

Tenderers are invited from companies incorporated in Malaysia for a six (6) months 360° Marketing Campaign for City Broadband for Allo Technology Sdn Bhd. The details are as follows:

Tender Description	Tender for Six (6) Months 360° Marketing Campaign for City Broadband		
Tender Ref. No.	ALLO-360MARKETINGCAMPAIGN-2024-TENDER		
Tender Floatation Date	11 th March 2024		
Tender Closing Date	27 th March 2024 (12:00 noon)		
Tender Briefing Date	18 th March 2024 (11:00 am)		
Date to Purchase and Collect Tender Documents	11 th March 2024 until 26 th March 2024 (During Office Hour)		
Tender Fee	RM500.00 (Payment made for tender fee are non-refundable)		
Term of Tender	n of Tender (i) Bank Draft to Allo Technology Sdn. Bhd.		
Payment	(ii) Online Transfer to Allo Technology Sdn. Bhd. bank account.		
Tender Payment	Account No: Maybank Islamic – 512446200826 [Instant bank transfer only, intergiro is not accepted] Recipient Ref: ALLO-360MARKETINGCAMPAIGN-2024-TENDER Other payment details: [Sender Company name]		
Collection of Tender Documents	UPON tender payment made, tenderer to email the proof of tender payment (tender payment receipt) to norwanis@allo.my & procurementallo@allo.my. AFTER THAT, tender documents must be collected at Allo Office during office hour (data storage USB Drive form – will be provided by Allo).		
Submission of Tender Documents	The Tender Documents shall be submitted in both hardcopy and softcopy (data storage USB Drive form). The softcopy of this Tender shall be compiled in a data-storage-USB-Drive form and enclosed in the same sealed envelope or parcel bearing containing the hardcopy version of the Tender Documents.		
Hardcopy and Softcopy (USB-Drive form) for Tender documents shall be hand delivered to Tender Box located at Allo's Receptionist area as per the following address:	Allo Technology Sdn Bhd Level 3, Left Wing, College of CSIT, UNITEN 43000 Kajang, Selangor (Attn: Procurement & Supply Chain Department) (Tender Ref No: ALLO-360MARKETINGCAMPAIGN-2024-TENDER)		



1. Qualification/Mandatory Requirement

No	Description	Technical Criteria (Mandatory)	Required documents for submission and evaluation
1.	Tenderer's Eligibility	A company incorporated in Malaysia	Tenderer to submit: Certificate of Suruhanjaya Syarikat Malaysia (SSM). (Latest 3 months together with digitally Certified True Copy (CTC)).
2.	Tenderer's Company Profile	A company with company's profile	Tenderer to submit: Company's team structure.
3	Tenderer's Experience	A company with creative and digital experience in developing, executing, and monitoring successful 360° marketing campaign	Tenderer to submit: Experience on the same scope.
4	Litigation Issues	No litigation issues with Allo Technology Sdn Bhd. Tenderers MUST submit Litigation Declaration Form as evidence (with company letterhead) and commissioner for oaths.	Tenderers MUST submit Litigation Declaration Form as evidence (with company letterhead and commissioner for oaths).



2. ONLINE Tender Briefing (Attendance - Optional)

Date: 18th March 2024

Time: 11.00 a.m.

Microsoft Teams - tender briefing link

https://teams.microsoft.com/l/meetup-

join/19%3ameeting_ZDFjMTNINDktZDZIMS000GNmLTg3NjQtNWI1NGUzNTIwOTI1%40thread.v2/0?cont

ext=%7b%22Tid%22%3a%22a87e6ba4-d7ec-4ef4-991c-

fe8f3fba3243%22%2c%22Oid%22%3a%22f409a571-7edf-4bc7-ba38-450ad87b90b0%22%7d

3. Contact info for Tender General Enquiries

a) Contact Person: Norwanis Binti Ahmad Termizi Email: norwanis@allo.my / procurementallo@allo.my

4. Contact info for Tender Technical Enquiries

a) Contact Person: Amalina Mohd Najib Email: amalina@allo.my



5. Submission of Tender Document

Flow process for Tender documents submission as per below:

TECHNICAL ENVELOPE

Instruction to Tenderer (ITT)

Section 1: Background Information

Section 2: General Tender Requirements

Section 3: Technical Requirements

Section 4: Technical Schedule (to be completed by Tenderers)

Please fill up, all scheduled filled in, acknowledge, sign and submit the above documents in:

- Hardcopy;
- Softcopy (USB Drive enclosed in the same sealed envelope or parcel bearing containing the hardcopy version of the Tender)

COMMERCIAL ENVELOPE

Section 5: Financial Schedule (to be completed by Tenderers)

Section 6: Payment Terms

Section 7: Appendix to Conditions of Contract

Section 8: Conditions of Contract

Please fill up, all scheduled filled in, acknowledge, sign and submit the above documents in:

- Hardcopy;
- Softcopy (USB Drive enclosed in the same sealed envelope or parcel bearing containing the hardcopy version of the Tender)

SINGLE MASTER ENVELOPE / SINGLE PARCEL PACKAGE

What to do:

- Include both the Technical Proposals (TECHNICAL ENVELOPE) and Financial Proposals (COMMERCIAL ENVELOPE) into a SINGLE MASTER ENVELOPE OR SINGLE PARCEL PACKAGE.
- 2. Submission shall be in <u>SEALED</u> Single Master Envelope or Single Parcel Package and placed in Allo's Tender Box.
- 3. Affix label as shown below

Hand delivery of the document to:

ALLO TECHNOLOGY SDN. BHD.

Level 3, Left Wing,

College of Computer Science & Information Technology (CSIT) UNITEN, 43000 Kajang, Selangor

(Attn: Procurement & Supply Chain Department)

(Tender No.: ALLO-360MARKETINGCAMPAIGN-2024-TENDER)
CLOSING DATE: 27 MARCH 2024 (12:00 NOON)

OPEN TENDER FOR SIX (6) MONTHS 360° MARKETING CAMPAIGN FOR CITY BROADBAND

TENDER DOCUMENT