



TENDER DOCUMENT

**REQUEST FOR INFORMATION (RFI):
TO SUPPLY EVENT MERCHANDISE FOR YAYASAN PENERAJU**

Ref. No.: YP-050/012026-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**

SECTION A

INTRODUCTION AND BACKGROUND

SECTION A – INTRODUCTION AND BACKGROUND

1. Introduction and Background

Yayasan Peneraju (YP) is an agency under the Ministry of Economy that functions as Talent Bank to identify, nurture and manage Bumiputera talents to accelerate the global competitiveness of Bumiputera. We aim to establish the most efficient funneling mechanism for talents with potential to become Value Creators through three (3) categories, which are: Professional Leaders, Business Leaders and Community Leaders.

2. About the RFI

Request for Information (RFI)

No undertaking, representation or warranty is made by Yayasan Peneraju however that any vendor(s) will be invited to submit such a Proposal or that any vendor(s) will be awarded any contract as a result of their participation in this process or otherwise, all of which shall be at the sole discretion of Yayasan Peneraju. Please do not include any confidential information or intellectual property of your company or of a third party in your response to this RFI as Yayasan Peneraju reserves the right to use any information submitted as if it were in the public domain.

2.1 RFI Acceptance

2.1.1 Yayasan Peneraju's Rights

- i) Yayasan Peneraju may accept an RFI either in part or in whole, reserve the right to vary, amend, modify, accept or reject any part of or the entire Proposal, to waive any formalities, to award the Contract based on the base bid as submitted and selected, and to award the Contract to other than the lowest Vendor.
- ii) Yayasan Peneraju is not obliged to accept a proposal in its entirety and may, at its absolute discretion, accept only parts of a proposal. Yayasan Peneraju is also not obliged to give any reason for non-acceptance and rejection of any proposal.

- iii) The Vendor shall be solely responsible for any omissions or errors on prices quoted to Yayasan Peneraju. The Vendor shall have no right to impose any additional costs, make a claim or request on any grounds for the rectification and reconsideration of the prices quoted. Yayasan Peneraju will not entertain any request from any Vendor for any variation of prices or submission of additional quotes for items erroneously omitted in the original submission of proposal on any grounds including oversight, lack of knowledge, etc.
- iv) Yayasan Peneraju reserves the right to omit any items or works specified in the RFI Document but shall not be responsible for any loss of profit or expenses incurred related to the omission.

SECTION B

**SCOPE OF SERVICES
& REQUIREMENTS**

SECTION B – SCOPE OF SERVICES & REQUIREMENTS

1. Background

Yayasan Peneraju regularly conducts programmes, events, and initiatives that require various types of merchandise for participants, partners, and stakeholders. To support these activities, the organization requires reliable vendors that can supply quality merchandise in a timely and consistent manner. This RFI is issued to understand the capabilities of potential vendors in the market and to ensure a robust supply chain for future events.

2. Objective

The objective of this Request for Information (RFI) is to identify potential vendors that are capable, reliable, and interested in supplying event merchandise for Yayasan Peneraju. This exercise is to gather information the range of merchandise available in the market, including each vendor's lead time for delivery and the minimum order quantity (MOQ) required for purchase.

3. Scope of Works

The scope of work below outlines the key information required from all potential vendors participating in this RFI. These details will help Yayasan Peneraju assess each vendor's capability, product offerings, pricing, and operational efficiency. Vendors are required to provide, but are not limited to, the information listed below. Vendors are also encouraged to submit any additional relevant information, documents, or value-added offerings that may support their proposal.

3.1. Provide Company Profile and Organizational Information

- Please provide a brief company profile that covers the company's background and years of operation, the nature of its business and main areas of expertise, the organizational structure with key staff managing orders, and details of production facilities, including whether work is done in-house or outsourced.

3.2. Product Catalog and Merchandise Offered.

- Please provide a complete merchandise catalogue that includes with detailed product specifications such as sizes, color options, material types, quality grades, and available branding or customization methods.
- The catalogue must include the merchandise listed below, but is not limited to these items, and should list all merchandise available.

No	Items	Quantity (unit)
1	Powerbank 10000Mah	500
2	Lanyard + ID Holder (including printing)	500
3	Canvas Tote	500
4	Canvas Tote (custom design)	500
5	Mug	500
6	Collapsible Cup	500
7	Collapsible Bottle	500
8	Jersey T-Shirt	500
9	Polo T-Shirt	500
10	Stylus Pen	500
11	Hand Fan	500
12	Notebook hard cover	500
13	Notebook hard cover (custom design)	500
14	Handheld fans	500
15	Table calendar	500

3.3 Lead Time and Production Capabilities

- Please provide the estimated lead times for sample preparation, standard order fulfilment, and customized or bulk orders. In addition, state whether the vendor can accommodate urgent or last-minute orders, if applicable.

3.4 Minimum Order Quantity (MOQ) Requirements

- Please specify the minimum order quantity (MOQ).

3.5 Pricing and Commercial Information

- State payment terms, and deposit requirements.

3.6 Sample Provision

- Provide product samples upon request. State warranty, defect-replacement, or return policies.

3.7 Logistics and Delivery Capabilities

- Provide the delivery timelines for each merchandise.
- Deliver to Yayasan Peneraju Office and/or multiple locations.
- Confirm ability to deliver to multiple locations when required.

3.8 Storage and handling of merchandise

- The vendor shall offer warehousing and inventory management services, including the secure storage of our merchandise. Deliveries or fulfilment should be carried out only when required and upon our request.

4. Conclusion

Yayasan Peneraju via this RFI is to identify vendors capable of supplying quality event merchandise with competitive pricing and reliable delivery. The information collected through this RFI will help YP assess vendor capabilities, product offerings, lead times, and value-added services. Vendors are encouraged to provide detailed responses to facilitate shortlisting for potential procurement and future collaboration.

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.

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