



TENDER FOR THE LEASING OF LAPTOPS AND MONITORS

BRIEFING SESSION

23 December 2025

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Session 1

- Briefing on the project
- Q & A

Session 2

Briefing on Tender Compliance

SESSION 1

PROJECT OBJECTIVE



The supply, delivery, installation, testing, commissioning, and maintenance of **laptops** and **monitors**, including related accessories under a **five-year leasing** arrangement, as outlined in the scope of work:

- a) Ensuring that devices are enterprise-grade, brand new and meet or exceed the minimum specifications (Refer **Appendix I**).
- b) Deploying the devices to all MCMC offices, including State Offices.
- c) Providing nationwide support, warranty, corrective maintenance and loaner/replacement devices in accordance with SLA (Refer **Appendix J**).
- d) Maintaining asset governance through labelling, inventory control and secure end-of-contract retrieval and data erasure.

BACKGROUND

The leasing of Laptops and Monitors shall be as follows :

No	Item	Quantity
1.	Business Laptop	1,085
2.	Mobile Workstation laptop	30
3.	Monitor	500

- The Deployment of laptops and monitors will cover all MCMC offices nationwide, including HQ in Cyberjaya and all state/branch offices (refer **Appendix I**).
- The leasing period will commence upon successful completion of the Final Acceptance Test (FAT) date and will remain in effect for the agreed duration of 60 months.

SCOPE OF WORK

15 Sections | 102 Total Requirements



No.	Scope of Work	Total Requirements	Key Items/Summary
1	Leasing Services	25	<ul style="list-style-type: none">• Provide on lease, deliver, install, configure, test and certify ICT equipment for 60 months.• Provide Next Business Day on-site warranty from the manufacturer throughout the rental period.• All supplied hardware and software meet the requirements with equivalent or higher and latest specifications (at the time of delivery) and are guaranteed by the manufacturer.• The hardware and internal components must be original brand (not cloned), business grade (not consumer grade), genuine, new, not refurbished or used hardware, not display hardware, of the latest generation and model, durable, high quality and reliable and comply with international standards in terms of safety, energy usage and technology.• The supply and installation of equipment shall cover locations as per APPENDIX I.• The equipment is insured from theft, fire, accidents (force majeure) and other matters where the costs are borne by the Tenderer itself.• Provide unlimited technical support is given throughout the leasing period.• The Tenderer must allow the MCMC IT staff to install software or tools on the ICT equipment related to their work.• The Tenderer is required to collect all ICT hardware units from each involved location at no additional cost to the MCMC, after the leasing period.
2	Implementation	9	<ul style="list-style-type: none">• Complete project activities of supply, deliver, install, test, acceptance and commission of equipment within 4 months at the designated locations.

SCOPE OF WORK



No.	Scope of Work	Total Requirements	Summary
3	Acceptance	5	Execute the installing, configuring, testing and commissioning and ensure the User Acceptance Testing (UAT) sign-off.
4	Delay in Installation and Non-Operating Equipment	4	The Tenderer must supply goods/services on time and of acceptable quality, failing which the MCMC may cancel the order or impose penalties as per the contract.
5	Insurance Protection	4	The Tenderer may opt out of insurance but must take full responsibility to guarantee replacements for all ICT equipment against unlimited risks such as fire, theft, disasters, or damage.
6	Corrective Maintenance	7	The Tenderer must provide comprehensive corrective maintenance for ICT equipment and software, including repairs, replacements, reinstallation, reporting, and user-verified documentation, with mandatory data backup and restoration when formatting is required.
7	Replacement of Equipment	6	The Tenderer must provide equivalent or better loaner equipment at no cost if repairs exceed the SLA timeline .
8	Replacement of Damaged Equipment	8	The Tenderer must replace damaged equipment from disasters, criminal cases, or insurance claims with MCMC-approved units.
9	Loss of Equipment	8	Loss of leased ICT equipment due to theft, disaster, or accidents must be reported to authorities , and either compensated by negligent staff or directly replaced by the Tenderer.

SCOPE OF WORK



No.	Scope of Work	Total Requirements	Summary
10	Equipment Tracking	10	The Tenderer must maintain an up-to-date equipment inventory, cooperate fully with MCMC-directed relocations and reinstallation at no additional cost for same-site moves, provide support for logistics/insurance when requested, and update records and insurance after placement changes.
11	Use of Equipment Outside Site Location and Support Service	2	Allow off-site use and extend insurance if needed.
12	Data Security and Control	1	The Tenderer must safeguard the MCMC's documents, data, and ICT assets, ensuring confidentiality and security without disclosure to third parties .
13	Ownership and Intellectual Property Rights	2	The Tenderer must ensure all supplied equipment/software is legitimate and free of IP violations, and it bears full liability for any related third-party claims .
14	Contract End Period	9	After contract expiry, the Tenderer must retrieve all leased ICT equipment, securely erase MCMC data, uninstall software at its own cost.
15	Green Technology	2	Comply with green tech criteria (Energy Star, etc.).

