



**REQUEST FOR TENDER**

**FOR**

**SUPPLY OF NOTEBOOKS TO  
LABUAN FINANCIAL SERVICES AUTHORITY (LABUAN FSA)**

**26 AUGUST 2022**

**(RFT NO.: RFT 00021)**

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## **1.0 OBJECTIVE**

This Request for Tender (RFT) is intended as an invitation to qualified Service Providers (SP) to supply notebooks for Labuan Financial Services Authority (Labuan FSA).

The issuance of this RFT is merely an invitation to offer. Labuan FSA is not bound in any way to enter into any contractual or other arrangements with any SP as a result of issuing this RFT. Labuan FSA is under no obligation to accept the lowest price proposal or any proposal. Labuan FSA reserves the right to terminate the procurement process at any time prior to contract award.

By participating or submitting a proposal to Labuan FSA, SP shall be deemed to have read, understood and agreed with all terms and conditions of this RFT.

## **2.0 INTRODUCTION OF LABUAN FINANCIAL SERVICES AUTHORITY**

Labuan FSA was established on 15 February 1996 under the Labuan Financial Services Authority Act 1996 (the Act). Labuan FSA is a statutory body responsible for the development and administration of the Labuan International Business and Financial Centre (Labuan IBFC) with the following objectives:

- a) To develop national objectives, policies and priorities for the orderly development and administration of the Labuan financial services industry in Labuan IBFC;
- b) To supervise the activities and operations of the Labuan financial services industry in Labuan; and
- c) To oversee the promotional and development aspects of the Labuan IBFC.

## **3.0 DOCUMENTATIONS AND TERMS AND CONDITIONS**

### **3.1 INTEGRITY PACT**

Labuan FSA is adhering to the Integrity Pact in Government Procurement issued by the Malaysian Government. The interested SP is

required to sign a pact to refrain from getting involved in corrupt practices throughout the procurement processes until the project is completed.

All SPs are reminded not to be involved in any act of corruption in relation to this procurement. Any act or attempt to corruptly offer, give, solicit, or receive any gratification to or from any person in connection with this procurement is a criminal offence under the Malaysian Anti-Corruption Commission Act 2009.

SP shall as soon as possible inform the Chairman or Director General of Labuan FSA upon having knowledge of any person, directly or indirectly, asking for or receiving any gratification whether for his benefit or advantage or for other person's benefit or advantage in relation to this RFT. Please refer to **Appendix A** for the Whistleblowing Guidelines for the Vendors.

All SPs shall sign the Bidders Declaration attached in **Appendix B**.

### 3.2 CONFIDENTIALITY

Subject to Section 17A of the Labuan Financial Services Authority Act 1996 (LFSAA), the proposal shall be held in strict confidence and not to be revealed to any other party. All information and discussions pertaining to Labuan FSA and the proposal as a result of participation shall not be disclosed without the prior written consent of Labuan FSA.

All parts of this RFT shall remain the property of Labuan FSA and is given to the Tenderer solely for the purpose of preparation and submission of the tender.

SP shall keep all information in this RFT confidential, and under no circumstances will this RFT be disclosed to any third party for any purpose unless with the written approval of Labuan FSA.

All SPs shall sign the confidentiality agreement attached in **Appendix C**.

### 3.3 CONFLICT OF INTEREST

SP must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of Labuan FSA and the SP's interest.

SP is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFT. If the SP submits the proposal and a subsequent conflict of interest arises or is likely to arise, which was not disclosed in the proposal, the SP must notify the Labuan FSA immediately in writing of that conflict.

Labuan FSA shall immediately disqualify the SP from the selection process if the SP fails to notify the Labuan FSA of the conflict as required.

The SP shall sign the Declaration attached in **Appendix D**.

### 3.4 PERSONAL DATA PROTECTION CONSENT CLAUSE

Pursuant to section 6(1) of the Personal Data Protection Act 2010, by participating in this RFP, the SP's personnel hereby agree that Labuan FSA may collect, obtain, store and process the personal data of the SP's personnel provided in the proposal for the purpose of the selection process from Labuan FSA.

The SP hereby give consent to Labuan FSA to:-

- (a) Store and process the Personal Data of the SP's personnel; and
- (b) Disclose the SP's personnel Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes.

For the purpose of updating or correcting such data, the SP may at any time apply to Labuan FSA to have access to the SP's personnel personal data which are stored by Labuan FSA.

