



REQUEST FOR TENDER

FOR

**THE DESIGN & DEVELOPMENT OF HUMAN CAPITAL
INFORMATION SYSTEM (HCIS) FOR LABUAN FINANCIAL
SERVICES AUTHORITY (LABUAN FSA)**

PREPARED BY:

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DATE: 15 DECEMBER 2023

RFT NUMBER: RFT 00026

DOCUMENT CHECKLIST

Please mark (/) for the attached documents:

| No | Items/Documents | To be marked by the Tenderer | To be marked by Labuan FSA's Tender Opening Committee |
|----|--|------------------------------|---|
| 1 | Copy of Company Registration Certification | | |
| 2 | Signed Integrity Forms | | |
| 3 | Company Profile | | |
| 4 | Technical Requirements | | |
| 5 | Appendix VI | | |
| 6 | Detailed Cost Breakdown | | |
| 7 | Audited Financial Statement | | |
| 8 | Others Supporting Documents | | |

CONFIRMATION TENDERER

BY THE

FOR LABUAN FSA USE ONLY

I hereby confirm that I have read and understood all the terms and conditions in this RFT document. All information/documents submitted by my company presented are accurate.

The Tender Opening Committee acknowledges receiving the documents, except for the bill issue (if provided).

Signature :

Signature :

Name :

Name :

Date :

Date :

Official Stap :

Signature :

Name :

Date :

Signature :

Name :

Date :

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1. TENDER OFFER

- 1.1 This Request for Tender (RFT) is intended as an invitation to qualified service providers to design and develop a new Human Capital Information System (HCIS) for Labuan FSA. Details of the tender offer are as follows:

| Tender Number | Tender Title | Closing Date |
|---------------|--|-----------------|
| RFT 00026 | The Design & Development of Human Capital Information System (HCIS) for Labuan Financial Services Authority (Labuan FSA) | 19 January 2024 |

2. General Statement

- 2.1 The issuance of this RFT is merely an invitation to offer. Labuan FSA is not bound in any way to enter any contractual or other arrangements with any Participating Organisation (PO) as a result of issuing this RFT.
- 2.2 Labuan FSA is not obligated to accept the lowest price proposal or any proposal.
- 2.3 Labuan FSA reserves the right to terminate the procurement process at any time prior to contract award.
- 2.4 By participating or submitting a proposal to Labuan FSA, the PO shall be deemed to have read, understood, and agreed with all terms and conditions of this RFT.
- 2.5 Labuan FSA complies with the Integrity Pact issued by the Malaysian Government in Government Procurement. The PO is required to sign the Declaration Form (refer to Section 4 – Important Documents). All POs are reminded not to engage in any corrupt practices in relation to this procurement. Any act or attempted bribery of offering, giving, soliciting, or accepting any bribe to or from any person in connection with this procurement is a criminal offence under the Malaysian Anti-Corruption Commission Act 2009.
- 2.6 The PO must inform the Chairman or Director General of Labuan FSA as soon as possible upon learning that any Labuan FSA employee, directly or indirectly, requests or accepts any bribe, either for his benefit or advantage or

for the benefit or advantage of another person in relation to with this tender offer. Please refer to Appendix I for Whistleblowing Guidelines for the Vendors.

3. INTRODUCTION TO LABUAN FSA

- 3.1 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:
- To develop national objectives, policies and priorities for the orderly development and administration of the Labuan financial services industry in Labuan IBFC;
 - To supervise the activities and operations of the Labuan financial services industry in Labuan; and
 - To oversee the promotional and development aspects of the Labuan IBFC.

4. IMPORTANT DOCUMENTS

- 4.1 The PO is required to sign the Declaration Forms as attached in Appendix II, III, IV and V. The signed forms must be submitted together with the tender documents.

| Description | | Reference |
|----------------------|--|-------------|
| Conflict of Interest | <p>PO is required to provide details of any interests, relationships or clients that 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 PO submits the proposal and a subsequent conflict of interest arises or is likely to arise, which was not disclosed in the proposal, the PO must notify the Labuan FSA immediately in writing of that conflict.</p> <p>Labuan FSA shall immediately disqualify the PO from the selection process if the PO fails to notify the</p> | Appendix II |

| Description | | Reference |
|---|---|--------------|
| | Labuan FSA of the conflict as required. | |
| Personal Data Protection Consent Clause | <p>Pursuant to section 6(1) of the Personal Data Protection Act 2010, by participating in this RFT, the PO's personnel hereby agree that Labuan FSA may collect, obtain, store and process the personal data of the PO's personnel provided in the proposal for the selection process from Labuan FSA.</p> <p>The PO hereby gives consent to Labuan FSA to:-</p> <ul style="list-style-type: none"> a) Store and process the Personal Data of the PO's personnel; and b) Disclose the PO's personnel Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes. <p>To update or correct such data, the PO may at any time apply to Labuan FSA to access the PO's personnel data, which Labuan FSA stores.</p> | Appendix III |
| Declaration of Litigation | All POs must ensure they have a valid license to participate in this RFT and are capable of delivering the project. | Appendix IV |
| Bidders Declaration | All POs must sign the Bidder Declaration Form . By signing the form, the PO will not offer or give a bribe to obtain the work contract. | Appendix V |

