



TENDER FOR BUDGET ENTERPRISE MANAGEMENT SYSTEM (“BEMS”)

BRIEFING SESSION

06 JANUARY 2026

CONTENT

Session 1

- Briefing on the project
- Q & A

Session 2

Briefing on Tender Compliance

SESSION 1

PROJECT OBJECTIVE



- The Tender invites proposals for the development and implementation of the *MCMC Budget Enterprise Management System* (“**BEMS**”) as MCMC’s centralised platform for managing budgets and expenditures.
- The system will support structured and streamlined financial planning, allocation, and monitoring.
- It will also feature AI-enabled validation and recommendation mechanisms, integration with MCMC internal systems, and real-time analytic.
- The system will be designed and implemented to support real-time tracking and reporting capabilities

WAY FORWARD STRATEGY



The **BEMS** to be established to help MCMC manage its budgets in a more effective and visible way. BEMS also intends to be a **single platform** that brings together *financial, HR, and procurement* data, replacing the current manual and fragmented processes.

BEMS, is aimed to facilitate in the following areas:

1 Prepare and **Manage** budgets in a more structured and consistent manner.

4 Access timely **reports** and **dashboards** to support better decisions.

3 Connect directly with **SIFS, HRMS, and Procurement system** for real-time updates.

2 Induce **Automate** and **Online** approval workflows and keep clear audit trails.

5 Analytic tools for better decision making.

SCOPE OF WORK (HIGH-LEVEL)



The Successful Tenderer is required to carry out the scope of work listed below:

Core Functional Requirements



- Annual Budget Preparation
- Budget Checking and Control
- Budget reporting Analysis

Infrastructure, Security & Technical Requirements



- The system shall comply with MCMC's enterprise IT standards and seamlessly integrate with existing systems .

Project Management Requirements



- The project shall be executed in accordance with the MCMC Project Management Framework

Training Requirements



- The system implementation shall include comprehensive training and knowledge transfer

Support & Maintenance Requirements



- The system shall include comprehensive support, maintenance, and monitoring mechanisms in compliance with MCMC's service standards

SCOPE OF WORK (1/4) - FUNCTIONAL



| Category | Deliverables | Outputs | Requirement |
|------------------------------------|--|--|-------------|
| Core Functional Requirement | | | |
| Annual Budget Preparation | <ol style="list-style-type: none"> Budget Submission and Templates that are customizable aligned with MCMC budget formats Support for multiple budget types (departmental, divisional, centralised, cross-functional) Allow each submission to be mapped to COA and synchronized with Oracle. Linkage with Annual Work Plan (AWP) Consolidation of submissions (department, division, sector) | Standardised submission process across all divisions with mapped COA and charge accounts. Budgets are aligned with the AWP, consolidated bottom-up and top-down, ensuring consistency across the organisation. | Mandatory |
| Master Data & Integration | <ol style="list-style-type: none"> Real-time integration with Oracle/SIFS (COA, GL, Cost Centres) Bi-directional data exchange with validation and reconciliation Integration with <ul style="list-style-type: none"> - HR for manpower planning and payroll elements - Procurement system for encumbrance data (PR and PO) - Financial system for actual figures. Support for budgeting of core income and non-core income. | Accurate financial and personnel data ensures reliable budgets. Licensing and other income are forecasted automatically, reconciled with financial ledgers, and linked to HR information for comprehensive coverage. | Mandatory |
| Versioning & Control | <ol style="list-style-type: none"> Support multiple budget versions (draft, working, final) Version locking/unlocking with administrator rights Copy-forward from prior year's budget/actuals Open/close period controls for submissions | Budgets are version-controlled and locked once finalised. Administrators manage submission timelines while prior years' budgets can be reused, ensuring efficiency and governance. | Must Have |

