

# **TENDER TO UNDERTAKE THE IMPLEMENTATION STUDY OF NATIONAL ADDRESS SYSTEM (NAS) FOR MALAYSIA**

**BRIEFING SESSION**

30 MAY 2024

# OBJECTIVE

## **Session 1 :**

- Briefing on the project
- Q & A

## **Session 2 :**

Tender Compliance

# PROBLEM STATEMENT

## National Address System (NAS)



### PROBLEM STATEMENT :

- Currently there is no single repository that stored centralize, standardise and authoritative address dataset in Malaysia
- This gap forces the public, SMEs, and government agencies in Malaysia to rely on commercial data providers from internal and outside the country with high premium fees.
- The NAS initiative was introduced with the aim of filling this gap while simultaneously saving national spending, driving the economy and encouraging the transformation of MADANI modernization.



### NAS Initiative Objectives :

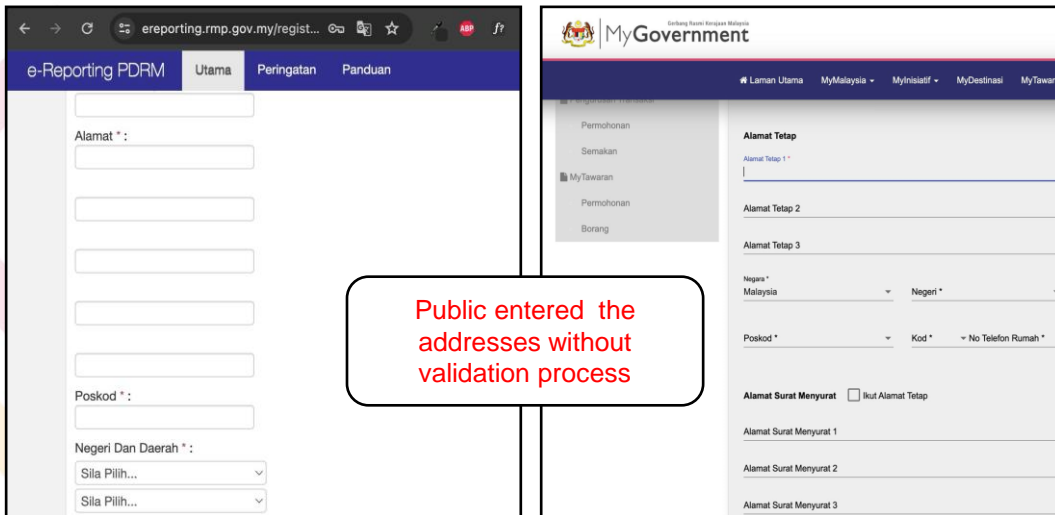
- i. Establish a centralized, standardized, and authoritative address database.
- ii. Encourage the data-driven innovations in public and private sectors.
- iii. Leverage on AI technology, cybersecurity, and empowering service quality.
- iv. Reduce dependency on data service subscriptions from international providers

# PROBLEM STATEMENT



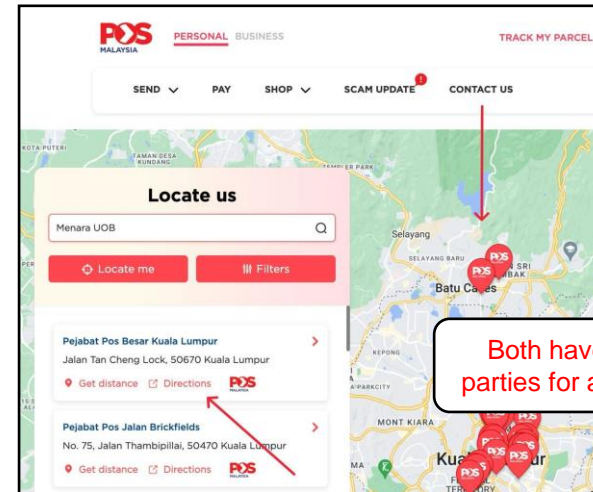
...heavily dependent on external commercial parties

Unable to perform address validation due to the absent of Malaysia Addressing System