5. OBJECTIVE OF THE PROJECT

- 5.1 The new Human Capital Information System (HCIS) for Labuan FSA is to enhance functionalities, including automated human capital processes and streamline reporting capabilities, improve data accuracy and security, as well as enable the overall LFSA's digital transformation.

The design, development and implementation of the HCIS are expected to yield the following outcomes:

- a. **Enhanced functionalities:** The new HCIS will offer advanced features such as automated payroll processing, streamlined claims management, efficient leave tracking, staff self-service portals, and comprehensive reporting capabilities. These functionalities will significantly improve Human Capital (HC) processes, leading to better service delivery and staff satisfaction;
- b. **Improved data accuracy and security:** The new system will ensure the integrity and security of staff data through advanced encryption, access controls, and regular backups. This will protect sensitive information and comply with data protection regulations; and
- c. **Digital transformation:** The adoption of a digital HCIS aligns with Labuan FSA's overall digital transformation strategy, which will enable it to leverage technology to streamline HC processes, improve decision-making through data analytics, and support strategic workforce planning.

6. PROJECT BRIEFING

- 6.1 The project briefing will be conducted to clarify the requirements of the RFT at the following date and time:

Date : 8 January 2024, Monday
Time : 10.00am to 11.30am
Venue: Online (Zoom)

- 6.2 Participation in the briefing is **MANDATORY**. Kindly provide the names and titles of the representatives by **22 December 2023 (Friday)**, together with the Letter of Authorisation (empowered the representative to represent the PO) by email to **procurement@labuanfsa.gov.my**. The Zoom link will be provided to the PO upon confirmation of attendance.

7. SCOPE OF SERVICES

- 7.1 The primary scope of services to be provided by the appointed PO in the design, development and implementation of a new HCIS and partnering with HC to deliver the following:
- a. Establishment of project governance and assembling the working team members;
 - b. Initiating and completing the data gathering process;
 - c. Developing a project timeline and defining milestones;
 - d. Preparing briefing sessions and presentation materials for updates and milestones to be presented to the Management Committee (MC);

- e. Designing and developing HCIS modules based on defined functional and technical requirements and specifications;
- f. Reviewing and enhancing developed modules based on feedback and input from Labuan FSA working team members;
- g. Planning, implementing, and completing the data migration process in collaboration with relevant parties;
- h. Planning, implementing, and completing system integration and reconfiguration with other systems such as Finance and Procurement;
- i. Conducting user testing and acceptance for each module; and
- j. Conducting user training, onboarding, and facilitating change management communication.

8. TECHNICAL SPECIFICATION

8.1 The modules and function of the HCIS shall consist of the following:

| No. | Modules/Function | Feature |
|------------|--------------------------|---|
| 1 | Employee Data Management | <ul style="list-style-type: none"> • The system shall provide a “single source of truth” for all employee information and related business processes. • The system shall maintain, including but not limited to the following on staff personal information: <ul style="list-style-type: none"> ○ Staff number, name and other personal information (NRIC no., nationality, race, etc.) – if staff is a passport holder i.e., foreign citizen, the system shall be able to prompt HC for renewal. ○ Educational and professional certification records, licenses, credentials, and related expirations. – if there is an expiration date, the system shall be able to prompt the staff and HC for the next action such as renewal, training etc. ○ Past employment history records. ○ Spouse, dependents, and emergency contact information. ○ The system allows admin/ staff to upload attachments of their personal |

| No. | Modules/Function | Feature |
|-----|------------------|--|
| | | <p>data ie. IC copy, birth cert, education/ professional cert).</p> <ul style="list-style-type: none"> • The system shall maintain, including but not limited to the following for employment records: <ul style="list-style-type: none"> ○ Reporting line (immediate supervisor, subordinates). ○ Hire date, conversion date, confirmation date and all career related transactions. ○ Employment status (permanent, contract, temporary, intern) ○ Staff deployment (appointments, transfers, secondments, rotations, promotion). ○ Staff performance score and disciplinary. ○ Job band, salary and salary movement/increment. ○ Resignation reason and resignation date. • The system shall have the capability to perform, including but not limited to the following: <ul style="list-style-type: none"> ○ Create organisation structure and headcount establishment for the financial year - – to specify the ability to have direct and matrix reporting capability with clear approving roles etc. ○ Notification prompt whenever a personnel action is required for specific staff (contract renewal, employment pass expiry etc.). ○ Provide staff and manager self-service functionality, including updating staff indicative data (e.g., address, emergency contact and marital status): <ul style="list-style-type: none"> ▪ Allow staff to view and edit selected information in master |