SCOPE OF WORK (2/4) - FUNCTIONAL



| Category | Deliverables | Outputs | Requirement |
|------------------------------------|---|---|-------------|
| Core Functional Requirement | | | |
| Income & Revenue Planning | 1. Revenue income budgeting with linkage to license start/end cycles | Licensing revenue forecasts are automatically generated from validity periods. Other income sources are budgeted with supporting details, ensuring completeness and reconciliation. | Mandatory |
| | 2. Include other income sources (rentals, training, investments, interest) | | Mandatory |
| Analysis & Reporting | 1. Tools for variance and trend analysis | Variance analysis and forecasts are available at cost centre and account levels. Dual perspectives (financial vs project) improve insight. Dashboards and Excel integration support flexible analysis for executives and finance teams. | Must Have |
| | 2. Dual tracking by GL accounts and projects/events | | Must Have |
| | 3. Historical, current, and forecast analysis support MS Excel integration for export/import/database link . | | Optional |
| | 4. Interactive dashboards with drill-down | | Optional |
| Workflow, Approval & Security | 1. Configurable multi-level approval hierarchies | Approval workflows reflect organisational structure. Access is restricted to relevant users. All activities are traceable, with documented justifications and KPIs improving accountability. | Mandatory |
| | 2. Role-based access control and Comprehensive audit trails . | | |
| | 3. Preparation of justifications and KPIs | | |
| | 4. Automatic translation of budget write-ups into Bahasa Malaysia | Budget justifications and reports available in dual language (English and BM) for consistency in reporting. | Optional |
| | 5. Integrated chatbot/virtual assistant for FAQs and user guidance | Users receive real-time assistance during submission, reducing reliance on manual support and improving usability. | Optional |

SCOPE OF WORK (3/4) - FUNCTIONAL



| Category | Deliverables | Outputs | Mandate |
|---|---|--|------------------------------|
| Budget Verification & Availability Checks | <ol style="list-style-type: none"> 1. Real-time budget availability check integrated with SIFS 2. Automatic blocking of requests exceeding allocations. 3. Drill-down to charge account details 4. Restrict budget check access by cost center and chart of account segment. 5. Project budget verification with potential integration to digital signature/eMemo. (optional) | Users can verify funds availability instantly, with drill-down to detailed account level. Overspending is automatically prevented. Access is limited by responsibility areas, ensuring compliance. Optional digital signature/eMemo integration enhances security. | Mandatory Optional #5 |
| Periodic Reviews & Reporting | <ol style="list-style-type: none"> 1. Input and update budgets for quarterly and mid-term reviews 2. Generate consolidated reports for periodic reviews 3. Multi-version reporting through dashboards | Reviews are standardised across cycles. Consolidated reports support management oversight, while dashboards provide insights into multiple versions. | Mandatory |
| Workflow & Approval Process | <ol style="list-style-type: none"> 1. Workflow capability for input, review, and approval 2. Virement workflows for transfer requests 3. Capable to enforce/set for limit on compliance with Financial Limit of Authority (LoA) 4. Support for digital signatures (Optional) 5. Allow attachments for justifications | Approval processes are automated with full compliance to authority limits. Virements are routed through workflows with supporting documents. Optional digital signatures strengthen governance. | Mandatory |
| Budget Virements & Transfers | <ol style="list-style-type: none"> 1. Intra-departmental and expenses-level transfers 2. Cross-department/division virements based on authorization limit. 3. Carry forward of unutilised budgets to next period | Budget owners can perform virements within or across divisions, with full traceability. Unutilised funds can be carried forward, reducing waste. | Mandatory |
| Audit & User Support | <ol style="list-style-type: none"> 1. System audit trail of updates, transfers and approvals. 2. Embedded Ai assisted chatbot to facilitate users with FAQs and virement checks | All budget actions are fully traceable, supporting audits and compliance. Users can access self-service support via chatbot for guidance. | Mandatory |

SCOPE OF WORK (4/4) - FUNCTIONAL



| Category | Deliverables | Outputs | Mandate |
|--|---|---|-----------|
| Management & Operational Reporting | <ol style="list-style-type: none"> 1. Standard management, budgetary and system administrative reporting (e.g. budget vs actual, exceeded budgets) 2. Highly flexible reporting that capable to generate as when required base on available matrix such as department, division, cluster, COA dependent and other information that are available. 3. Multi-version reporting dashboards 4. Custom report creation by end-users/ Report writer to assist user on generating the consolidated reporting | Executives and managers receive consistent reports by organisational unit. Dashboards enable multi-version comparisons. Users can optionally design custom reports for specialised needs. | Mandatory |
| Variance & Forecast Analysis | <ol style="list-style-type: none"> 1. Seeded available Analysis Reporting in dashboard/downloadable (actual vs budget vs forecast) 2. Capable of Year End Analytic on carried forward amount, filter and system capable on carried forward rules with multiple scenario (Encumbrance, Actual, Budget Balance and others) | Variance reports highlight overspending/underspending. Forecasting tools provide visibility into remaining fiscal commitments and future needs. | Mandatory |
| Entry Point Portal & Enquiry / Data Management | <ol style="list-style-type: none"> 1. Online portal/platform for submissions, monitor deadlines, workflows task monitoring, transaction status monitoring, communications/social platform. 2. Online enquiry of budget status (approved, used, residual) 3. Drill-down to actual spend (AP), commitments (PR), obligations (PO)/ capable to store the information page. | Users access all budget information from a central portal, with real-time drill-down into financial elements. Transparency across budget utilisation improves accountability. | Mandatory |
| Historical Data & Traceability | <ul style="list-style-type: none"> • Storage and retrieval of historical budget and actuals • Workflow traceability of approvals and activities • Detailed audit trails of transactions, changes, version updates | Historical records support trend analysis and audits. Every change is traceable, ensuring compliance and governance. | Mandatory |

