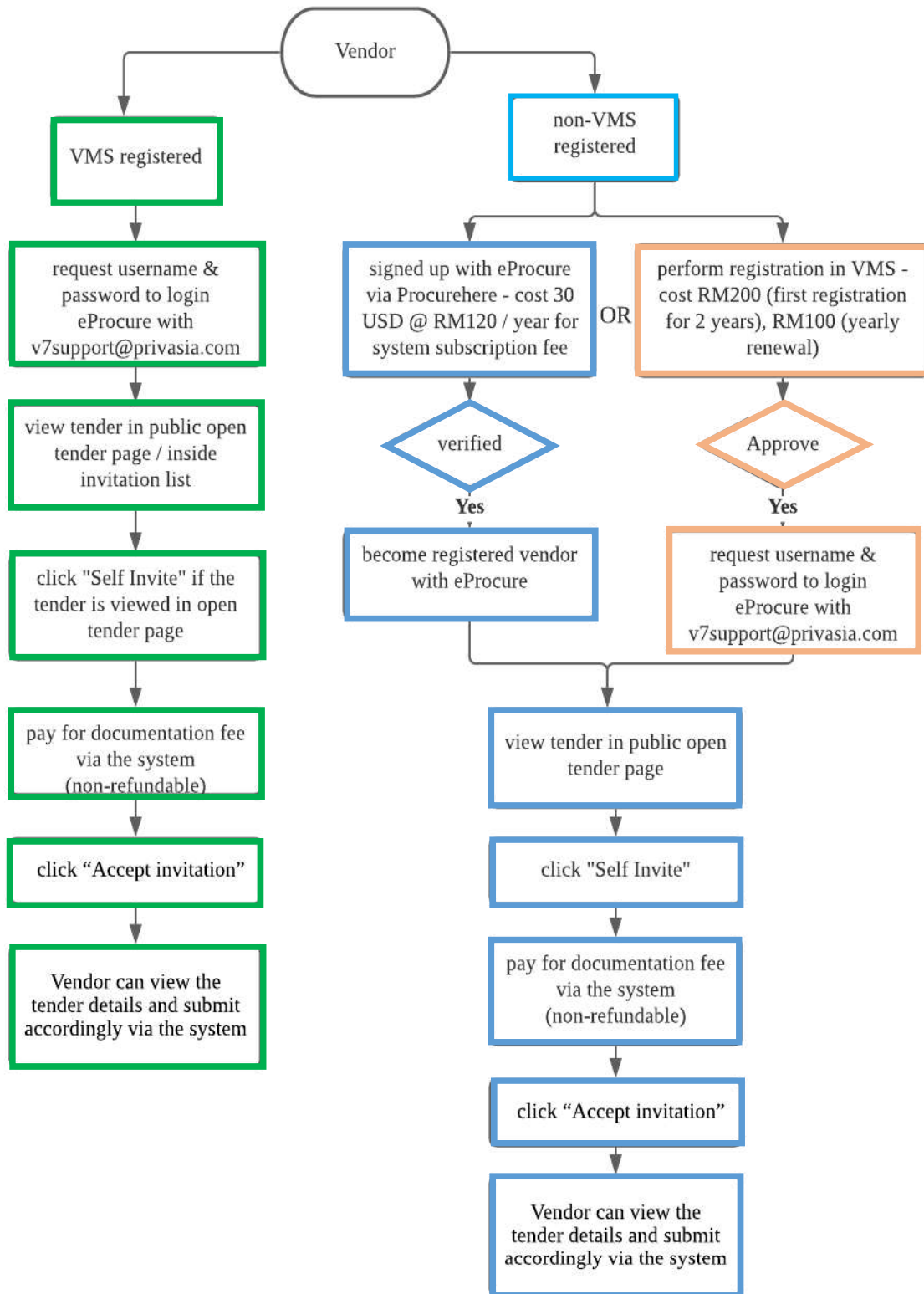
## 3) How to preview tender document?

Before purchasing any OPEN tender document, vendor can preview the tender document in our Public Event page under **Published and Ongoing Events** section, <https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>

If you are interested to participate, you may search for the event under **Published and Ongoing Events** and click "Self Invite"

Disclaimer: Please be advised that not all tender have the tender preview.

**Flow chart for VMS & non-VMS vendor**



\*\*Please allow 3 - 5 days for new registration in VMS to be processed. Failing to register on time will unable you to participate in our tenders. Any late registration will not be entertained.