All SPs shall sign the concern form agreement attached in **Appendix E**.

### 3.5 DECLARATION OF LITIGATION

All SPs must ensure they have a valid license to participate in this RFT and are capable of delivering the project. For this purpose, all SPs shall sign the declaration form in **Appendix F**.

### 4.0 SCOPE OF SERVICES

The interested SP is required to submit a proposal with two options as follows:

- a) Option 1: Labuan FSA to purchase the notebooks
- b) Option 2: Labuan FSA to lease the notebooks. For this purpose, the leasing period shall be three (3) years.

The details specifications are as follows:

Item	Description
Brand	Lenovo
Model	ThinkPad L13 Yoga Gen 3 (13" Intel)
Warranty	Three (3) years, including Accidental Damage Protection
Accessories	Wireless Mouse, Backpack, Wired LAN Adapter
Quantity	60 unit
Interior Specifications	<b>Option 1</b> (i) Processor: i7 (ii) RAM: 16 GB (iii) Harddisk: 512 GB (SSD)
	<b>Option 2</b> (i) Processor: i5 (ii) Memory: 16 GB (iii) Harddisk: 512 GB (SSD)

Estimated Delivery	December 2022
Delivery Address	Labuan Financial Services Authority, Level 17, Main Office Tower, Financial Park Complex, Jalan Merdeka, 87000 Labuan F.T.

## 5.0 FORMAT AND CONTENT OF THE PROPOSAL

The proposal must be prepared in two forms:

a) Technical Proposal:

1. To provide details of the notebook's specifications.
2. To provide a product brochure of the proposed notebook.
3. Estimated delivery time.
4. Completed Declaration Forms as per **Appendixes B, C, D, E and F**.
5. For leasing, a detailed leasing proposal must be submitted. This includes the proposed leasing solutions, leasing terms, technical support, and other packages included in the leasing terms.
6. To submit the following:
  - i. Appendix 1 : Company's profile;
  - ii. Appendix 2 : License / registration certificate; and
  - iii. Appendix 3 : Work experiences (which contains a list of completed and ongoing projects for which the company have performed similar work).

b) Financial proposal:

1. The SP shall quote the detailed costing in **Ringgit Malaysia (RM)**, including taxes and delivery charges to Labuan FSA's office:
  - a) Option 1 : Price per item and total price.
  - b) Option 2 : Leasing fee per month and the total leasing cost for three (3) years.
2. Appendix 1: To provide three (3) years Audited Financial Statements.

The quoted price must be valid for at least **ninety (90) days** from the closing date. Any charge not stated in the proposal will not be allowed as an additional cost.

## 6.0 MODE OF SUBMISSION AND SUBMISSION DEADLINE

The interested SP must submit the **Reply Form** in **Appendix G** to [procurement@labuanfsa.gov.my](mailto:procurement@labuanfsa.gov.my) by **30 August 2022, 5.30pm**.

Submission requirements:

- a) The tender documents must be submitted by **14 September 2022, 5.30pm**. Labuan FSA will provide the submission link once Labuan FSA receives the completed Reply Form from the SP.

Before the closing date, Labuan FSA, for any valid reason, whether at its own initiative or in response to a clarification by any prospective SP, may issue any addendum or amend the RFT document by issuing notices to that effect to all SP and may extend the RFT closing date and time if deemed appropriate.

- b) The SP must submit the tender document in **TWO (2) SEPARATE PASSWORD PROTECTED .pdf softcopy files** using the following file names:
  - 1) Technical Proposal : ENVELOPE A – TECHNICAL PROPOSAL
  - 2) Financial Proposal : ENVELOPE B – FINANCIAL PROPOSAL
- c) Each .pdf softcopy file must have **DIFFERENT PASSWORDS**. **Passwords** of both the Technical and Financial proposals shall be submitted to Labuan FSA’s Group Internal Audit Unit, [hilda@labuanfsa.gov.my](mailto:hilda@labuanfsa.gov.my) on **14 September 2022, 5.30pm**.

Any tender documents received after the above-mentioned deadline will be disqualified. Kindly note that Labuan FSA will not be responsible for late or non-delivery of proposals.