SCOPE OF WORK - TECHNICAL 1/3



| Category | Deliverables | Mandate |
|---|---|-----------|
| Technical Requirements | | |
| System Architecture | <ol style="list-style-type: none"> 1. On-premises/Hybrid deployment at MCMC data center. 2. Provision of scalable architecture for nationwide use. 3. Ensure mobile device compatibility. | Mandatory |
| Security & Data Protection | <ol style="list-style-type: none"> 1. Centralized Authentication (SSO/AAD) - Single Sign-On (SSO) authentication. 2. Enable user access via SSO with Azure Active Directory (AAD) for internal users. 3. Conduct regular security patching and updates. | Mandatory |
| Security Assessment | <ol style="list-style-type: none"> 1. Engage certified third-party for security assessment (unless certified to self-assess). 2. Perform testing, remediation, and re-assessment until all issues are fully addressed. 3. Any source code change after UAT/FAT must undergo an additional security assessment. 4. All assessments must be conducted in a Staging Environment. | Must Have |
| Integration Requirements | <ol style="list-style-type: none"> 1. Integrate with Active Directory (SSO) for centralized authentication 2. Bi-directional integration with Oracle (budget uploads, validation, reconciliation). 3. Integration with Digital Signature platforms (e.g., MyTrust) and eMemo. 4. Integration with HR System (manpower planning, salaries, benefits). 5. Integration with MS Excel (export and analytical modelling). 6. Integration with Procurement System (PR/PO data for budget reservation/commitment). | Mandatory |
| Hosting & Backup Requirement | <ol style="list-style-type: none"> 1. Implement daily automatic backups with recovery testing. 2. Provide disaster recovery mechanism for high availability. 3. Recommend backup storage and propose a detailed backup & restore procedure and dimensioning. 4. All backups will be operated by MCMC via enterprise Backup Infrastructure | Must Have |

SCOPE OF WORK - TECHNICAL 2/3



| Category | Deliverables | Mandate |
|------------------------------------|--|-----------|
| Network Requirement | <ol style="list-style-type: none"> Describe the network architecture (LAN and WAN components) Ensure network design is scalable for future system upgrades. Network must be capable of operating on IPv6 with 100Mbps or 1Gbps capacities. Provide a schematic network diagram showing server positioning in DMZ and Secure Zone. | Must Have |
| Project Management Approach | | |
| Methodology & Planning | <ol style="list-style-type: none"> Methodology must align with the MCMC Project Management Framework (PMF). Requires a Project Management Plan (PMP) with the sub-plans (e.g., Communication, Risk, Security Assessment, Deployment, Training, etc). | Must Have |
| Governance & Communication | <ol style="list-style-type: none"> Must propose core personnel and a formal Communication Plan (<i>how, when, what, and to whom</i> project information will be distributed). Requires two governing bodies: Steering Committee (key decisions, major change approvals) and Technical Committee (advisory). Tenderer must facilitate meetings, record MOM, and resolve action items promptly. | Must Have |
| Project Phases | <ol style="list-style-type: none"> Project divided into three phases: Pre-Implementation (Details Planning, Resources Allocation, Scoping, etc), Implementation (including URS, Integration, Testing, Deployment), and Post-Implementation (Go-Live, Support). Team formation must occur two weeks before official kick-off. | Must Have |
| Project Development Lifecycle | <ol style="list-style-type: none"> URS: Based on comprehensive study, requires stakeholder approval. SRS: Details functional/non-functional requirements (Use Case, Data Modeling). SDS: Details architecture, database, UI, and transaction design. Source Code: Must be version-controlled (e.g., GitHub, private mode), adhere to uniform conventions, and be surrendered to the Government repository. | Mandatory |
| Testing Activities | <ol style="list-style-type: none"> Requires separate testing team. Unit Testing must achieve 100% coverage. Testing sequence: UT -> ST-> SIT -> UAT (in Testing Environment) | Mandatory |