| No. | Modules/Function | Feature |
|-----|------------------------|---|
| | | <p>data, such as updating of contact information.</p> <ul style="list-style-type: none"> ▪ Allow supervisor to view selected information, such as career history, leave records. ▪ Notification on Staff Years of Service including staff who will be retiring, staff confirmation, dependent age 18/ 25 years etc. <ul style="list-style-type: none"> ○ Enable of retrievable report on Staff Historical Data. ○ Locked old / previous record even though there are changes in the system along the way (customisation or enhancement done). ○ Set access for staff to view selected information. ○ Upload of multiple attachments in various formats (PDF, Word, etc.). <ul style="list-style-type: none"> • The system shall have security that allowing only authorised employee such as managers and system administrators to have access to sensitive employee information. • The system shall produce bonus letter and increment letter based on template (editable) where data bonus and increment generate from payroll module. • Able to support mass staff movement, especially to support re-organisation. |
| 2 | Payroll Administration | <ul style="list-style-type: none"> • The system shall perform automatic calculation of payroll (with formulas as determined by legislation), including but not limited to the following: <ul style="list-style-type: none"> ○ Regular monthly payroll for different groups of staff (i.e., permanent, contract, temporary, interns, hourly rated, etc.). ○ Allowances, payments, deductions, and claim. |

| No. | Modules/Function | Feature |
|-----|------------------|---|
| | | <ul style="list-style-type: none"> ○ Bonuses (based on different criteria, e.g., length of service). ○ Retroactive salary and other pay items. ○ Overtime pay for eligible staff – including recording of individual overtime period and approval processes. ○ Ability to define and update multiple types of statutory and personal deductions based on statutory guidelines. • The system shall have the capability to perform including but not limited to the following: <ul style="list-style-type: none"> ○ Allow access to creation of unlimited new codes (e.g. division, department, unit, cost centre, occupation, wage types) and pay types (e.g. monthly rated, hourly rated). ○ Maintain salary scale by salary structure. ○ Maintain compensation history on a monthly basis and year-to-date basis. ○ Have an upload program for HC user to upload pay items. ○ Process additional payroll runs (off-cycle, special run, bonus run). ○ To include Salary Reconciliation Report (monthly and yearly) for Labuan FSA and subsidiaries. ○ Company Statistic Report for Labuan FSA and subsidiaries. ○ Statutory Report (monthly and yearly) for Labuan FSA and subsidiaries. ○ Allow interface of Flexi Benefit Module into payroll and claim. ○ Generate payroll-related files, like Inter-Bank GIRO file, LHDN, SOCSO, EPF etc. in the format required by the relevant authorities. |

| No. | Modules/Function | Feature |
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| | | <ul style="list-style-type: none"> • The system needs to integrate with Labuan FSA's finance accounting system (SAGA Compliance) • For payroll of salary the system shall encrypt data send to Maybank 2E as required by SAGA Compliance. • Additional module for salary increases and bonus to integrate with performance management with the relevant approvals in place within the system ecosystem. • Allow staff to import, view and export pay slip based on data extracted from payroll transaction. • Able to monitor and notify GHC of planned payroll payout such as gratuity, change of statutory contribution based on eligibility criteria, end of deduction by defined period etc. • Able to provide statutory report for EPF. • Able to provide government statutory report for SOCSO. • Able to provide government statutory report for Income Tax. • Able to provide government statutory report for Labour Department. • Provide salary master payout listing to defined users, and print salary reconciliation reports. |
| 3 | Recruitment | <ul style="list-style-type: none"> • The system shall have the capability to perform recruitment, including but not limited to the following: <ul style="list-style-type: none"> ○ Communicates automatically with job boards - with option to select which job boards e.g., Linked, job street, etc. ○ Posts internal and external jobs to LFSA Website and/or Intranet site with effective dates (includes the ability to determine which should be posted internally vs. externally, or both). |