## 7.0 CONTACT PERSONS

SP may contact the following personnel for further clarifications:

Name : Khadijah Zahri  
Contact No : 03-8873 2077  
Email : [khadijah@labuanfsa.gov.my](mailto:khadijah@labuanfsa.gov.my)

Name : Ahmad Yasir Rosdy  
Contact No : 03-8873 2090  
Email : [yasir@labuanfsa.gov.my](mailto:yasir@labuanfsa.gov.my)



**Vendors Whistleblowing Guidelines**

- 1) Labuan Financial Services Authority (Labuan FSA) is opposed to all forms of fraud, corruption, and malpractice, whether arising from within or outside Labuan FSA or from vendors. If the vendors have any concerns about suspected malpractice, Labuan FSA encourages them to raise the issue. Labuan FSA will take your concerns seriously and wish to encourage you to report any suspected fraud or corruption.
- 2) Submission of concern:
  - (i) Any report about suspected or potential malpractice can be submitted to:

<p style="text-align: center;"><b>Director General</b> Labuan Financial Services Authority Level 17, Main Office Tower Financial Park Complex Jalan Merdeka 87000, Labuan F.T. (Tel: 03-8873 2000 / Fax: 03-8873 2208)</p> <p style="text-align: center;">Email: dg_wb@labuanfsa.gov.my</p>
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- (ii) For submitted by letter, place letter in a sealed envelope with the words "**Strictly Confidential. To be opened by Addressee only [name and address of the DO]**" on the top left hand corner of the envelope.
- 3) Confidentiality:
  - (i) Labuan FSA will treat all reports in a confidential and sensitive manner. The identity of the whistleblower is required when making a report, to better place an investigation into the report. This is to respect the Authority of the Labuan FSA and integrity of its employees.
  - (ii) However, Labuan FSA will respect and protect the confidentiality of the whistleblower and hereby gives assurance that it will not reveal the identity of the whistleblower to any third party not involved in the investigation or prosecution of the matter. The whistleblower making the report will retain anonymity to all other

employees and public unless he/she agrees otherwise. The assurance of confidentiality can only be completely effective if the whistleblower likewise maintains confidentiality.

- (iii) Anonymous concerns will be much more difficult for Labuan FSA to look into the matter or protect your position. Investigations into anonymous allegations are likely to be limited by the sufficiency of the information provided. Anonymous referrals will be followed up at the discretion of the Labuan FSA. In exercising that discretion, the factors that will be taken into account will include:
- The seriousness of the matters raised.
  - The sufficiency and detail of information provided.
  - The credibility of the concern; and
  - The likelihood of confirming the allegation and obtaining further evidence from attributable sources.

4) Labuan FSA's Commitment:

- (i) Upon notification, Labuan FSA will look into it to assess and take action.
- (ii) You will be notified who is handling the matter, how you can contact them, and whether further assistance may be needed.
- (iii) Where relevant, the whistleblower may be requested to submit evidence and documents. Any meeting arranged will be conducted discreetly and, if necessary, off-site or out of Labuan FSA's premises.



**BIDDER'S DECLARATION**

**SUPPLY OF NOTEBOOKS TO LABUAN FINANCIAL SERVICES AUTHORITY (LABUAN FSA) (RFT 00021)**

I, \_\_\_\_\_ NRIC No/Passport \_\_\_\_\_  
representing \_\_\_\_\_ with registration number \_\_\_\_\_  
\_\_\_\_\_ hereby declare that I, or any individual(s)  
representing this company:

- i. Will not offer, promise or give any bribes to any staff of **Labuan FSA** or any other individual(s), as a bribe to be selected in this quotation/tender\*; and
- ii. Will not commit or engage in bid rigging in this quotation/tender\*.

Attached herewith is the Letter of Authorisation, which empowers me to make this declaration as the representative for the aforementioned company.

2. If I, or any individual(s) representing this company, found to be involved in a fraudulent bid agreement with another company regarding the above procurement or offer, promise or give any bribe to any staff of Labuan FSA or any other person as an incentive to be selected in this procurement activity, then I as a representative of the company agree that the following actions can be taken:

- 2.1 Loss of eligibility to be evaluated and appointed for the above procurement;  
and
- 2.2 Other legal actions in accordance with the Government of Malaysia's procurement procedures in force.

