



## **REQUEST FOR EMPANELMENT OF CATERING SERVICES**

**Issuing Date:**

17<sup>th</sup> July 2025

**Closing Date / Time:**

31<sup>st</sup> July 2025, 12:00 PM

**ISSUER:**

Centralised Procurement Unit  
Asia School of Business,  
11, Jalan Dato' Onn, 50480 Kuala Lumpur.

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## 1.0 INTRODUCTION & BACKGROUND

### 1.1 Executive Summary

Asia School of Business (ASB) or registered as ASB Management Sdn. Bhd. (1075414-U) is operating as a graduate business school established by Bank Negara Malaysia (BNM) in 2015, in collaboration with the MIT Sloan School of Business, and is based in Kuala Lumpur. ASB is a company incorporated in Malaysia, and it is a wholly owned subsidiary of Bank Negara Malaysia. ASB offers both degreed and non-degreed programs to serve regional and global needs for business talent and leaders in the emerging world.

ASB's official new campus began in 2021. ASB's campus is approximately 22 acres along Jalan Dato' Onn in Kuala Lumpur, adjacent to KTM Bank Negara. The buildings in the new campus consist of 2 main components: Academic Block and Residential Block. ASB's campus is owned by BNM, where ASB is the tenant under a Lease Agreement and has been granted the right to grant licenses to any other parties in connection with the provision of food and beverage facilities.

More information on the Asia School of Business can be found at [www.asb.edu.my](http://www.asb.edu.my).

### 1.2 Objectives of Request for Empanelment

ASB invites catering service providers to submit proposals and price quotes for consideration in an empanelment process. Empanelled vendors will be pre-approved to provide catering services as needed, facilitating a streamlined procurement process with reduced documentation.

This RFE specifically targets **corporate caterers** with capabilities to support various types of events at ASB.

Empanelment means the successful providers will be part of a pre-qualified panel, from which ASB may engage services on a project-by-project basis.

Key expectations for selection:

1. Delivery of services meeting ASB's standards
2. Professional conduct in all engagements with ASB
3. Compliance with statutory requirements and regulations

### 1.3 Administrative Information

Successful vendors will be empanelled for **four (4) years**. **Engagement will be on an as-needed basis.**

ASB's annual events requiring catering include:

1. High-level events (e.g., Board of Governors (BOG) / Board of Directors (BOD) Meetings, CEO Leadership Summit, Fireside Chats, and formal business lunches)
2. Convocation ceremonies (light refreshments, lunch, hi-tea/dinner)
3. Staff engagements and festive celebrations (e.g., Hari Raya, Chinese New Year, Deepavali, Christmas, Annual Dinner)
4. Classes and programs (MBA, MCB, EMBA, Agile Continuous Education (ACE), Executive Education)
5. Special meetings and visits by embassies, government agencies, universities, and delegates

Catering requirements include:

1. Services for 10 to 500 pax
2. Set-up and tear-down
3. Manpower and handling fees
4. Event decoration (where required)

### 1.4 Eligibility of Catering Service Provider

The eligibility criteria include:

1. The company must be registered and incorporated in Malaysia; and
2. The company should have experience in the food and beverages industry, OR operating F&B outlets for various events.

### 1.5 Key Dates & Timeframe

<b>Launch of Request for Empanelment</b>	17 <sup>th</sup> July 2025
<b>Submission Deadline</b>	31 <sup>st</sup> July 2025
<b>Notification to Empanelled Catering Service Providers &amp; Letter of Intent</b>	14 <sup>th</sup> August 2025

*\*The exact date of notification might vary, subject to prevailing conditions and the sole discretion of ASB.*