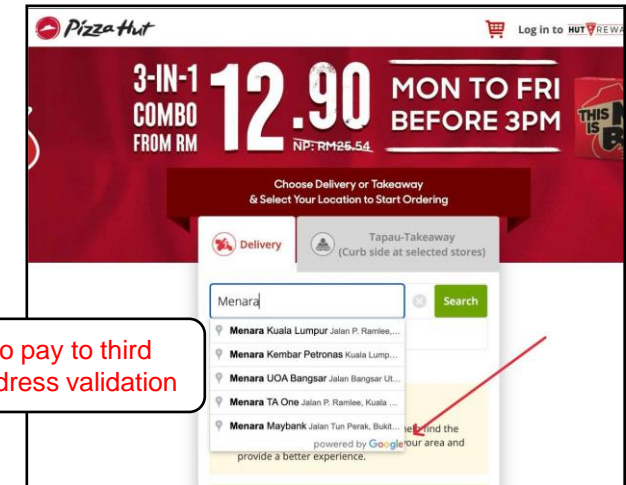


Public entered the addresses without validation process

This gaps has caused loss to the country



Both have to pay to third parties for address validation



Paid to third parties to implement vaccination programs during health crises

The information provided does not accurate

.....reduced the efficiency of public service delivery



## Khairy: Update your address on MySejahtera to avoid being assigned PPVs in distant locations

Jerry Choong  
31 May 2021 · 1-min read

KUALA LUMPUR, May 31 — MySejahtera users have been advised to update their residential address on the application to address the issue of being sent to vaccination centres (PPV) in other states or distant locations, said National Covid-19 Immunisation Programme (CITF) Coordinating Minister Khairy Jamaluddin

Khairy said the recent issue of people being registered at PPVs not within their state or a close distance from their area of residence was due to Google Map's application programming interface, used by MySejahtera.

"For example, someone living in Taman Bahagia in KL types it out on the app, and all the locations named Taman Bahagia are listed.

"They simply click on the first Taman Bahagia, and as a result they are sent to Taman Bahagia in Sandakan, Sabah," Khairy said during a CITF press conference with Health Minister Datuk Seri Dr Adham Baba.

# KEY MILESTONES



**Objectives :** The report produced during the study, will be serve as a guidance to develop a National Addressing System that is reliable, robust, and secure based on the recommended standard. It will also provide direction for MCMC to roll out this initiative based on the optimal approach, considering factors such as legal compliance, governance, and collaboration with external stakeholders.



# STUDY DOMAIN



**THE NAS INITIATIVE IMPLEMENTATION STUDY** IS A MULTIDISCIPLINARY STUDY COVERING DOMAINS OF **GOVERNANCE, TECHNOLOGY, HUMANITIES, AND COMMERCIAL.**

## GOVERNANCE

1. Policy Development
2. Legal Assessment
3. Governance Framework
4. Work Procedure
5. Data Acquisition

## TECHNOLOGY

1. Geospatial Applications
2. IT & Communications
3. Mapping
4. Solutions & Standards
5. Data Processing & Maintenance

## HUMANITIES

1. Public Adoption
2. Social Impact
3. Emergency Response
4. Logistics & Mobility
5. Sustainability/ESG

## COMMERCIAL

1. Business Planning
2. Marketing & Promotion
3. Revenue Generation & Profit Sharing
4. Economics

# REPORT STRUCTURE



## REPORT 1: STRATEGIC DIRECTION

- DELIVERABLE 1: INTERNATIONAL BENCHMARK REPORT
- DELIVERABLE 2: MALAYSIAN LANDSCAPE ASSESSMENT REPORT

## REPORT 2: POLICY DEVELOPMENT AND GOVERNANCE FRAMEWORK

- DELIVERABLE 3: NAS INITIATIVE GOVERNANCE FRAMEWORK AND STRATEGY
- DELIVERABLE 4: NAS WORK PROCEDURE MANUAL

## REPORT 3: IMPLEMENTATION STRATEGY

- DELIVERABLE 5: NAS IMPLEMENTATION ROADMAP
- DELIVERABLE 6: STAKEHOLDERS ENGAGEMENT AND ADOPTION PLAN
- DELIVERABLE 7: CAPACITY BUILDING AND TRAINING PLAN
- DELIVERABLE 8: RISK MANAGEMENT
- DELIVERABLE 9: PERFORMANCE MONITORING AND EVALUATION

## FINAL REPORT

- DELIVERABLE 10: COMPILED REPORT AND PRESENTATION DECK

# SUMMARY OF TENDER DOCUMENT



## **PRE-IMPLEMENTATION PLAN**

The pre-implementation plan is crucial for creating a clear roadmap for conducting the study, defining the strategies, and establishing the frameworks or standards to be adopted. The Tenderer shall include, but not be limited to the following:

- i. Specify the study approach, methodology, framework, standard, implementation strategy, related working procedure, etc. to be adopted during the implementation study;
- ii. Provide the softcopy and hardcopy of the predefined template, documentation, framework, working document, and other related raw materials for this study
- iii. Propose a work plan and suitable timeline for more efficient project execution and implementation; and
- iv. Propose the project team structure for performing all the deliverables stipulated in Appendix I of this Tender Document.