3. I duly understand that the following actions will be taken:

- 3.1 Will be charged with an offence\*\* under the Malaysian Anti-Corruption Commission Act 2009 [Act 694] and the Penal Code [Act 574] and punishable under the respective laws for my failure or any individual(s) representing this company to comply with (i); or
- 3.2 Action may be imposed on the company under the Competition Act 2010 [Act 712] for the failure of me or any individual(s) representing this company to comply with the item (ii) in this Declaration. If the company is found to be in violation of the provisions of section 4(2)(d) of Act 712, the company shall be liable to a fine which shall not exceed ten percent (10%) of the worldwide turnover of the company over the period which the violation occurred.

4. If there is any individual(s) trying to obtain or request any bribe from me or any individual(s) related to this company as an incentive to be selected in this quotation/tender\* activity, I will immediately report the wrongdoing to the Malaysian Anti-Corruption Commission (MACC) office or at the nearest police station. I am aware that my failure to do so is an offence under section 25(1) of the Malaysian Anti-Corruption Commission Act 2009 [Act 694] and can be punished under section 25(2) of the same act and upon conviction, I am liable to a fine of not more than RM100,000 or to imprisonment for a period not more than ten (10) years or both;

5. I duly understand that if the company commits an offence or if an individual(s) associated with the company\*\*\* gives, promises or offers a bribe to obtain or retain business or benefit in doing business under the Section 17A of the Malaysian Anti-Corruption Commission Act 2009 [Act 694], upon conviction is liable to a fine of not less than ten (10) times the amount or value of the bribe, or RM1 million, or to imprisonment for a period of not more than twenty (20) years or both.

Sincerely,

Name : .....  
NRIC No./Passport : .....  
Signature : .....  
Date : .....  
Company stamp : .....

Notes:

- (i) \*Delete whichever is applicable.
- (ii) \*\*includes prescribed offences in the Schedule (Paragraph 3 (a), definition of "prescribed offence") of the Malaysian Anti-Corruption Commission Act 2009 [Act 694] punishable under the Penal Code.
- (iii) \*\*\*a person associated with a company refers to section 17A(6) of the Malaysian Anti-Corruption Commission Act 2009 [Act 694], i.e. a person is associated with a commercial organisation includes: (a) Director, partner or employee of the commercial organisation; (b) any person who perform services for or on behalf of the commercial organisation.
- (iv) This declaration must be submitted together with the Letter of Authorisation.
- (v) The definition of enterprise under Act 712 includes companies involved in Government procurement.



## CONFIDENTIALITY AGREEMENT

To: Director General  
Labuan Financial Services Authority  
Level 17, Main Office Tower  
Financial Park Complex  
Jalan Merdeka  
87000 Labuan, Malaysia.

In consideration of receiving documents and information in whatever form (“Authority’s Information”) for purpose of or in relation to a Request for Tender (“RFT”) for Labuan FSA (“the Authority”) dated 18 January 2022 I, \_\_\_\_\_, NRIC/Passport No.: \_\_\_\_\_ of \_\_\_\_\_

do solemnly and sincerely declare that I am fully aware that the Authority’s Information is confidential and I agree and undertake at all times that—

- (a) I shall not reveal to, divulge to or discuss with any person the Authority’s Information unless authorised in writing by the Authority or such information has been officially released by the Authority to the public;
- (b) I shall not make any copy of, remove or cause to be removed, any materials, documents, notes or property used for the purpose of the RFT without the prior written approval of the Authority;
- (c) I shall not make or cause to be made public any information made available to me during the RFT process without the prior written approval of the Authority;
- (d) I shall return to the Authority if required or store safely with my utmost care any materials, documents, notes or any property used for the purpose of the RFT, which shall at all times vest with the Authority;
- (e) I shall faithfully and honestly keep secret the affairs and concerns of the Authority and all information relating to the Authority or its customer, any entity or its customer or any other information obtained for purpose of or in relation to the RFT;
- (f) I shall not reveal or make known any of the matters, affairs, concerns or information which may come to my knowledge during the RFT to any person

except under obligation of the law; and

- (g) I shall indemnify the Authority against all losses, damages, costs and expenses which the Authority may incur or sustain by reason of any breach on my part of this Confidentiality Agreement.

