

SEDC GLOBAL BUSINESS SERVICES SDN BHD
202201038521 (1484218-W)
TENDER NOTICE

1. Tenders are invited from suppliers/contractors registered with the **Contractor and Consultant Registration Unit (UPKJ)** under the relevant category and registration type with a valid registration period, to submit an offer for the following supplies/services:-

Tender No.	Title of Tender	Registration of Class, Head & Sub-Head	Payment of Document Fees (RM)	Date and Time for Site Tender Briefing	Date & Location for Purchasing of Tender Document	Closing Date, Time & Location of Tender Submission				
SEDC GBS: T/01/2026	PROPOSED IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING – HUMAN CAPITAL MANAGEMENT (ERP-HCM)	i. Registered with UPKJ License: Category: A or B <table border="1"> <tr> <td>Head</td> <td>Sub - Head</td> </tr> <tr> <td align="center">X</td> <td align="center">3</td> </tr> </table> ii. Trade License	Head	Sub - Head	X	3	Payment of the Tender Document Fee worth <u>RM50.00</u> must be made in the form of <u>Online Payment to RHB BANK Account Number: <u>21121200052759</u></u> and made payable in the name of the <u>SEDC Global Business Services Sdn Bhd</u> and email the <u>BANK-IN SLIP to sgbs.procurement@m@sedc.my</u> . (NON-REFUNDABLE AND DEEMED REASONABLE TENDER DOCUMENT FEE.)	10 March 2026 at 09:00am – 10:30am Venue: SEDC Global Business Services Sdn Bhd, Procurement Unit, Level 9, SEDC Plaza, Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak. (Tender Briefing is COMPULSORY for Bidders/ Tenderers participating in this tender before purchasing the tender documents)	The tender documents can be purchased on the following date and time:- 10 March 2026 – 24 March 2026 Monday – Friday (8:00 a.m – 5:00 p.m) at SEDC Global Business Services Sdn Bhd, Procurement Unit, Level 9, SEDC Plaza, Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak.	Closing Date: 25 March 2026 (Wednesday) Office hours: 8:00 a.m before or at 12:00 noon Address for Tender Submission: SEDC Global Business Services Sdn Bhd, Procurement Unit, Level 9, SEDC Plaza, Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak.
Head	Sub - Head									
X	3									

2. The Tender Document will only be sold to the owner or its authorized representative in writing by the Owner/Partner/Director of the Company. The owner or his/her representative must submit the following before the tender document is sold to an eligible Supplier/Contractor:
- **CERTIFICATE OF ORIGIN OF THE UNIT PENDAFTARAN KONTRAKTOR DAN JURUPERUNDING (UPKJ), (If applicable),**
 - **BUSINESS TRADE LICENSE,**
 - **CERTIFICATE OF BUMIPUTERA STATUS RECOGNITION (if applicable), CONFIRMATION OF REGISTRATION OF BUSINESS NAME / COMPANY REGISTRATION WITH THE COMPANIES COMMISSION OF MALAYSIA (SSM), (if applicable),**
 - **FORM 24** (Companies Act 1965 - List of Names of Shareholders and their Equity) or **Section 51** (Companies Act 2016 - Notification of change in the Register of Members) or **Section 78** (Companies Act 2016 - Return for allotment of shares) (If applicable)
 - **FORM 49** (Companies Act 1965 - List of Names of Directors of Companies in the case of Limited/Unrestricted Companies, or Extract of Business Name Ordinance in the case of Sole Proprietorship or Partnership) or **Section 14** (Companies Act 2016 - Notification of Appointment of First secretary) (If Applicable) or **Section 58** (Companies Act 2016 - Notification of Appointment of First secretary).
3. This Tender Document will be issued in softcopy form and bidders are required to bring their own **pen drive** when collecting the tender document.
4. Tender Document can be obtained from **10 March 2026 to 24 March 2026** during office hours at **SEDC Global Business Services Sdn Bhd, Procurement Unit, Level 9, SEDC Plaza, Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak.** The Tender Document must be posted or entered by the Owner / Representative of the Company / Firm in the Offer Box using a printed envelope with the Tender Number and Title. The Tender Document must be submitted no later than **12:00 noon on 25 March 2026** at the address as below:-

Chief Executive Officer
SEDC Global Business Services Sdn Bhd,
Procurement Unit, Level 9, SEDC Plaza,
Jalan Tunku Abdul Rahman,
93100 Kuching, Sarawak.

5. Bidder are encouraged to submit the Tender Document in advance of the stipulated closing date and time to avoid any difficulties and inconveniences during dealing to submit the Tender Document on the day the tender closes. This is in accordance with the specific instructions or regulations that visitors must follow before entering the premises and to ensure that the Tenderer is able to submit the Tender Document before the Closing Date and Time.
6. SEDC Global Business Services Sdn Bhd will not be liable if the tender fails / is late to submit the Tender Document at the specified time and date due to specific instructions or regulations that must be followed before entering the premises.
9. **The Form of Tender and Bidder's Declaration** shall be completed, **signed and stamped** with the Company Seal. Otherwise, submitted and incomplete tender will not be accepted.
10. Tender Documents received after the closing date and time will not be considered.
11. The SEDC Global Business Services Sdn Bhd is not bound to accept the lowest offer or any offer or give any reason for the rejection of such offer.

Chief Executive Officer
SEDC Global Business Services Sdn Bhd