| No. | Modules/Function | Feature |
|-----|------------------|--|
| | | <ul style="list-style-type: none"> ○ Has a function to raise, cancel and approve job requisition from a hiring manager to the appropriate approving authority. ○ Has a requisition library of job templates that can be utilised when creating requisitions by department. ○ Sends automatic responses, notifications, or emails to hiring manager/ HC/ applicant/ candidates. ○ Allows to customise verbiage on the email messages (including confirmation acknowledgement and job filled) to external and internal applicants/candidates. ○ Allows to schedule interviews. ○ Distinguishes applicant/candidate status for internal or external candidates. ○ Able to track applicants' history in a single candidate's profile with all the associated recruiting activity regardless of the number of requisitions. ○ Resume/application can be maintained in the system with an automated function to discard the record after a specified time frame. ○ Allows applicants/candidates to modify or replace their existing resume. ○ Recruiters and hiring managers and recruiters able to: <ul style="list-style-type: none"> ▪ Review pre-screened applicant/candidate, track applicant/candidate status, view communication history and record interview assessment and notes ○ Searches applicants/candidates based on a variety of criteria (e.g., location, skills, previous employers, job titles, preferred location, expected salary etc.): |

| No. | Modules/Function | Feature |
|-----|------------------|---|
| | | <ul style="list-style-type: none"> ○ Ability to provide mapping of qualifications & competencies requirements by the vacancy with those provided by the applicants, for shortlisting assistance. ○ Has embedded workflow for approvals based on company-defined process including requisition approval, employment approval, and new hire approval. ○ Workflow approvals can be configured differently depending on job type/workforce type (e.g., full-time employee vs. temporary) and other factors (such as job levels or reporting hierarchy). ○ Allows administrator to update candidate record, allows administrators to establish access levels in the system by role (i.e., administrator, recruiter, hiring manager). ○ Integrates with third-party screening services including: criminal background check, drug testing and assessments. ○ Generates offer letters containing all remuneration options to applicant/candidate. ○ Job openings will track the requisition number, status, reason for the opening, employment type, salary range, education, and skill requirements. ○ Link with storage of job descriptions. ○ Offer acceptance, pre-employment documentation, acknowledge of the relevant documents such as personal data protection, whistleblowing policy, terms and conditions, etc. ○ The system will integrate the relevant documents such as personal |

| No. | Modules/Function | Feature |
|-----|------------------|---|
| | | documents (NRIC, passport, education certificates) of the successful candidate to the Employee Data Management Module and Payroll. |
| 4 | Onboarding | <ul style="list-style-type: none"> • The system shall have the capability to perform attendance, including but not limited to the following: <ul style="list-style-type: none"> ○ Automate new hire notifications and workflows for onboarding tasks and compliance support (Terms and conditions, handbook, and relevant policy acknowledgements, etc.) for new hire. ○ Incorporate an onboarding checklist for the new hire and HC that provides automated notification for onboarding activities needing action and confirmation when the respective owners have completed each activity. ○ Integrate NEW enrolment activities such as benefit enrolment & payroll setup. ○ Support for workflows to notify IT, Facility Management and other relevant units of activities that require deployment or release of technology (computer, phone, etc.) and building access requirements. ○ Accurately capture electronic policy acknowledgement and agreements to enhance the quality and simplify ongoing compliance reporting. ○ Prompt the new hires and the relevant parties (FMU, ICT, GHC, Hiring Manager) of completion status (report duty) and send reminder within a specified timeframe. |
| 5 | Leave Management | <ul style="list-style-type: none"> • The system shall have the capability to perform leave management, including but not limited to the following: |

| No. | Modules/Function | Feature |
|-----|------------------|---|
| | | <ul style="list-style-type: none"> ○ Flexibility for HC to determine staff benefits eligibility by type of hires, tenure, location, special entitlement such as unrecorded leave for special occasions that may not be applicable to staff based in another location or of a different background profile etc. ○ Create or modify leave schemes and leave types when necessary. ○ Maintain leave entitlement for various leave schemes and leave types (e.g., childcare leave, eldercare leave, family leave, marriage leave). ○ Auto calculate pro-rated leave entitlement for staff who did not serve full calendar year of service. ○ Auto calculate employee's leave entitlement based on years of service. ○ Allow the approval flow and routing process to be defined (e.g. no pay leave of less than one month to be approved by immediate supervisor, no pay leave to be approved by Director General). ○ Provide for staff to apply, amend, cancel, view and print the status of their leave application. ○ Notify approvers of to approve leave applications, with periodic email reminders. ○ Notify and alert staff, GHC and direct line manager if the leave has if the leave has exceeded leave entitlement. ○ Calculate leave provision and costing at any specified point in time based on leave balance. ○ Upload of multiple attachments in various formats (PDF, Word, etc.). |