Signed by : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Date : \_\_\_\_\_



**DECLARATION OF INTEREST**

**REQUEST FOR TENDER (RFT) – SUPPLY OF NOTEBOOK TO LABUAN FINANCIAL SERVICES AUTHORITY (LABUAN FSA) (RFP00021)**

The Service Providers (SP) Name and Company No. (if applicable) :

\_\_\_\_\_

I, \_\_\_\_\_ (NRIC/Passport No.: \_\_\_\_\_), the authorised representative of the PO, hereby declare that:

Yes	No	Declaration
		The SP had previous involvement in advising Labuan FSA with respect to matters under the scope of assessment as stated in the RFT.
		The SP is aware of any interest that will result in conflict with the role of an independent assessor as intended under the RFT
		Labuan FSA has significant influence over the SP in respect of its financial and operating decisions.
		The SP is controlled by Labuan FSA by virtue of Labuan FSA's shareholding, control of its board's composition or funding, the PO being Labuan FSA's subsidiary or affiliate, or the SP being the subsidiary of Labuan FSA's subsidiary or affiliate.
		The director or person who has control or significant influence over the SP as listed in the schedule below is Labuan FSA Senior Management, Close Family Member of Labuan FSA's Senior Management or staff

No	Name	Position in the PO	Name of Labuan FSA's Senior Management or staff, if applicable	Relationship
1.				
2.				

I hereby declare that I have carefully read and completed this form myself and provided current and accurate information to the best of my knowledge.

Signatory	
Name of Signatory	
Position	
Date:	

*	<b>"Close Family Member"</b> refers to spouse, children and their spouses, dependents, parents, parents in-law, siblings, sibling's spouse and their children.
**	<b>"Senior Management"</b> refers to Members of the Authority or Directors of Labuan FSA.





**PERSONAL DATA PROTECTION PRIVACY NOTICE FOR SUPPLIER/ CONSULTANT/  
CONTRACTOR**

We, **Labuan Financial Services Authority** (“Labuan FSA”) as the data user (hereinafter referred as “We”, “Us”, “Our”) are committed to maintain the confidentiality, security and integrity of the personal data supplied by you as the data subject to us. In line with the Personal Data Protection Act 2010 (“PDPA”), this Privacy Notice aims to highlight the manner in which we deal with the personal data and the choices available to you to access or limit our access to the personal data. You also agree to comply with the PDPA in relation to any personal data provided by us to you.

If you are a corporation supplying us with personal data of certain individuals (such as your directors, shareholders, officers or employees), the words “personal data” in this Privacy Notice shall include personal data of the said individuals in the corporation. You are required to obtain their respective consent before disclosing their personal data to us and by so disclosing, we shall assume that you do so in accordance with the PDPA.

1. **Types of personal data collected and processed by us may include information such as:**
  - Name, identity card/passport number, gender, nationality, date of birth, resident status, marital status, address, contact number, email address, occupation details and financial information;
  - Personal data from governmental agencies;
  - Personal data from credit reporting agencies or similar service providers;
  - Such other relevant information which we may require in order for you to provide us with such products/ services.

Unless stated otherwise in this Privacy Notice, it is obligatory that you supply us with the personal data requested by us. If you choose not to supply us with the personal data or withdraw or limit the use of the personal data, we may be unable to appoint you as our vendor, Consultant, service provider, supplier or contractor. If we already have your personal data because you are our current vendor, service provider, supplier or contractor, we may not be able to continue with our business relationship with you if you do not acknowledge receipt of and agreement to this document.

2. **We collect personal data for the following purposes:**
  - To evaluate and consider your application to be our vendor, Consultant, service provider, supplier and contractor;
  - To process your personal data for purposes of providing the products/services we have requested from you;
  - Conducting credit checks with credit reporting agencies or similar service providers;
  - Anti-money laundering and terrorism financing checks;
  - Responding to your queries or data access requests and facilitating our daily operation;
  - Research purposes including historical and statistical purposes;
  - To provide you with regular communications from us;
  - Investigation of complaints, suspected suspicious transactions and research for service or goods improvement;

- To comply with legal or regulatory requirements or as authorised by legal or regulatory requirements;
- To manage risk; and/ or
- For such other purposes to which you have consented as part of our business transaction.

The personal data collected will be retained by us for the duration permitted/required under Malaysian law, which may extend to periods after termination of your contractual relationship with us.

**3. We maintain the security of personal data as follows:**

- Adequate security control systems to safeguard the confidentiality and security of your personal data;
- Access to your personal data by our staff is strictly on a need-to-know basis; and
- When third party service providers, agents or contractors are appointed to provide products or services to us, we ensure that these third parties observe similar security measures to those adopted by us.