SCOPE OF WORK - TECHNICAL 3/3



| Category | Deliverables | Mandate | | | | | | | | | | | | |
|--|--|---------------------|---------------|-----------------|----------|------------|--------------------|-------|------------|---------------------|-----|------------|---------------------|-----------|
| Acceptance Criteria | 1. Performance Test Criteria must meet to capable of supporting concurrent users , and Resource utilization | Optional | | | | | | | | | | | | |
| Implementation Documents | 1. Must prepare and submit System User Manual, Operation Manual, and Technical Manual in Bahasa Melayu and English (subject to Commission request) , categorized by user roles (Admin, Normal User, etc.), before Go-Live. | Must Have | | | | | | | | | | | | |
| Post Implementation & Support | | | | | | | | | | | | | | |
| Training | <ol style="list-style-type: none"> Training Plan: Must be provided, covering all user types (including remote officers/users). Mandatory Knowledge Transfer: Must be sufficient to enable MCMC personnel to fully maintain, fine-tune, configure, and enhance the solution post-Go-Live. KT covers product, project team, helpdesk, admin, and infrastructure. | Must Have | | | | | | | | | | | | |
| Incident Management | <ol style="list-style-type: none"> The Tenderer Incident management process must align with MCMC guidelines. <table border="1" data-bbox="733 639 1462 776"> <thead> <tr> <th>Severity</th> <th>Response Time</th> <th>Resolution Time</th> </tr> </thead> <tbody> <tr> <td>Critical</td> <td>30 minutes</td> <td>4 continuous Hours</td> </tr> <tr> <td>Major</td> <td>30 minutes</td> <td>24 continuous Hours</td> </tr> <tr> <td>Low</td> <td>30 minutes</td> <td>72 continuous Hours</td> </tr> </tbody> </table> | Severity | Response Time | Resolution Time | Critical | 30 minutes | 4 continuous Hours | Major | 30 minutes | 24 continuous Hours | Low | 30 minutes | 72 continuous Hours | Must Have |
| Severity | Response Time | Resolution Time | | | | | | | | | | | | |
| Critical | 30 minutes | 4 continuous Hours | | | | | | | | | | | | |
| Major | 30 minutes | 24 continuous Hours | | | | | | | | | | | | |
| Low | 30 minutes | 72 continuous Hours | | | | | | | | | | | | |
| Change Management | <ol style="list-style-type: none"> All changes must be verified via testing, approved, and backed out if unsuccessful. Strictly adhere to MCMC's Change Management Process. Prohibited from making Production changes without written CAB authorization. Minor Changes (≤ 4 man-days) are non-chargeable. | Must Have | | | | | | | | | | | | |
| Monitoring & Penalties (SLA) | <ol style="list-style-type: none"> Implement continuous, real-time monitoring systems. System Availability SLA: 99.95% over a year. Alert MCMC/SOC upon threat detection in ≤ 30 minutes. Penalty: Liability of a 5% penalty of the total support fee for each SLA breach. Provide an SLA performance report in periodical IT Operation meetings Must use MCMC's ITSM tool/platform for all incident and change tracking | Mandatory | | | | | | | | | | | | |
| Serviceability & Warranty Period | <ol style="list-style-type: none"> Assist MCMC in identifying maintenance windows and ensuring support hours align with MCMC system operating hours. Agree on a preventive maintenance schedule. Support must be provided for one (1) year (or mutually agreed period) after the deployment to production activities. | Must Have | | | | | | | | | | | | |

TENDER REQUIREMENTS



| Category | Requirement |
|---|---|
| Mandatory Requirements for Tenderer to Participate | <ul style="list-style-type: none">• Company that is incorporated in Malaysia and is required to have a valid certificate of registration issued by the Companies Commission of Malaysia (hereinafter referred to as "CCM").• Must be a member of Oracle Partner Network (OPN) in order to support businesses in leveraging Oracle technology. (Require to provide certificate / letter that issue by Oracle) |

FINANCIAL



- The Successful Tenderer shall be subjected to the verification and satisfaction of MCMC before the payment is disbursed according to the payment schedule stipulated in **Table 1—Payment Schedule** refer to Tender Document.
- Performance bond preferably in the form of Bank Guarantee (BG) at 5% of the total contract sum and the validity throughout the Work period and an additional twelve (12) months after the acceptance by MCMC of the Certificate Final Acceptance (CFA), to the satisfaction of MCMC.

