



TENDER NOTICE:

Appointment of Offsite Document Storage & Records Management for RHB Malaysia

Contract Period: 1 November 2026 to 31 October 2029 (3 years)

Self-Registration Closing Date: 15th June 2026

Self-Registration Link: <https://www.rhbgroup.com/malaysia/group-procurement>

Please proceed to perform supplier self-registration if the following requirements are met:

1. Minimum company paid-up capital and shareholder fund of **RM 200,000.00**
2. Preferably with past experience with at least 2 financial institutions
3. Mandatory Requirements :

No.	Requirement
1	The vendor must have a minimum of 5 years in record management operation.
2	The vendor must have a Warehouse Operating License.
3	The vendor warehouse must be located at a free flood zone.
4	The vendor's surrounding neighboring business operation facilities must NOT produce a combustible threat to the warehouse.
5	The vendor warehouse and other operating processes must have updated insurance coverage available.

High Level Scope:

1. Geographical coverage: Nationwide (Peninsular and East Malaysia is preferable)
2. The premise must comply with building and other relevant authority requirements, with safe and systematic storage facilities for documents.
3. The storage facility service includes collection, retrieval, repacking, storage, and destruction of paper documents.
4. A web-based ordering system and live tracking system is preferred.
5. Manage a strong network of support teams to serve branches nationwide/by state.
6. Professionalism in service delivery and responsiveness to urgent queries.

Detailed scope will be shared during the pre-qualification exercise.