



REQUEST FOR QUOTATION

LEGAL SERVICES FOR ASIA SCHOOL OF BUSINESS

ISSUER

ASB Management Sdn Bhd for Asia School of Business
Sasana Kijang
2, Jalan Dato Onn
50480 Kuala Lumpur

ISSUE DATE: 7 AUGUST 2019
CLOSING DATE: 16 AUGUST 2019

The Asia School Business (ASB) invites licensed and experienced advocates and solicitors to quote for provision of legal services, as listed in paragraph 3 in this document.

Date of issue of RFQs :	Wednesday, August 7th 2019
Last date for receipt of RFQ Responses :	Friday, August 16th 2019
Name of the contact person :	Woon Hooi Shyen
Contact email:	woonhs@asb.edu.my

1. Background

ASB is a graduate business school established by Bank Negara Malaysia (BNM) in collaboration with MIT Sloan School of Business and based in Kuala Lumpur. ASB will offer both degree and non-degree programs to serve regional and global needs for business talent and leaders in the emerging world.

The school currently runs a 20-month MBA program following MIT Sloan School curriculum and initially be delivered by MIT Sloan faculty. The distinctive MIT Sloan pedagogy of Action Learning will be at the core of the ASB curriculum, providing students with experiential training and hands-on projects with a focus on Asia. The inaugural ASB MBA program has started in September 2016. The estimated size of the MBA class will range from 40 to 75 students for the first 5 years. This year, ASB will be launching its MBA for Working Professionals and is currently working on a third Masters' Program for launch in the middle of 2020.

Action Learning will be executed in collaboration with partner corporations in the region. In this partner relationships, the corporations will engage ASB students in doing projects as part of the MBA curriculum.

ASB also offers non-degree executive programs for both individuals and corporations that desire to gain cutting-edge insights and practical lessons to tackle business challenges and drive change and innovation in their organizations. Scheduled in a convenient and intensive one-week format, the Executive Education programs provide excellent networking opportunities with peers around the world.

For further information on the Asia School of Business, visit www.asb.edu.my.

The Asia School of Business plans to provide the following services to its students and corporations:-

- Degreed Programs
- Non-degreed Executive Education programs: both open enrollment and custom
- Scholarships
- Deferred payments of fees
- Action Learning projects

The Asia School of Business is established under the ASB Management Sdn Bhd, a company incorporated in Malaysia and is a wholly owned subsidiary of Bank Negara Malaysia.

2. Eligibility Criteria

- i. Valid licensed to act as advocate and solicitor in Malaysia
- ii. At least five years' experience in providing legal services
- iii. Valid company secretarial license is an added advantage
- iv. Able to provide all necessary documents as part of the proposal process to indicate technical and administrative capability and stability to support ASB in achieving its objective as a world class graduate business school.
- v. ASB reserves the right to carry out the capability assessment and the decision of the ASB shall be final in this regard.
- vi. ASB reserves the right to accept in whole or in part any of the quotations submitted.

3. Scope of Services

The scope of services would include the following:-

i. Suppliers' Contract Review and Management

- ASB has and will be engaging contractors to provide various goods and services. These procurements include the following:-
- IT related services, for example, ASB has planned to implement a student information (SIS) system to automate the campus and to bring in operational efficiency in student acquisition, retention, delivery, governance and outreach as per global standards and best practices. ASB is looking at an SIS solution that cost-effectively meets the current and future needs of the School.
- Advertising services to market its programmes
- Facilities maintenance of its school and students quarters
- Travel arrangement services with travel agents and hotels

ii. Student services contract or agreements

- Scholarship agreements
- Deferred payment agreements
- Accommodation agreements

iii. Tenancy Agreements or Licences

- As Landlord of the New Campus to sub-tenants

iv. Partner corporations' agreements

- Executive programs contracts for delivery and payments
- Pledge documents

v. ASB Management Sdn Bhd

- Company secretarial services, for example, services relating to lodgment of annual returns at SSM, advisory on compliance with the Companies Act

4. Quotes

- The prices should that prices should comply with the guidelines issued by the Malaysian Bar Council. In that way, the scale prices will be captured.
- and should be expressed in Malaysian currency (MYR).

