



TERMS AND CONDITIONS

**REQUEST FOR INFORMATION (RFI):**

**TO PROVIDE EVENT ORGANIZER (EO)/EVENT MANAGER (EM) FOR  
YAYASAN PENERAJU**

**Ref. No.: YP-052/012026-RFI**

Description	Date
RFI Opening Date	12 January 2026

**Issuer:**

**YAYASAN PENERAJU PENDIDIKAN BUMIPUTERA**

**Level 15-1, Mercu UEM, Jalan Stesen Sentral 5,**

**KL Sentral, 50470 Kuala Lumpur**

## **TERMS AND CONDITIONS**

This section shall be part of the RFI requirement and to be read in conjunction with all the other sections of this RFI document. It is to instruct Vendor to adhere to the practices and format to fulfil the requirements of RFI. Failure to follow any of these instructions will result in the RFI Proposal being rejected and will not be entertained.

### **1. Examination of RFI Document**

#### **1.1 Examination**

Vendor shall examine, understand and accept the contents of RFI Document before preparation and submission of RFI Proposal.

#### **1.2 Review and Verification**

Vendor shall study and verify the RFI Document with full concern and responsibility to deliver and complete the proposed Services.

#### **1.3 Addendum**

Yayasan Peneraju may add or amend any specific requirement for RFI before closing date. The amendment or addition shall be issued in writing and shall become part of RFI Document. It will be circulated to all Vendors in the form of RFI Clarification.

### **2. RFI Proposal Preparation**

#### **2.1 Participation**

Vendors wishing to participate are required to register their company in Yayasan Peneraju's e-Procurement system prior to the RFI opening date on 12 January 2026.

## 2.2 Costs and Expenditure

Vendor shall bear all the costs and expenditure incurred by Vendor during the preparation and submission of the RFI Proposal. Yayasan Peneraju shall not be responsible or liable for these costs regardless of the conduct or outcome of the RFI process.

## 2.3 Compliance

Vendor must ensure that the RFI Proposal will comply with the entire requirements as described herein.

## 2.4 Approval of RFI

The RFI Proposal shall be submitted by Vendor's authorized representative. Vendor should also nominate their authorised official representative for purposes of communication and clarification during the RFI Period.

# 3. **RFI Proposal Submission**

## 3.1 Submission

The response of this RFI must be submitted by a person in the Vendor's organization with authority to commit to all information specified in Yayasan Peneraju e-procurement portal latest by **23 January 2026 (Friday) @ 12:00 noon**.

## 3.2 No Economic Opportunity

By submitting this RFI to Yayasan Peneraju, Vendor affirms that they have not given, offered to give, nor intends to give at any time thereafter, any inducement or reward including any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favour, or service to any employee, agent or staff of Yayasan Peneraju. If Vendor is found to have offered any inducement or reward in accordance with the preceding paragraph, or is found to have committed unethical conduct, the RFI Proposal shall be disqualified, and any resulting contracts shall be terminated.

### 3.3 RFI Proposal Closing Date and Time

The complete RFI must be submitted before **12.00 noon** on **23 January 2026 (Friday)** at the e-procurement portal.

Any RFI Proposal information received after closing date/time shall not be accepted and considered.

Yayasan Peneraju only accept submission via the official portal only, other method of submission either via email or hardcopy will not be accepted.

## 4. **Confidentiality and Publicity**

- 4.1 This RFI document is strictly confidential. The information contained in this RFI document shall not be disclosed directly or indirectly to any other party.
- 4.2 This RFI document and its contents are confidential and shall remain at all times as property of Yayasan Peneraju. The vendor is only allowed to disclose relevant parts of the RFI to partners and/ or sub-vendors strictly on a need-to-know basis for the sole purpose of preparing a response to this RFI. Distribution or sharing of this RFI by Vendor with any other parties without written consent by Yayasan Peneraju shall result in immediate disqualification without any further notice.
- 4.3 Participating Vendors are not allowed to furnish any information, make statements or issue any documents or other written or printed materials concerning the acceptance of the RFI for publication in any media without the prior approval of Yayasan Peneraju.
- 4.4 The information and documents provided by the Vendor will be treated as strictly confidential.

## 5. **Clarification and Oral Interpretation**

- 5.1 The Vendor shall notify Yayasan Peneraju of any discrepancies that may be found in or arising from the requirements in the RFI Document. Any clarification or modification to any part of or the entire RFI Document shall be notified to Vendor in writing in the form of RFI Clarification. Any oral interpretation received by Vendor is not considered as the modification to the RFI Document.

- 5.2 Request for clarification and modification by Vendor shall be received by the Secretariat before RFI Closing Date (*refer Section 3.3*) and be communicated via email only to the following contact person:

**E-mail** : [procurement@yayasanpeneraju.com.my](mailto:procurement@yayasanpeneraju.com.my)  
**Attention** : **Procurement Department**

**Vendor are prohibited to make any direct and indirect contact with any personnel within Yayasan Peneraju with regards to this RFI until its completion except with the contact stated above. Any vendor shall be immediately disqualified without further discussion and notification if found for the violation.**

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*