| No. | Modules/Function | Feature |
|-----|-------------------------------|---|
| | | <ul style="list-style-type: none"> ○ Allow supervisors and approvers to view team's leave plan, approved leave and submitted leave requests . ○ Allow approvers to approve, deny or send-back leave requests and generate the relevant notification to staff. ○ Allow bulk approval and leave submission on behalf of staff. ○ Able to view public holidays, and integrate public holidays into staff leave application based on their individual entitlement based on government's leave circular and primary work location public holiday entitlement i.e. Kuala Lumpur, Labuan etc. ○ Able to provide input to payroll for no-pay leave, prolonged medical leave. ○ Able to provide a report on utilised and unutilised leave by individual employee, employee group, department etc. ○ Able to provide audit report of leave management and application processes by action, date, time, and any other relevant fields in the process. |
| 6 | Benefits and Claim Management | <ul style="list-style-type: none"> ● The system shall have the capability to perform benefits management, including but not limited to the following: <ul style="list-style-type: none"> ○ Provides total integration between benefits particularly medical with other payroll vendors. ○ Assigns different benefit packages to different groups of employees based on eligibility rules. ○ Establishes benefit/deduction plans with multiple types and options. ○ Updates benefit/deduction plans based on staff status change. |

| No. | Modules/Function | Feature |
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| | | <ul style="list-style-type: none"> ○ Tracks and maintains information for dependents and beneficiaries. ○ Tracks and reports staff claims. ○ Facilitates reporting to third-party vendors such as benefit providers. ○ Allow multiple choice for approver and recommender for staff claims. ● The system shall have the capability to perform benefits on staff claim, including but not limited to the following: <ul style="list-style-type: none"> ○ Allow recommender / approver to process recommend/ approved petty cash, miscellaneous claim, travel claim and home leave passage in the system. ○ The system will auto calculate the travelling claim based on LFSA Term and Condition. ○ The system will auto deduct 10% for late submission of claim staff based on 30 calendar days. |
| 7 | Attendance | <ul style="list-style-type: none"> ● The system shall have the capability to perform attendance, including but not limited to the following: <ul style="list-style-type: none"> ○ Track and record hours per Labuan FSA standards or rules applied by current policies for compliance, OT, etc. ○ Send alerts or notifications if time was entered incorrectly based on schedule or rules were provided to staff, supervisor and GHC. ○ Reminders or placement of holiday hours on correct timecards based on schedules. ○ Support managers' electronic or mobile ability to approve or deny timesheet schedule and leave requests through manager self-service. |

| No. | Modules/Function | Feature |
|-----|------------------------|---|
| | | <ul style="list-style-type: none"> ○ Provide capability of assigning a proxy to aid managers with backup support to editor approve time while out on leave. ○ Support managers or supervisors to view timesheet details for current/previous periods, as well as complete attendance history, especially for staff transferring to new managers. ○ Allow staff to enter timesheet data and submit for approval via computer/web and mobile. ○ Where applicable, mobile time entry will require geo-fencing and possibly geo-positioning parameters to only allow employees to record time in approved locations. ○ Support staff to be able to view their work schedule from a mobile device with possible reminders to ensure they do not miss their scheduled work hours as well notification/emails to check in and out. ○ Provide staff with the capability to swap schedules and enforce workflows for manager approval. |
| 8 | Performance Management | <ul style="list-style-type: none"> ● The system shall provide performance management, including but not limited to the following: <ul style="list-style-type: none"> ○ Flexibility to create Key Performance Indicator (KPI) setting forms. ○ Create multiple year-end appraisal forms for different groups of staff (with different competency levels), with fields for weightage, scales, and ratings. ○ Flexibility to port details in KPI form for year-end assessment. ○ Allow for multiple reviews (i.e., mid-year review, year-end review). |

| No. | Modules/Function | Feature |
|-----|--------------------------|---|
| | | <ul style="list-style-type: none"> ○ Define approval flow and routing process (e.g., review by multiple managers from different departments for transfer cases). ○ Staff to enter, edit, view, submit and print appraisal form. ○ Upload of multiple attachments in various formats (PDF, Word, etc.). ○ Auto-calculate final scores based on weightage and scoring. ○ Notify approvers to approve KPIs and appraisals, with periodic email reminders. ○ Track the submission status, including where the forms are pending. ○ Allow for moderation and bell curve report by unit, department and LFSA. ○ Interface of final appraisal grade (after moderation) from the performance appraisal module to master employee data. ○ Able to extract, view and print appraisal history. ○ Upload of multiple attachments in various formats (PDF, Word, etc.). ○ Integrate performance appraisal with Performance Improvement Programme. ○ Allows system to blend competency using LFSA's Competency Framework and Dictionary. ○ Create portion for TNA as part of the year end appraisal. |
| 9 | Learning and Development | <ul style="list-style-type: none"> ● The system shall have the capability to perform learning and development, including but not limited to the following: <ul style="list-style-type: none"> ○ Learning need analysis for staff by capturing learning requirement for the year based on previous year performance feedback and other inputs. |