## 2.0 GENERAL REQUIREMENTS

### 2.1 Scope of Service

1. Types of service that could be offered by the service provider:
  - a. **Full-service:** Handles all aspects of the event, including food, beverages, staff, and equipment.
  - b. **Self-service:** Offers food and beverages for clients in a self-serve format, such as packed meals, bento sets, or a self-service buffet, where the event organizer handles the setup and management.
  - c. **Buffet:** Offers a variety of dishes arranged for guests to serve themselves.
  - d. **Dome set:** Offers a variety of dishes to be served in a dome set for VIP tables, with servers on hand to assist guests upon request.
  - e. **Plated service:** Courses are served individually to guests.
  - f. **Packed Food:** Food served as a packed meal, brown bag set, bento set
2. The service providers should propose menus for breakfast, lunch, dinner, tea breaks, and free-flow coffee. The menu proposal should include a variety of the following:
  - a. 2 breaks + 1 lunch/dinner menu
  - b. Multi-cuisine options for lunch and dinner (e.g. Malaysian, Western, Japanese, Korean, Italian, Indian, etc.)
  - c. Seasonal menu based on festivities (e.g., Chinese New Year, *Hari Raya Aidilfitri*, Deepavali, Christmas)
  - d. Selection of sandwiches, local *kuih*, pastries, cakes & cut fruits + coffee, tea, the Tarik, water
  - e. Vegetarian, vegan, gluten-free, and dairy-free options
  - f. Specialty coffee, tea, and other beverages
  - g. Bento box set/ Packed Food/ Pre-plated
  - h. Tea-time/Hi-tea set consists of multiple selections of local *kuih* & pastries and light refreshments
  - i. High-Level Events – Convocation, Ministry, Royalty, or Embassy visits

### **3.0 INFORMATION REQUIRED & SUBMISSION**

#### **3.1 Submission Requirements**

Vendors must submit a proposal that includes the following:

1. Assignment of a dedicated account manager for ASB, including name and role.
2. In PDF format, font Arial, font size 12.
3. Please refer to Appendix A and Appendix B regarding proposal requirements and pricing structure. Ensure all responses are concise and relevant.

#### **3.2 Notice of the Submission**

ASB reserves the right to consider only the proposals currently submitted. The proposal should be submitted in two separate documents.

1. Signed Non-Disclosure Agreement (NDA) and Proposal
2. Service fees (if any) and estimated cost depending on the minimum and maximum number of pax

#### **3.3 Submission of Documents**

All document submissions and inquiries must be sent divided into two parts, on or before the final submission date:

1. Part 1 – Signed Non-Disclosure Agreement (NDA) and Proposal
2. Part 2 – Price structure and quotations for the services proposed

ASB may, at its sole discretion, extend the deadline for submitting proposals under exceptional circumstances.

#### **3.4 Confidentiality**

This RFE is confidential and should be distributed only within your organization.

## **4.0 OTHER TERMS & CONDITIONS**

1. The working language of the Asia School of Business (ASB) is English. All responses to this RFE will be in English.
2. ASB reserves the right, at its sole option and for its convenience, to accept and/or reject any proposal, in whole or in part, for any or no reason.
3. By issuing this RFE, ASB does not guarantee that any proposals or quotes/prices will be accepted.
4. No contractual or other legal obligations arise on the part of ASB to any interested parties by this RFE when a final, written agreement, if any, is subsequently entered into with the person.
5. ASB reserves the right to conduct site visits, negotiate with interested providers, seek clarification regarding their responses, and invite modifications to the quotes submitted.
6. ASB retains the right to withdraw or modify this RFE without notice or obligation.
7. ASB may waive compliance with the requirements of this RFE and consider a response that does not meet all the provisions of this RFE
8. The interested provider's response, including fees, shall constitute a binding offer capable of acceptance in whole or part by ASB and, if selected, will remain valid until a final agreement is negotiated and executed.
9. ASB may require interested providers to send representatives to ASB's offices for interviews and presentations.
10. ASB reserves the right to discontinue negotiations with any interested provider.
11. All submissions become the property of the ASB and will not be returned.
12. Neither ASB, its staff, representatives, nor any of its consultants or providers will be liable for any claims or damage resulting from soliciting, collecting, reviewing, or evaluating quotes.

