



REQUEST FOR EMPANELMENT OF VENDORS FOR MERCHANDISE & PROGRAM KITS

Issuing Date:

17th July 2025

Closing Date / Time:

31st 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.

1.2 Objectives of Request for Empanelment

ASB invites vendors specializing in merchandise & program kits to submit a proposal and quotation for consideration in an empanelment process. Empanelled vendors will be pre-approved to provide these goods and services on an as-needed basis, supporting a more efficient procurement process with reduced administrative requirements.

This RFE targets suppliers with demonstrated capability to deliver high-quality merchandise kits for various academic, administrative, and corporate needs at ASB.

Empanelment means successful vendors will be included in a pre-qualified panel from which ASB may request services for individual projects.

Key expectations for selection:

1. Timely delivery and fulfilment of goods/services meeting ASB's standards
2. Professional conduct and responsiveness in all engagements
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.**

1.4 Eligibility

The eligibility criteria include:

1. The company must be registered and incorporated in Malaysia; and
2. The company should have experience in the supply of merchandise & program kits to corporations

1.5 Key Dates & Timeframe

Launch of Request for Empanelment	17 th July 2025
Submission Deadline	31 st July 2025
Notification to Empanelled Vendor for Merchandise & Program Kits & Letter of Intent	14 th 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

ASB seeks to empanel vendors capable of supplying custom-branded merchandise and program kits to support academic events, student onboarding, appreciation tokens, and general institutional branding purposes. Vendors are expected to offer:

1. A wide selection of branded and eco-conscious merchandise (e.g., notebooks, tote bags, mugs, t-shirts, lanyards, USBs, kits).
2. High-quality, durable items that align with ASB's corporate branding standards.
3. Bulk order pricing structures with full transparency.
4. The ability to accommodate last-minute changes in quantity and manage returns.
5. A dedicated account manager and proactive after-sales support.
6. Proven track record with at least 3 years' experience and notable clients.
7. Reliable on-time delivery with capacity for urgent or high-volume orders.
8. Vendors must submit a complete product catalogue (PDF or link) showcasing available merchandise and kits, clearly indicating pricing tiers (per-unit, bulk discounts, customization costs). Catalogues should reflect the full scope of offerings aligned with ASB's branding needs.

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 complete the following table in your submission. Ensure all responses are concise and relevant.

Criteria	Information Required	Vendor Response
Product Availability	Describe your range of merchandise and program kit items, including branded or eco-friendly options.	
Product Quality & Standards	Share the product types and brands you offer and explain how they meet durability and ASB's branding guidelines.	
Cost Components Preparedness	Outline the typical cost components in your merchandise orders (e.g., per-unit cost, bulk discounts, printing/screening charges). This helps ASB anticipate pricing structures.	
Vendor Flexibility	Explain your return/replacement policy and your ability to accommodate last-minute changes in quantity or items.	
Vendor Experience & Reputation	Provide years of experience, notable clients, and any client feedback or testimonials.	
Customer Service & Responsiveness	Describe your after-sales service structure, including whether a dedicated account manager is assigned.	
Delivery & Lead Time	Indicate your delivery turnaround time, stock readiness, and ability to handle urgent or large orders.	

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 Proposals for the services
2. Pricing Structure and Catalogue

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 – NDA and Proposals for the services
2. Part 2 – Pricing Structure and Catalogue

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 vendors, 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 vendor's response, including fees, shall constitute a binding offer capable of acceptance as a whole or part by ASB and, if selected, will remain valid until a final agreement is negotiated and executed.
9. ASB may require interested vendors to send representatives to ASB's offices for interviews and presentations.
10. ASB reserves the right to discontinue negotiations with any interested vendor.
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 vendors 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 clarifications 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: [INSERT]

WhatsApp: [INSERT]

Email: [INSERT]