SESSION 2

TENDER COMPLIANCE

HOW TO PURCHASE TENDER DOCUMENT



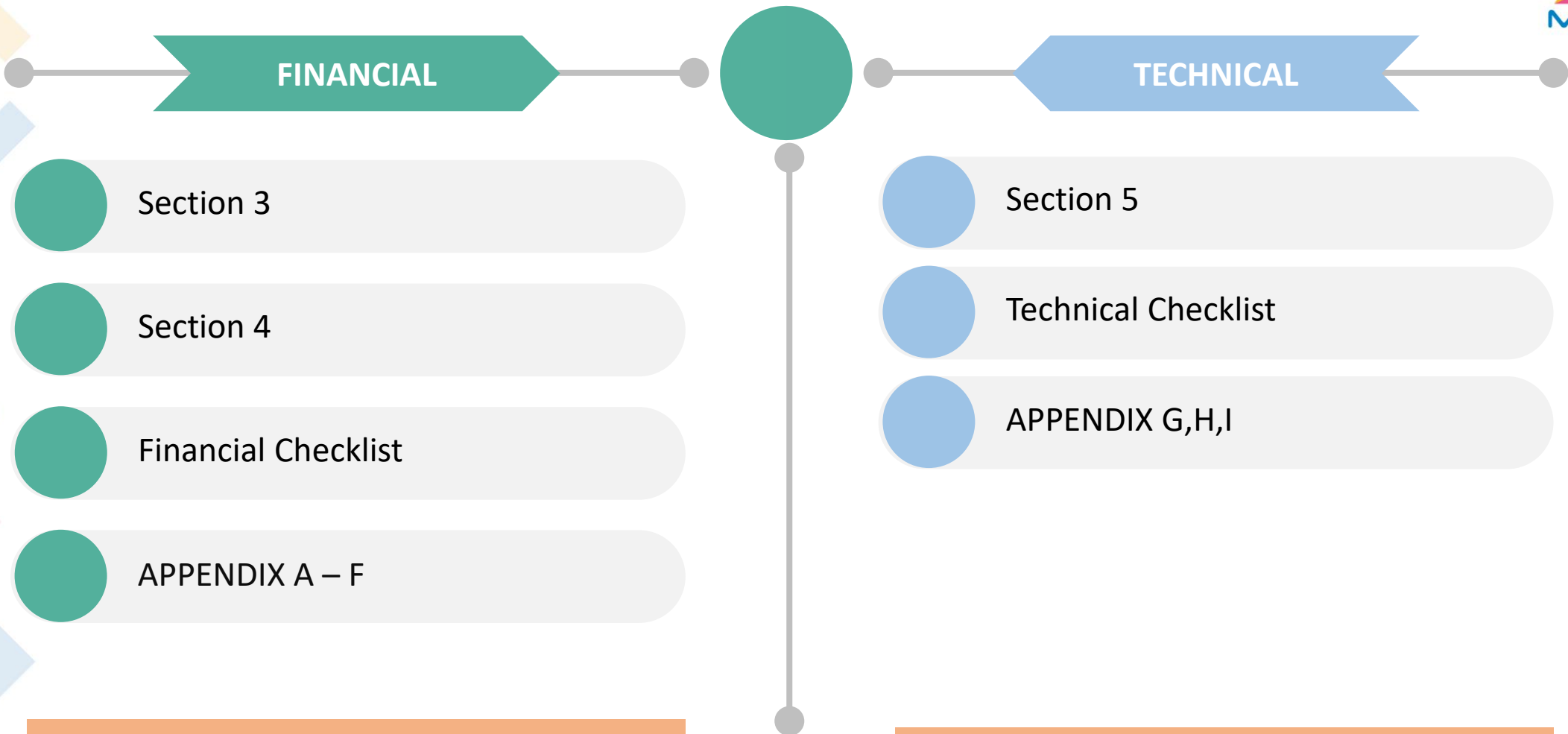
[URL : https://msmart.mcmc.gov.my/web/index.php](https://msmart.mcmc.gov.my/web/index.php)



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TENDER SUBMISSION



Financial Submission:

1 Original (hardcopy) + 1 Copy (hardcopy)
+ 1 digital copy of scanned documents in
pdf format (USB flash drive) + **Working File**

