



REQUEST FOR EMPANELMENT OF VENDORS FOR PRINTING SERVICES

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 Printing Services 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 printing services 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 provision of printing services to corporate or institutional clients.

1.5 Key Dates & Timeframe

Launch of Request for Empanelment	17 th July 2025
Submission Deadline	31 st July 2025
Notification to Empanelled Vendors for Printing Services & 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 delivering high-quality, customized printing solutions to support academic, administrative, marketing, and event-related functions. Vendors are expected to offer:

1. High-quality digital and offset printing with strong color accuracy.
2. Capacity to handle **bulk printing orders** and complex jobs.
3. Strong **custom branding capabilities** to maintain ASB identity.
4. Printing of marketing collateral including brochures, flyers, banners, signage.
5. Pre-assembled **program kits** for events (e.g., brochures, lanyards, gifts).
6. Responsive support for **last-minute or urgent requests**.
7. Reliable tracking and on-time delivery of printed materials.
8. Professional and responsive account management.
9. Submission of relevant **product samples** for quality validation.

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
Print Quality	Describe your printing capabilities (e.g., digital, offset) and your approach to ensuring color accuracy and consistency.	
Bulk Printing Capacity	Explain your ability to handle large-volume jobs and your processes for maintaining quality at scale.	
Custom Branding	Describe how you ensure printed materials comply with client branding (e.g., logo placement, color accuracy, brand guidelines), and share any examples of custom work.	
Marketing Collateral	List the types of collateral you produce (e.g., brochures, flyers, banners), and your ability to deliver these at consistent quality.	
Program Kits	Please describe your experience preparing full event kits (e.g., welcome folders, schedules, booklets, merchandise), including how you package and deliver them.	
Experience & Capability	State how long you've been in business and include examples of similar projects or clients served.	
Pricing Structure & Catalogue	Provide a pricing catalogue or rate card that includes the standard prices for common printing services and items. The catalogue should include, but is not limited to: <ul style="list-style-type: none"> • Unit cost per print for different materials (e.g., brochures, flyers, booklets, posters, banners) • Cost for various finishes (e.g., matte, gloss, lamination) • Design setup charges (if any) • Urgent/expedited service charges • Delivery or courier fees (if applicable) 	

	<ul style="list-style-type: none"> Any available volume or bulk order discounts States whether the rates are subject to SST or inclusive Indicates the validity period of the pricing 	
Vendor Flexibility	Explain your responsiveness to urgent requests (e.g., <24 hours) and how you manage changes in scope or quantity.	
Delivery & Timeliness	Describe your delivery process, lead times, tracking, and how you ensure timely fulfilment.	
Customer Support & Responsiveness	Detail your account servicing model, response time, escalation path, and availability of a dedicated point of contact.	
Product Samples	Confirm your ability to provide samples of previous print jobs and specify if they reflect actual quality.	

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 clarification should be made in writing using the contact information provided below.

Centralised Procurement Unit (CPU)

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