# SUMMARY OF TENDER DOCUMENT



## REPORT 1 : STRATEGIC DIRECTION

This report encompasses the initial assessment and benchmarking to provide guidance and direction for the NAS initiative. This report clarifies project goals and define specific objectives. Continuously assess these deliverables to ensure alignment with the NAS initiative project's scope. The findings and recommendations of this report must be ready to use without the need for any subsequent studies or planning.

- i. Deliverable 1: International Benchmark Report
- ii. Deliverable 2: Malaysian Landscape Assessment Report

# SUMMARY OF TENDER DOCUMENT



## REPORT 2: POLICY DEVELOPMENT AND GOVERNANCE FRAMEWORK

This report includes various plans and frameworks for establishing the policies, Standard Operating Procedure (SOP), governance structures, and stakeholder engagement strategies. Its findings and recommendations must be ready to use without requiring subsequent studies or planning. The deliverables within this report should include:

- i. Deliverable 3: NAS Initiative Governance Framework and Strategy
- ii. Deliverable 4: NAS Work Procedure Manual

# SUMMARY OF TENDER DOCUMENT



## REPORT 3: IMPLEMENTATION STRATEGY

This report focuses on the practical steps and roadmap for executing the NAS initiative based on the established policies and frameworks. An implementation strategy is a crucial document that outlines the necessary steps for implementing the NAS initiative. It serves as the roadmap to successful strategy execution. The findings and recommendations of this report must be ready to use without the need for any subsequent studies or planning. The deliverables within this report should include:

- i. Deliverable 5: NAS Implementation Roadmap
- ii. Deliverable 6: Stakeholders Engagement and Adoption Plan
- iii. Deliverable 7: Capacity Building and Training Plan
- iv. Deliverable 8: Risk Management and Business Continuity
- v. Deliverable 9: Performance Monitoring and Evaluation

# STUDY SCOPE



NO	DELIVERABLES	EXPECTED OUTPUT
1	<b>PRELIMINARY STUDY</b>	The pre-implementation plan is crucial for creating a clear roadmap for conducting the study, defining the strategies, and establishing the frameworks or standards to be adopted. The Tenderer shall include, but not be limited to the following:
2	<b>INTERNATIONAL BENCHMARK REPORT</b>	A comprehensive report detailing key features, strengths, weaknesses, and lessons learned from international NAS implementations
3	<b>MALAYSIAN LANDSCAPE ASSESSMENT REPORT</b>	The appointed consultant must present to MCMC their intended assessment methodology and plan for approval. A detailed assessment report highlighting Malaysia's landscape and experience in current address system at local, state, and national level including its implications for NAS implementation as well as activities of analysis, assessment, and consultation. Tenderer must submit to MCMC the raw documents and working documents gathered for this report.
4	<b>NAS GOVERNANCE FRAMEWORK AND STRATEGY</b>	A detailed framework and strategy document outlining key components, goals, strategic initiatives, critical success factors, recommendations based on best practise, objectives, vision, mission, key principles and action plans for NAS implementation. A detailed policy and standard operating procedure (SOP) defines the step-by-step process to complete a routine task or process flow.

# STUDY SCOPE



NO	DELIVERABLES	EXPECTED OUTPUT
5	<b>NAS WORK PROCEDURE MANUAL</b>	The expected output of the NAS Work Procedure Manual is a detailed document containing comprehensive guidelines, instructions, and procedures for the implementation, maintenance, and utilization of the NAS initiative. It should provide clear guidance to stakeholders on their roles and responsibilities, as well as the steps to be followed in various NAS-related activities
6	<b>NAS IMPLEMENTATION ROADMAP</b>	A detailed plan document outlining key milestones, timelines, and dependencies for each phase of NAS implementation. The future of NAS and roadmap including framework and strategy.
7	<b>STAKEHOLDERS ENGAGEMENT AND ADOPTION PLAN</b>	<p>A comprehensive stakeholder engagement plan detailing communication channels, engagement activities, promotion, awareness to the targeted stakeholder groups including proposal on the establishment of working committee and TOR. A detailed stakeholder communication plan or a stakeholder management plan, is an essential component of an NAS initiative’s project management plan.</p> <p>This formal report enlists all NAS initiative key stakeholders and the extent to which they will influence and be involved in the NAS initiative. It also outlines various and total interaction methods, communication platforms, timings of outreach, and the depth of information sharing.</p>

# STUDY SCOPE



NO	DELIVERABLES	EXPECTED OUTPUT
8	<b>CAPACITY BUILDING AND TRAINING PLAN</b>	A detailed capacity building and training plan outlining curriculum, delivery methods, and target audiences for capacity-building activities. A comprehensive Learning Management System that facilitates the creation, distribution, and management of educational content.
9	<b>RISK MANAGEMENT &amp; BUSINESS CONTINUITY</b>	A comprehensive risk management plan detailing risk identification, assessment, response strategies, and monitoring mechanisms.
10	<b>PERFORMANCE MONITORING AND EVALUATION</b>	A robust monitoring and evaluation framework specifying key performance indicators (KPIs), data collection methods, and evaluation criteria for NAS implementation.
11	<b>COMPILED REPORT AND PRESENTATION DECK SUBMISSION</b>	A well-structured, professionally written report documenting all aspects of the NAS implementation study, including background information, methodology, data analysis, findings, conclusions, and recommendations. A concise and visually appealing presentation deck highlighting key findings, insights, and recommendations from the study, suitable for engaging stakeholders and facilitating discussions.