| No. | Modules/Function | Feature |
|-----|------------------|--|
| | | <ul style="list-style-type: none"> ○ Allow staff to determine their learning plan. ○ Create a list of pre-selected courses with fields like course title, course provider, cost, etc. (cost fees, travelling, hotel and other expenses) etc. ○ Allow staff to apply for courses not in the pre-selected list. ○ Provide for staff to apply, amend, cancel, view, and print the status of their training application. ○ Notify approvers to approve learning plans and course application, with periodic email reminders. ○ Create a training evaluation form for post-course feedback with notification and emails for submission to staff and supervisor. ○ Track learning progress of individual staff after 3 months of attending the training via learning application evaluation form with notification and emails submission to staff and supervisor. ○ Support streamlining for notifications and communication methods: <ul style="list-style-type: none"> ▪ Simplify integration by leveraging email or another notifications method for course offerings, auto-reminders, calendaring, and notifications ○ Track budget utilisation by Unit, Department and LFSA. ○ Upload of multiple attachments in various formats (PDF, Word, etc.). ○ Optional module to upload and enrol in the online learning on the same platform or integrate with third-party content. |

| No. | Modules/Function | Feature |
|-----|-----------------------|--|
| | | <ul style="list-style-type: none"> ○ Track and monitor staff enrolment and completion status for mandatory training or learning module. ○ Allow staff to view their training history. ○ Provide status on the completion or gap closing of the TNA and auto reminders for non-completion of the TNA. |
| 10 | Succession Management | <ul style="list-style-type: none"> ● The system shall have the capability to perform succession management, including but not limited to the following: <ul style="list-style-type: none"> ○ List mission critical Positions and successors. ○ Identify successors and link to assessment tools – including past assessment score and notes from the assessment tools. ○ Successor's profile such as readiness to assume target roles, competency gaps to assume target roles. ○ Successor's career history, performance, and development interventions – input shall be integrated with other relevant modules such as performance management and employment history etc. ○ Mapping successors into a succession matrix. ○ Integrated with Learning and Development Module with additional features that are customisable by HC such as enrolment into curated training and development programme ○ Option for HC to select, update and remove staff from the status as an identified successor. ○ Prompt notification to the identified successor's direct line manager of any changes to their status as a successor. |

| No. | Modules/Function | Feature |
|-----|----------------------------|--|
| 11 | HC Analytics and Dashboard | <ul style="list-style-type: none"> • The system shall have the capability to perform HC Analytics and Dashboard, including but not limited to the following: <ul style="list-style-type: none"> ○ Recruitment, Performance, Leave, Attendance, Payroll, Benefits, Succession etc. ○ Transaction activities such as identifying the time and date of a certain transaction take place, initiator, and approver etc. ○ Transaction performed by users such as data change, submissions, downloads, cancellation etc. |
| 12 | Employee Self Service | <ul style="list-style-type: none"> • The system shall have the capability to perform Staff Self Service, including but not limited to the following: <ul style="list-style-type: none"> ○ Staff can view communications posted from administrators/GHC. ○ Staff can access links that can launch: <ul style="list-style-type: none"> ▪ Documents (forms may be saved and/or printed). ▪ Web sites. ▪ Emails. ○ Staff can view and print their payslip for changes including deductions, marital status, and exemptions. ○ Staff can view and/or update personal information including name, address (both home and mailing), phone numbers, emergency contacts, previous internal and external employment, and educational background. ○ Staff can view their status and key dates. ○ Staff can view job information including job code and title, work location, employment status, date and time in job, length of service, supervisor, job level, job history |

| No. | Modules/Function | Feature |
|-----|----------------------|--|
| | | <p>including change reasons, licenses, skills and awards.</p> <ul style="list-style-type: none"> ○ Staff can view salary review history, salary and remuneration (including deduction& taxes), current benefit plan, employer contributions, beneficiaries and dependents, leave accruals and balances and request time off from their manager. ○ Staff can update current benefits coverage based on the following events ie new hire, adding a dependent, removing a dependent, change in marital status, change in address/location, change in contact no and etc. ○ Staff can view opening jobs and can apply for open jobs. ○ Staff can upload document in their personal data i.e IC copy, birth cert, education cert. etc. ○ Staff can view whether their TNA are being accomplish or not. ○ Staff can view their claim status. ○ Staff can key in petty cash, miscellaneous claim, travel claim and Home leave passage in the system. |
| 13 | Manager Self Service | <ul style="list-style-type: none"> ● The system shall have the capability to perform Manager Self Service, including but not limited to the following: <ul style="list-style-type: none"> ○ Supervisors have access to a selected view of their direct reports self-service. ○ Supervisors can view the following information: <ul style="list-style-type: none"> ▪ Limited staff personal information. ▪ staff job information and job history. ▪ Previous employment information. ▪ Educational background. |