Technical Submission:

1 Original (hardcopy) + 1 Copy (hardcopy)
+ 1 digital copy of scanned documents in
pdf format (USB flash drive) + **Working File**

FINANCIAL SUBMISSION



| No | Requirement | Details | Remarks |
|----|---|---|---------------------------------------|
| 1 | Submission of proposal before tender closing | Paragraph 6 <ul style="list-style-type: none"> To submit on or before 12pm, on specified date | Failure : Ground for disqualification |
| 2 | Submission of Tender Deposit (RM10,000) | Paragraph 11 <ul style="list-style-type: none"> Attach the Tender Deposit to the Form of Tender Document (Appendix B) | Failure : Ground for disqualification |
| 3 | Submission of Appendix A - Statement of Compliance | Paragraph 8 <ul style="list-style-type: none"> Declaration of compliance for terms of condition of the tender and salient terms on contract To state every paragraph under section 3 and Section 4 (para 15 -38) | Failure : Ground for disqualification |
| 4 | Submission of Appendix B - Form of Tender | Paragraph 9 <ul style="list-style-type: none"> Formal undertaking by the tenderer for this tender | Failure : Ground for disqualification |
| 5 | Submission Appendix C – Form for Business Profile (include all attachment) | Paragraph 10 <ul style="list-style-type: none"> Tenderers business profile information and submission of the required attachment | Failure : Ground for disqualification |
| 6 | Mandatory Requirement under paragraph 2 of the tender document | Paragraph 2 <ul style="list-style-type: none"> To shows tenderer’s eligibility and competency for the tender | Failure : Ground for disqualification |
| 7 | Appendix D – Schedule of Price | Paragraph 9 <ul style="list-style-type: none"> To provide detailed price quoted – bill of quantity | Failure : Ground for disqualification |
| 8 | Submission of signed Appendix E | Paragraph 14 <ul style="list-style-type: none"> MCMC Tenderer’s Declaration – on anti bribery | Failure : Ground for disqualification |
| 9 | Submission of signed Appendix F | Paragraph 14 <ul style="list-style-type: none"> Declaration of Interest by Tenderers – to declare on the conflict of interest of the tenderers on this tender | Failure : Ground for disqualification |

MCMC reserves the right to review, assess, and seek clarification from the Tenderers regarding their Tender Submissions

TECHNICAL SUBMISSION



| No | Requirement | Details | Impact |
|----|--|---|--|
| 1 | Submission of Appendix G & I <ul style="list-style-type: none"> Statement Of Compliance To The Terms And Conditions Of Scope Of Work And Specification | Paragraph 8 <ul style="list-style-type: none"> Compliance to the terms and conditions of the tender To state every paragraph under section 5 Submission of Tenderer’s proposal | Failure : May impact your evaluation score |
| 2 | Submission of Appendix H <ul style="list-style-type: none"> List Of All Personnel That Shall Undertake The Work List of Experiences | Paragraph 41 <ul style="list-style-type: none"> List Tenderer competency and experience | Failure : May impact your evaluation score |
| 3 | Non-display of Tenderer’s name or logo in technical submission | Paragraph 7.7 <ul style="list-style-type: none"> Prohibited from displaying or including its name in the Technical Submission | Failure : Ground for disqualification |

MCMC reserves the right to review, assess, and seek clarification from the Tenderers regarding their Tender Submissions

IMPORTANT NOTES



1. All information and updates will be on MCMC website.
2. Be aware and comply with the required signatories. Please ensure that the Tenderer's official company stamps, and authorized signature appear on all pages of the Financial Submission only.
3. No company name/info/logo in the Technical Submission (redact). Tenderer is strictly prohibited from displaying or including its name in the Technical Submission. This is including the evidence sent in the technical submission.
4. The MCMC Tender Secretariat will be the only point of contact for this project (tender@mcmc.gov.my).

TENDER TIMELINE



30 Dec 2025

TENDER ISSUANCE



06 Jan 2026

TENDER BRIEFING
SESSION



13 Jan 2026

TENDER
CLARIFICATION ENDS

- Before **5.00pm**
- Strictly via email only to tender@mcmc.gov.my
- The consolidated Q&A will be published in MCMC website



20 Jan 2026

TENDER SUBMISSION /
TENDER CLOSING DATE

- On or before **12.00pm**
- MCMC CoE, Cyberjaya
- To complete Acknowledgement Form (2 copies)
- **Late submission shall be rejected**

THANK YOU