1. Go to public open tender advertisement –  
<https://app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9>

2. Click related tender

Public Events

app.procurehere.com/publicEvents/2c9fde457435605301744cb68f556af9

Buyer Supplier Pricing About Us Blog Start Free Trial Login

**Published and Ongoing Events**

Reference Number	Name of Event	Business Unit	Event Category	Event Type	Start Date	End Date	Site Visit
4000123456	TENDER DOCUMENT PREVIEW FOR SUPPLY OF _____	MAHB	VMS Work,Non-VMS Work,Alat tulis	RFI	15/08/2021 11:30 AM	15/08/2021 11:45 AM	

3. Scroll to the bottom and click Self Invite

Public Events

Buyer Supplier Pricing About Us Blog Start Free Trial Login

Event Reference Number : 4000123456 Event Complete Name : TENDER DOCUMENT PREVIEW FOR SUPPLY OF \_\_\_\_\_

Company Name : MALAYSIA AIRPORTS HOLDING BERHAD Event Start Date & Time : 15/08/2021 11:30 AM

Event End Date & Time : 15/08/2021 11:45 AM Event Publish Date & Time : 15/08/2021 11:30 AM

Event Visibility : PUBLIC Delivery Date : N/A

Site Visit : No Event Category :

- VMS Work
- Alat tulis
- Non-VMS Work

**Commercial Information**

Base Currency : MYR-Malaysian Ringgit Payment Terms : 60 days

**Self-Invite** Cancel Help

4. In next page, vendor need to tick the Buyer's term and condition and click ACCEPT INVITATION

Finance

Event Description

Event Audit

I read and agree with the Buyer's Terms & Conditions

Accept Invitation

5. Under document section, vendor may download all the attachment especially NDA

Event Details Team Member Documents Questionnaire Messages Submission


Documents

Name	Description	Upload Date	Type
 Guideline for vendor before RFA start - Aug 2021.pdf	Scope of Work	15/08/2021 11:08 AM	application/pdf
 NDA (PCD) Bid (LSD 30062021).pdf	Non Disclosure Agreement (NDA) to be downloaded and filled in by vendor	15/08/2021 11:10 AM	application/pdf

6. Under questionnaire section, click view

Event Details Team Members Documents Questionnaire Messages Submission

Questionnaire

No.	Name	Created Date	Completion Status
1	Vendor to fill in and submit	15/Aug/2021 11:15 AM	

Below screen will appear. Vendor need to answer all questions and make sure the items in the checkbox has been completed. Vendor need to attach the NDA in the attachment section. Sample as below. This step is **COMPULSORY**. Once done, click COMPLETE.

Event Details Team Members Documents Questionnaire Messages Submission

### General Questionnaire

\* Fields are required

1.0 Non-Disclosure Agreement (NDA)

1.1 \* Below steps for NDA to be completed

- Signed by lenderer and Witness
- Company Stamp
- Filled in and completed

Ensure that the NDA under Document section is printed, completed and attached in this question.

Questionnaire for RFI v1.xlsx Remove

Note:

- Max allowed file size is 50 MB
- Allowed file extensions: pdf, doc, docx, xlsx, jpeg, rar, eml, png, ppt, xls, pptx, ai, zip.

Back to Questionnaire Save Draft Complete

Vendor may view the completion status once done

Event Details Team Members Documents Questionnaire Messages Submission

### Questionnaire

No.	Name	Created Date	Completion Status	
1	Vendor to fill in and submit	15/Aug/2021 11:15 AM	COMPLETED	View

7. Finally, go to Submission section, scroll down to the bottom and click FINISH

Event Details Team Members Documents Questionnaire Messages Submission

Request for Information ACTIVE [Event Summary](#)

Event Detail

Event Reference ID :	RFI08158	Event Reference Number :	4000123456
Event Complete Name :	TENDER DOCUMENT PREVIEW FOR SUPPLY OF _____	Event Owner :	NUR NABILAH MOKTAR NURNABILAH@MALAYSIAAIRPORTS.CO M.MY
Event Start Date :	15/08/2021 11:30 AM	Event End Date :	15/08/2021 11:45 AM
Event Publish Date :	15/08/2021 11:30 AM	Event Visibility :	PUBLIC
Event Validity Days :	120	Event Participation Fee :	MYR 0.00
Event Deposit Fee :	-		

Commercial Information

Base Currency :	Malaysian Ringgit	Decimal :	2
Payment Terms :	60 days	Event Description :	Tender document preview and mandatory document to submit prior participating in said tender.
Business Unit :	MAHB		

Questionnaire

Vendor to fill in and submit

**Finish**

Below pop up will appear and vendor need to click YES to proceed

**Confirm Finish**

Are you sure you want to submit ? This is your Final Submission, Once submitted, you will not be able to modify.

**YES** **No**