**4. We will not disclose personal data to a third party, except to the following parties in accordance with the purposes set out in paragraph 2 above:**

- Our officers, employees, consultants, advisors, third-party service providers and agents for purposes relating to your application for and/or your engagement as our vendor, Consultant, contractor, service provider or supplier;
- Any third party service provider, agent or contractor who has been appointed by us to provide products/services in relation to our businesses, whether in or outside Malaysia subject to sufficient security controls over the information;
- any actual or proposed assignee, transferee, participant or sub-participant of the company's rights or business;
- any person to whom we are under an obligation to make disclosure under the requirements of any law, rules, regulations, court order, codes of practice or guidelines binding on us including, without limitation, any applicable regulators, governmental bodies, or industry recognised bodies, and where otherwise required by law; and
- To such parties as may be permitted under Malaysian law.

**5. Rights and choices**

- Individuals have the right to request access to their personal data held by us.
- For the purposes of requesting access to your personal data, you may request a Personal Data Access Request Form at the contact information below. We may impose an administrative fee for processing your request to access personal data.
- You have the right to request correction of your personal data held by us which is inaccurate, incomplete or not updated. You may do so by writing to us at the contact information below, providing us with the following:
  - (i) your identification information (e.g. Account number, type of product/service supplied, nric number);
  - (ii) specifying the information that is inaccurate; and
  - (iii) stating the updated/corrected information.
- We aim to keep your personal data in our records accurate, complete and up-to-date. In accordance with the PDPA, we may refuse to comply with your request for access or correction in certain circumstances as stated in the PDPA.
- You may withdraw your consent to our processing or limit our right to process personal data by notice in writing to us. For avoidance of doubt, the withdrawal or limitation does not include processing of mandatory personal data.

- For purposes of writing to us to request access to, or correction of, your personal data held by us as mentioned herein, you shall fill out our Personal Data Access Request Form, a copy of which can be obtained at the contact information below.

**6. Further Amendments and Contact**

We will notify you of material amendments to this Privacy Notice, if any, from time to time, which may require your consent. If you continue to provide your services to us, you shall be deemed to accept such changes.

Complaints or inquiries relating to any matter concerning your personal data contained herein can be made to the following address:

Labuan Financial Services Authority  
Level 17, Main Office Tower  
Financial Park Complex  
Jalan Merdeka  
87000 Labuan, Malaysia.

**Contact Information:**

Legal and Secretarial Department  
Name: Mohd Ridzuan Zulkifli  
Designation: Director  
Email: ridzuan@labuanfsa.gov.my

In the event of any inconsistencies, the Privacy Notice in the English language shall prevail. Please acknowledge receipt of this Privacy Notice and grant us your consent for the processing of your personal data by signing on the duplicate copy hereof and returning the same to us. Thank you.

Dated: 25 August 2022

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**FORM OF CONSENT**

Based on the foregoing, we acknowledge receipt of the above Privacy Notice and hereby expressly consent to the use, processing, disclosure and transfer of my/our personal data for the above purposes.

Yours faithfully,

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Name :

Date :

**Tenderer's Declaration on All Litigation**

To:  
Facility Management Unit  
Labuan Financial Services Authority  
Level 17, Main Office Tower  
Financial Park Complex  
Jalan Merdeka  
87000 Labuan F.T.

**SUPPLY OF NOTEBOOKS TO LABUAN FINANCIAL SERVICES AUTHORITY (LABUAN FSA) (RFT 00021)**

We hereby confirm and declare that we, M/s -----, does not have any litigation / Arbitration History with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Solemnly declared by:-

Signed :.....  
Name in full :.....  
Duly authorized to sign on behalf of :.....  
Company stamp :.....  
Date :.....

**Appendix G**

To:  
Labuan Financial Services Authority  
Level 17, Main Office Tower  
Financial Park Complex  
Jalan Merdeka  
87000 Labuan F.T  
**(Attn: Facility Management Unit)**

**SUPPLY OF NOTEBOOKS TO LABUAN FINANCIAL SERVICES AUTHORITY (LABUAN FSA) (RFT 00021)**

Dear Sir/Madam,

I/We hereby confirm our interest to:

Participate in this tender project.

Not to participate in this tender project.

Sincerely,

Name:

Date:

Company Stamp