| No. | Modules/Function | Feature |
|-----|---|--|
| | | <ul style="list-style-type: none"> ▪ Licenses and certifications. ▪ Performance reviews. ○ Begin staff requisition process to create job openings ○ Review and approve leave request from their staff ○ Update organisation information (e.g., department, unit and supervisor). ○ Attached documents on an employee record |
| 14 | Web and Mobile Interface | <ul style="list-style-type: none"> • Vendor to describe what functionality for your overall product is available via website and mobile devices. • Vendor to describe what mobile platforms/technologies are supported (e.g. iPhone, Android, etc.) |
| 15 | Announcement, Surveys, Alerts and Letter Generators | <ul style="list-style-type: none"> • The system shall have the capability to perform announcement, surveys, alerts and letter generators, including but not limited to the following: <ul style="list-style-type: none"> ○ Recruitment, Performance, Leave, Attendance, Payroll, Benefits, Succession etc. |
| 16 | Optional Module – HC Chatbot | <ul style="list-style-type: none"> • Availability of an AI-powered HC Chatbot tool to improve and enhance staff's productivity, in following functionalities. <ul style="list-style-type: none"> ○ 8.1.1 To answer staff queries on FAQs eg. staff handbook, various company policies etc. ○ Ability to query leave balance, or even to apply for leave via the chatbot. |
| 17 | User Interface (UI)/ User Experience (UX) | <ul style="list-style-type: none"> • The HCIS system shall have a personalised landing page for user by role type based on defined authorisation/access type and is able to customise by user group, e.g. employees, senior management, GHC staff, contract staff etc. |

| No. | Modules/Function | Feature |
|-----|------------------------------|--|
| | | <ul style="list-style-type: none"> The software shall be able to set auto-alert to remind/ prompt user for action required at specified date. Availability of a Single Sign-on function / protocol. Allow request and approval workflow via mobile application such as leave application and approval, benefits claim request and approval, cancellation of claim and leave – including bulk approval process. Option to view analytics and reports on mobile application for supervisors such as team's structure, headcount number, team's leave plan, and breakdown of staff by demography such as age, grade, unit, department, gender, etc. |
| 18 | Integration and connectivity | <ul style="list-style-type: none"> The system shall be able to integrate to Labuan FSA Financial systems – for both payment and reporting purposes – on cloud and on premise. Able to integrate to Microsoft Exchange and Active Directory. Able to assign applications with Microsoft Intune Mobile Application Management (optional). |
| 19 | Security | <ul style="list-style-type: none"> Provides multi-factor authentication (MFA) and authorisation for accessing sensitive information (e.g. Payslip, EA forms). Perform regular security assessments such as Vulnerability Assessment and Penetration Testing (VAPT). Compliance with the relevant laws and regulations applicable to Labuan FSA and the financial industry in Malaysia. Able to support the Cloud Access Security Broker or similar functional tools. Audit trails and application logs shall be exportable on demand. |

8.2 The HCIS shall be designed as per the below requirements:

| Requirements | Descriptions |
|------------------------|---|
| Interface | Web-based application. |
| On-premise/Cloud-Based | <p>The PO to propose either on-premise AND/OR cloud-based solutions.</p> <p>For on-premise solutions, the Operating System will be provided by Labuan FSA.</p> <p>If both options are available and for comparison purposes, the PO must submit the detailed cost breakdown and project timeline for each solution.</p> |
| Module Integration | Any modules that require integration with the Labuan FSA's financial and accounting system shall comply with the Standard Accounting System for Government Agencies (SAGA) guideline of the Account General's Department of Malaysia. |

8.3 The project must be completed within **nine (9) months**, with the possibility of extension if required and approved by the Management Committee of Labuan FSA.

9. PREPARATION OF THE TENDER DOCUMENTS

9.1 The PO must prepare the tender documents in **two formats (technical and financial)** and place the documents in **two different sealed envelopes** (refer to **Section 11 – Submission of Tender Documents**) as below:

| Items | Descriptions | |
|---------------------------|--------------------------|---|
| Technical Proposal | Company Profile | Information pertaining to company name, business address, contact person, telephone number (including relevant mobile number for contact person) and copy of license company registration certificate. The information should include current/past clients. |
| | Project Plan/ Timeline & | The proposal shall also include an overall project plan and communication |

| Items | Descriptions | |
|---------------------------|-------------------------|--|
| | Communication Strategy. | strategy in collaboration with Group Human Capital. The project plan should include the timeline and milestones. |
| | Project Team | Information pertaining to the proposed project team, including their experiences. |
| | Technical Specification | Itemised details of the modules and system specifications as specified in Section 8 – Technical Specification . The PO is required to complete the Appendix VI. Please take note that this section is MANDATORY . |
| | Work experiences | Information should include samples of past and current projects and products, i.e. a list of completed and on-going projects for which the company have performed similar work. |
| Financial Proposal | Cost Breakdown | A detailed cost breakdown per item as specified in Section 8 – Technical Specification . License and maintenance, if any, should be included in the detailed breakdown, too. The cost should also include travelling charges, UAT, training, service charges, taxes and other fees that may be charged to Labuan FSA (this should include out-of-pocket expenses not more than 7% of the total project cost). The price should be in Ringgit Malaysia only. |
| | Supporting Documents | Two (2) months' bank statements and bank facilities. Three (3) years of Audited Financial Statements. |