## **5.0 CONTACT INFORMATION**

Any queries and requests for clarification should be made in writing using the contact information provided below.

Centralised Procurement Unit (CPU)

Asia School of Business (ASB)

11, Jalan Dato Onn, 50480 Kuala Lumpur.

Phone: +603 2023 3106

Email: [cpu@asb.edu.my](mailto:cpu@asb.edu.my)

## 6.0 APPENDIX

### 6.1 Appendix A – Proposal Requirements

Criteria	Information Required	Vendor Response
<b>Certifications</b>	List your valid food safety certifications (e.g., Halal, HACCP, ISO 22000).	
<b>Menu Variety &amp; Dietary Options</b>	Describe your menu offerings, including support for vegetarian, vegan, gluten-free, allergy-friendly, and multi-cuisine requests.	
<b>Catering Equipment</b>	State your ability to provide catering equipment and tableware, including setup and logistics.	
<b>Manpower Provision</b>	Explain your team structure for events, including the availability of a dedicated account manager and trained service staff.	
<b>Eco-Friendly Packaging</b>	Specify whether you use biodegradable or recyclable packaging, and to what extent.	
<b>Waste Management</b>	Describe your approach to managing leftover food (e.g., redistribution, donation, or composting).	
<b>Order Handling &amp; Lead Time</b>	Indicate your flexibility in handling urgent or last-minute orders (e.g., within 24 hours).	
<b>Delivery Punctuality</b>	Describe your track record for on-time delivery, and whether you offer delivery tracking or real-time updates.	
<b>Hygiene</b>	Confirm food hygiene standards as required by the Ministry of Health Malaysia (MOH), including valid Food Handler certification and typhoid vaccine for all staff, and documented food safety practices.	
<b>Corporate Experience &amp; Food Presentation</b>	Share your experience with corporate events or institutional clients and submit photos of previous corporate food presentations.	
<b>Client Portfolio &amp; References</b>	Provide an overview of past clients and include references or testimonials where available.	
<b>Support for Pax Changes</b>	Explain your ability to accommodate last-minute changes in pax count, including cut-off times and escalation process.	
<b>Flexibility on Service Requests</b>	Describe your flexibility to accommodate changes (e.g., menu, timing, logistics), and the required lead time.	
<b>Refund &amp; Issue Resolution Policy</b>	Provide your policy for complaints, refunds, and replacements, including typical turnaround time.	



## 6.2 Appendix B – Pricing Structure

No	Menu/Service Type	Description	Price per Pax (RM)	Min Pax	Max Pax	Remarks (Below is an example)
1	2 Breaks + 1 Lunch/Dinner	Morning break, afternoon break, and lunch/dinner set				Customizable options
2	Multi-Cuisine Menu	Malaysian, Western, Japanese, Korean, Italian, Indian				Choose one or multiple cuisines
3	Seasonal Festive Menu	Chinese New Year, Hari Raya, Deepavali, Christmas				Include themed setup and desserts
4	Sandwich & Kuih Set	Sandwiches, local kuih, pastries, cakes, fruits, coffee, tea, teh tarik, water				For casual events or meetings
5	Special Dietary Options	Vegetarian, vegan, gluten-free, dairy-free				Specify clearly in order form
6	Specialty Beverages	Specialty coffee, tea, juice, and infused water				Hot and cold drink options
7	Bento / Packed Food	Bento box or pre-packed sets for distribution				Ideal for takeaway or in-class meals
8	Hi-Tea Set	Multiple kuih, pastries, light savouries, and beverages				Buffet or boxed style
9	VIP / High-Level Events	Custom curated menus for convocation, royalty, and ministries				Include butler or server support
9	Service Crew	Waiters/servers per event (per pax rate or per hour)				Specify full-day or half-day rate
10	Transportation	Delivery charges for events (flat rate or distance-based)				Include return trip if applicable
11	Furniture Rental	Table, chairs, buffet setup, utensils				Specify itemized or bundled rate