



TENDER NOTICE:

Appointment of Offsite Document Storage & Records Management for RHB Malaysia for year 1 Nov 2023 to 31 October 2026 (3 years)

Self-Registration Closing Date : 26th April, 2023

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 Warehouse Operating License
3	The vendor warehouse must be located at free flood zone
4	The vendor's surrounding neighbor business operation facilities must NOT producing combustible treat 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 to the building and other relevant authority requirement. With safe and systematic storage facility for documents storage.
3. The storage facility service includes collection, retrieval, repacking, storage and destruction of paper document.
4. A web based ordering and a live system is preferred.
5. Manage a strong network of support team to serve our branches nationwide/by state.
6. Professionalism in servicing and being responsive to urgent query.

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