10. TENDER DOCUMENTS VALIDITY PERIOD

- 10.1 The tender document should be valid for **120 days** from the closing date of this tender offer. The PO is not allowed to withdraw the tender documents that have been submitted to Labuan FSA.

11. SUBMISSION OF TENDER DOCUMENTS

- 11.1 The completed tender documents must be submitted in **two formats**, one for Technical and the other for Financial. For identification purposes, please print **“THE DESIGN & DEVELOPMENT OF HUMAN CAPITAL INFORMATION SYSTEM (HCIS) FOR LABUAN FSA”** at the top left corner of the **SEALED** envelope.

- 11.2 The completed tender documents can be submitted by courier/post or hand delivery to the address below:

Address : **Labuan Financial Services Authority**
Level 17, Main Office Tower
Financial Park Complex
87000, Labuan FT.
(Tel: +603-8873 2000/Fax: +603-8873 2209)

Attention to: Head, Facilities Management Unit

Deadline : **Friday, 19 January 2024, before 12:00 noon.**

- 11.3 The completed tender documents can also be submitted in **softcopy** format by email to the address below. The deadline for online submission is as mentioned in the above.

Email : **procurement@labuanfsa.gov.my**
(cc to **khadijah@labuanfsa.gov.my**)

For online submission, the PO is required to ensure that the tender documents are **password-protected**. The password must be submitted to the officer below in a separate email.

Email : **hilda@labuanfsa.gov.my**

- 11.4 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 the tender documents. Labuan FSA reserves the right to cancel this RFT for any reason without any liability to any proponent or waive irregularities at their discretion.

12. ADDITIONS AND AMENDMENTS TO RFT DOCUMENT

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

13. CONTACT PERSONS

- 13.1 The PO is reminded to comply with the requirements specified in this RFT. Failure to comply with any tender instructions/conditions may result in the submitted tender not being considered.

- 13.2 You may contact the following personnel for further clarifications:

| | | |
|---|-------------|--|
| Preparation and submission of tender documents: | Name | : Khadijah Zahri |
| | Contact No | : +603-8873 2077 |
| | Email | : khadijah@labuanfsa.gov.my |

| | |
|-------------|--|
| Name | : Raja Hazrina Zaity |
| Contact No | : +603- 2780 3333 |
| Email | : hazrina@labuanfsa.gov.my |

| | | |
|---|-------------|--|
| System requirements and specifications: | Name | : Syed Ahmad Shakirin |
| | Contact No | : +603-8873 2109 |
| | Email | : shakirin@labuanfsa.gov.my |

| | |
|-------------|--|
| Name | : Sunilin Masinin |
| Contact No | : +603-8873 2087 |
| Email | : sunilin@labuanfsa.gov.my |

APPENDIX I



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;">Director General 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) Email: dg_wb@labuanfsa.gov.my</p> |
|---|

- (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 whistleblower's confidentiality and hereby gives assurance that it will not reveal the whistleblower's identity 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.

APPENDIX II



DECLARATION OF INTEREST

Request for Tender: The Design & Development of Human Capital Information System (HCIS) for Labuan FSA

Participating Organisation's (PO) Name and Company No. (if applicable) : _____ I, _____ (NRIC/Passport No.: _____), the authorised representative of the PO, hereby declare that:

| Yes | No | Declaration |
|-----|----|--|
| | | The PO had previous involvement in advising Labuan FSA in respect to matters under the scope of assessment as stated in the RFT. |
| | | The PO 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 PO in respect of its financial and operating decisions. |
| | | The PO 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 PO being the subsidiary of Labuan FSA's subsidiary or affiliate. |
| | | The director or person who has control or significant influence over the PO 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: | |

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

APPENDIX III



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 authorized 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 Enforcement 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: 15 December 2023

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,

Name :

Date :

APPENDIX IV

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.

Request for Tender: The Design & Development of Human Capital Information System (HCIS) for Labuan FSA (RFT 00026)

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 five (5) years.

Solemnly declared by:-

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

APPENDIX V



BIDDERS DECLARATION

REQUEST FOR TENDER: THE DESIGN & DEVELOPMENT OF HUMAN CAPITAL INFORMATION SYSTEM (HCIS) FOR LABUAN FSA (RFT 00026)

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.