



REQUEST FOR EMPANELMENT OF HR OUTSOURCE SERVICE PROVIDERS

Issuing Date:

17th July 2025

Closing Date / Time:

24th 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) operates 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.

1.2 Objectives of Request for Empanelment

ASB invites HR Outsourcing Service Providers to submit proposals and price quotes for consideration in an empanelment process to support ASB's operational needs on an as-needed basis.

Empanelled providers will form a pre-approved panel, allowing ASB to engage services efficiently for temporary staffing, backfills, project-based assignments, and other manpower-related requirements.

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 providers will be empanelled for four (4) years. Engagements will occur on a project-by-project basis, as needed by ASB.

ASB engages third-party outsourced staff to support the following general needs:

1. Temporary manpower support during peak operational periods, special projects, or high-traffic events
2. Backfill for staff on leave or secondment, to ensure uninterrupted operations.
3. Specialized roles for short-term assignments (e.g., program coordinators, facilitators, or admin support).
4. Scalability for manpower resources in situations where internal hiring is not feasible or time sensitive.
5. Operational efficiency and cost-effectiveness, enabling flexibility without long-term headcount commitments.

1.4 Eligibility of HR Outsource Service Provider

The eligibility criteria include:

1. The company must be registered and incorporated in Malaysia; and
2. The company should have demonstrated experience in HR outsourcing, manpower placement, or temporary staffing services for corporate, institutional, or government clients.

1.5 Key Dates & Timeframe

Launch of Request for Empanelment	17 th July 2025
Submission Deadline	24 th July 2025
Notification to Empanelled HR Outsource Service Providers & Letter of Intent	31 st July 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

The selected HR outsourcing service providers will be expected to deliver a range of staffing and manpower solutions to support ASB's operational requirements. These may include, but are not limited to, the following service categories:

1. Full-Service HR Outsourcing

Manages the end-to-end staffing process, including recruitment, onboarding, and payroll administration

2. Project-Based or Short-Term Staffing

Supplies manpower for short-term assignments, seasonal demand, or ad-hoc projects.

3. Contract Staffing

Provides staff on fixed-term contracts for defined roles such as admin assistants, event support, or program coordinators.

4. Specialized Placement

Sources skilled or technical professionals for specific functions such as finance, IT, marketing, or customer service.

5. Standby or Relief Staffing

Maintains a pool of ready-to-deploy staff to cover urgent or last-minute needs.

6. On-site HR Liaison

Assigns an HR coordinator to be stationed on-site (if required) to manage and support outsourced personnel.

3.0 INFORMATION REQUIRED & SUBMISSION

3.1 Submission Requirements

Vendors must submit a complete 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 complete the following table in your submission. Ensure all responses are concise and relevant.

Criteria	Information Required	Vendor Response
Talent Sourcing	Describe and provide evidence of your sourcing strategy and ability to recruit across industries and job functions.	
Screening & Shortlisting	Detail your screening process, including background checks and shortlisting methodology.	
Interview Coordination	Outline how interviews are arranged, reminders managed, and feedback collected.	
Onboarding Support	Explain your onboarding process, including statutory compliance and required documentation.	
Candidate Database	Provide an overview of your candidate pool, including size, specialization, and industry coverage.	
Hiring Manager Engagement	Describe how you engage directly with hiring managers to align candidate profiles with specific role needs.	
Market Reputation	Include company background, years of experience, key clients, and any testimonials.	
Invoice Processing	Explain your invoicing process, schedule, accuracy controls, and dispute resolution steps.	
Cost Transparency	Outline what cost elements are typically involved in your services (e.g., basic staffing rates, statutory contributions, coordination and admin fees, urgent deployment premiums).	
Account Management & Communication	Describe your support structure, escalation process, and main point of contact for ASB.	

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)
2. Proposal for the services

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)
2. Part 2 – Proposals for the services

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 and obligation.
7. ASB may waive compliance with the requirements of this RFE and consider a response that does not meet all of 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 damages 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)

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