# SUMMARY OF DELIVERABLES



**INTERNATIONAL  
BENCHMARK  
REPORT**

**NATIONAL  
BASELINE  
REPORT**

**GOVERNANCE  
FRAMEWORK  
REPORT**

**TECHNICAL  
SOLUTION PLAN**

**SUSTAINABLE  
BUSINESS  
MODEL**

**COMPREHENSIVE  
TENDER  
SPECIFICATION**

**GAP ANALYSIS**

**DATA LIFECYCLE  
PLAN**

**NAS ADOPTION  
PLAN**

**CYBER DAN DATA  
SECURITY PLAN**

**IMPLEMENTATIO  
N ROADMAP**

**STAKEHOLDERS  
ENGAGEMENT  
AND ADOPTION  
PLAN**

**WORKING  
COMMITTEE  
AND T.O.R.  
PROPOSAL**

**RISK  
MANAGEMENT**

**MONITORING  
AND EVALUTION  
PLAN**

**FINAL REPORT  
AND DECK**

# TENDER REQUIREMENTS



No	Information	Details
1	<b>Mode of Tender</b>	<b>Open Tender</b>
2	<b>Mandatory Requirement</b>	The Tenderer is required to have a valid certificate of registration issued by the Companies Commission of Malaysia (hereinafter referred to as “CCM”).
3	<b>General Requirements of the Tenderer</b>	Tenderers are encouraged to establish strategic collaborations or partnerships with one or more academic or research institutions based in Malaysia. Tenderers must provide detailed information about their strategic collaborations or partnerships as required.

# FINANCIAL



- The indicative price for the Work is Ringgit Malaysia Four Million Five Hundred Thousand Only **(RM4,500,000.00)** inclusive of any duties or taxes imposed by the Government of Malaysia.
- The Successful Tenderer shall be required to obtain endorsement from the MCMC for the output of every deliverable 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 10% of the total contract sum and the validity throughout the Consultancy period and an additional three (3) months after the acceptance by MCMC of the final and full completion of the Consultancy, to the satisfaction of MCMC.

# TENDER COMPLIANCE

# HOW TO PURCHASE TENDER DOCUMENT



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



# TENDER SUBMISSION



## FINANCIAL

Section 3

Section 4

Financial Checklist

APPENDIX A – F

### **Financial Submission:**

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

## TECHNICAL

Section 5

Technical Checklist

APPENDIX G, H, I, J

### **Technical Submission:**

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

# IMPORTANT NOTES



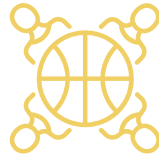
1. All information and updates will be on MCMC website.
2. Attach the Tender Deposit to the Form of Tender Document (Appendix B). **Tender submissions without the Tender Deposit shall be disqualified.**
3. Be aware and comply with the required signatories. Please ensure that the Tenderer's official company stamps, and authorized signature appear on all pages of the Financial Submission only.
4. **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.
5. The MCMC Tender Secretariat will be the only point of contact for this project ([tender@mcmc.gov.my](mailto:tender@mcmc.gov.my)).

# TENDER TIMELINE



24 May 2024

TENDER ISSUANCE



30 May 2024

TENDER BRIEFING  
SESSION



11 June  
2024

TENDER  
CLARIFICATION ENDS

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



18 June 2024

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**





MCMC/PRAD/FMD(1)/IFMTIT2\_2022/TC/02/22(01)  
[Acknowledgement of Submission]

IFMTIT2\_2022

TML/TC-F02



COMPANY PARTICULARS

1.	Company Name :		
2.	Company Address :		
	Tel. No. :		
	Fax. No. :		
	Email Address :		
3.	Name of representative :		
4.	Contact Persons (Minimum two (2) contact persons to be filled in):		
a.	Name :	Tel :	Signature:
	Designation :	Email :	
b.	Name :	Tel :	Signature:
	Designation :	Email :	
c.	Name :	Tel :	Signature:
	Designation :	Email :	
5.	Details of Submission:		
	No. of Box (Boxes)/ Envelope(s) :	Acknowledged Received : (Day/Date/Time) (MCMC)	
	Acknowledged Received : (Day/Date/Time) (Company)		