- The prices should be inclusive of all costs including taxes, duties, levies etc. to be charged.

- The price quoted should be broken down by type of services

5. Documents constituting the Quote

The submission of the quotation should comprise the following components:

1. The legal firm or Company's Profile: e-SSM print out
2. Copy of valid advocate and solicitor licence from the Bar Council
3. Name, ID and other information of lawyer(s) representing the firm (see Appendix I to be completed)
4. Confidentiality Agreement (see Appendix II to be completed)

6. Period of Validity of Quote

Quotes should remain valid for the period of one year from the date of engagement of services.

7. RFQ Clarifications

All queries and clarifications may be sought in writing or calls to Ms. Woon Hooi Shyen at woonhs@asb.edu.my, tel 03 9179 4110

8. Submission of Quotations

The proposals duly completed as per the instructions given in this document and the amendments issued if any, shall via email to woonhs@asb.edu.my on or before the last date of quotation submission.

ASB may, in exceptional circumstances and at its sole discretion, extend the deadline for submission of quotations.

8.1 Confidentiality

All submissions need to sign off the Confidentiality Agreement on Appendix I.

8.2 Other Terms and Conditions

- The working language of the Asia School of Business is English. All responses to this RFQ will be in English.
- The Asia School of Business reserves the right, at its sole option, and for its convenience, to accept and/or reject any RFQ, in whole or in part, for any or no reason.
- By issuing this RFQ, ASB does not imply or give any assurance whatsoever that any quote will be accepted.
- No contractual or other legal obligations arise on the part of ASB to any interested parties by this RFQ until such time as a final, written agreement, if any, is subsequently entered into with the person.
- ASB reserves the right to negotiate with interested service provider, seek clarification from interested service provider regarding their responses and invite modifications to the quotes submitted.
- ASB retains the right to withdraw or modify this RFQ at any time without notice and without obligation.
- ASB may waive compliance with the requirements of this RFQ and consider a response that does not meet all of the requirements of this RFQ.
- The interested service provider's response, including fees and charges, shall constitute a binding offer capable of acceptance in whole or in part by Asia School of Business and if selected will remain valid until such time as a final agreement is negotiated and executed.
- ASB may require interested service providers to send representatives to ASB's offices for interviews and presentations.
- ASB reserves the right to discontinue negotiations with any interested service provider.
- All submissions become the property of the Asia School of Business, and will not be returned.
- Neither Asia School of Business, its staff, representatives, nor any of its consultants or agents will be liable for any claims or damages resulting from solicitation, collection, review or evaluation of quotes.

9. Appendix

- I. Name, ID and other information of lawyers representing the firm
- II. Confidentiality agreement

Appendix I

PERSONAL PARTICULARS of LAWYERS

Name:		ID	
Address:		License No	
Phone no.:		Email:	
Academic Qualifications:			
Work Experience Past 3 yrs		Involvement in previous legal service:	
Role & Responsibilities for ASB in relation to this request:			

NOTE: PLEASE ADD AS APPROPRIATE

Appendix II

Undertaking Confidentiality

Within the context of the **LEGAL SERVICES FOR ASB**, (Company Name) _____ HEREBY UNDERTAKES not to give, divulge or reveal any information, data, or documentation whatsoever relating to the business and affairs of Asia School of Business to any third parties AND HEREBY CONVENANTS to take all necessary action to ensure that this undertaking shall be binding upon all its employees, agents and persons acting on its behalf pursuant to the legal services requested.

Signed : _____

Name : _____

Designation : _____

FOR AND ON BEHALF OF

Below / Attached is a list of employees, agents or persons acting on behalf of (Company Name) _____ involved in the provision of legal services who shall abide by the above.

Name	NRIC/Passport	Designation	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____