LAPTOP SPECIFICATIONS – Business



Description	Minimum Specification
Quantity	1,085 units
Operating System	Windows 11 Pro (64bit) English
Processor	Intel® Core™ Ultra 7, AMD Ryzen AI 7 Series or equivalent
Memory	16GB RAM
Storage	512GB SSD
Display	14" Anti-Glare, 1920x1080 FHD, Non-Touch
Camera	Integrated HD camera
Connectivity	Built-in Wi-Fi 6E with Bluetooth
Audio	Built-in speakers with an integrated microphone and headphone capability
Keyboard	US English with backlight
Graphics	Integrated Intel® Graphics
I/O Ports	Built in USB Type C, USB Type-A, HDMI, RJ-45 or dongle/adaptor to be provided
Battery	50Whr
AC Adaptor	USB Type-C AC Adaptor with 3-pin plug
Weight	Less than 2.1kg



Accessories: Wireless Mouse and Slim Backpack

Warranty: 5 years, Next Business Day (NBD) on-site support (parts and labour)

LAPTOP SPECIFICATIONS – Mobile Workstation



Description	Minimum Specification
Quantity	30 units
Operating System	Windows 11 Pro (64bit) English
Processor	Intel® Core™ Ultra 9, AMD Ryzen AI 9 Series or equivalent
Memory	32GB RAM
Storage	1TB SSD
Display	14.0" Touch, WUXGA (1920x1200)
Camera	Integrated HD camera
Connectivity	Built in Wi-Fi 7 with Bluetooth
Audio	Built-in speakers with an integrated microphone and headphone capability
Keyboard	US English with backlight
Graphics	8GB dedicated professional-grade Graphics Processing Unit (GPU) memory
I/O Ports	Built in USB Type C, USB Type-A, HDMI, RJ-45 or dongle/adaptor to be provided
Battery	90Whr
AC Adaptor	USB Type-C AC Adaptor with 3-pin plug
Weight	Less than 2.8kg



Accessories: Wireless Mouse and Slim Backpack

Warranty: 5 years, Next Business Day (NBD) on-site support (parts and labour)

MONITOR SPECIFICATIONS



Description	Minimum Specification
Quantity	500 units
Screen Size	27-inch
Resolution	QHD (2560x1440)
Stand	Lift, Tilt, Pivot, Swivel
Connectivity	USB-C with Power Delivery
Ports	HDMI, Display Port
Docking Hub Capability	RJ-45, USB-A
Screen	IPS panel, Anti-Glare, Low blue light, Anti-Flicker
Others	1-meter USB-C cable with power delivery, 3-pin power plug



Warranty: 5 years, Next Business Day (NBD) on-site support (parts and labour)

SERVICE LEVEL AGREEMENT (SLA)



No.	SLA Aspect	Target Service Level
1	Support Availability	24x7 email/portal, on-site support during business hours
2	Incident Response Time	Critical issues (P1) are responded to within 30 minutes; other issues (P2-P4) within 1 hour to 1 business day
3	Incident Resolution Time	Critical issues fixed or loaner provided within 4 hours; others resolved within 1–5 business days
4	Provision of Loaner or Replacement Device	Loaner to be provided if repairs exceed SLA; devices with repeated failures must be replaced
5	SLA Compliance	95% of incidents must meet SLA targets
6	Penalty for Non-Compliance	Financial deductions or penalty imposed for non-compliance without a reason agreed by MCMC will be 50% of the monthly lease cost for one hardware unit
7	Reporting	Monthly incident and maintenance reports; quarterly reviews

TIMELINE



Tentative Date	Work To Complete
February 2026	Issuance of Letter of Award
March 2026 to June 2026 (4 months)	To supply, delivery, installation, testing, acceptance, and commissioning of the Laptops and Monitors at the designated location (Appendix I), complete with the Final Acceptance Test (FAT)
June 2026 to June 2031 (60 months)	Maintenance and Support of the Laptops and Monitors throughout the Leasing period

MANDATORY & GENERAL TENDER REQUIREMENTS



1. Mandatory tender requirements:

Item	Tender Requirement
2.1	The Tenderer (as defined herein) is required to have a valid certificate of registration issued by the Companies Commission of Malaysia (hereinafter referred to as “CCM”).
2.2	The Tenderer is required to have a valid certificate of registration issued by Ministry of Finance in the field code 210109 : Hardware and software leasing/renting.
2.3	The Tenderer shall provide a valid Letter of Authorisation and Letter of Warranty endorsed by the Laptops and Monitors Principal.
2.4	The Tenderer shall provide a certificate that the Laptops and Monitors comply with ENERGY STAR or EPEAT or MyHIJAU or equivalent.

2. General tender requirements:

Item	Tender Requirement
3.1	Tenderers with valid Sijil Akuan Pendaftaran Syarikat Bumiputera issued by the Ministry of Finance are encouraged to participate (if applicable).

FINANCIAL



- The indicative price for the Work is **Ringgit Malaysia Eight Million One Hundred Thousand Only (RM8,100,000.00)** inclusive of any duties or taxes imposed by the Government of Malaysia. Tenderer is required to provide details in **Appendix D**. All price quotations shall be made in Ringgit Malaysia.
- The Successful Tenderer shall be subjected to the verification and satisfaction of MCMC before the payment is disbursed according to the Terms of payment in Table 1 in payment schedule stipulated in Tender Document.
- Performance bond preferably in the form of Bank Guarantee (BG) at 5% of the total contract sum and the validity throughout the Leasing period and an additional twelve (12) months after the acceptance by MCMC of the final and full completion of the Work, to the satisfaction of MCMC.

SESSION 2

TENDER COMPLIANCE

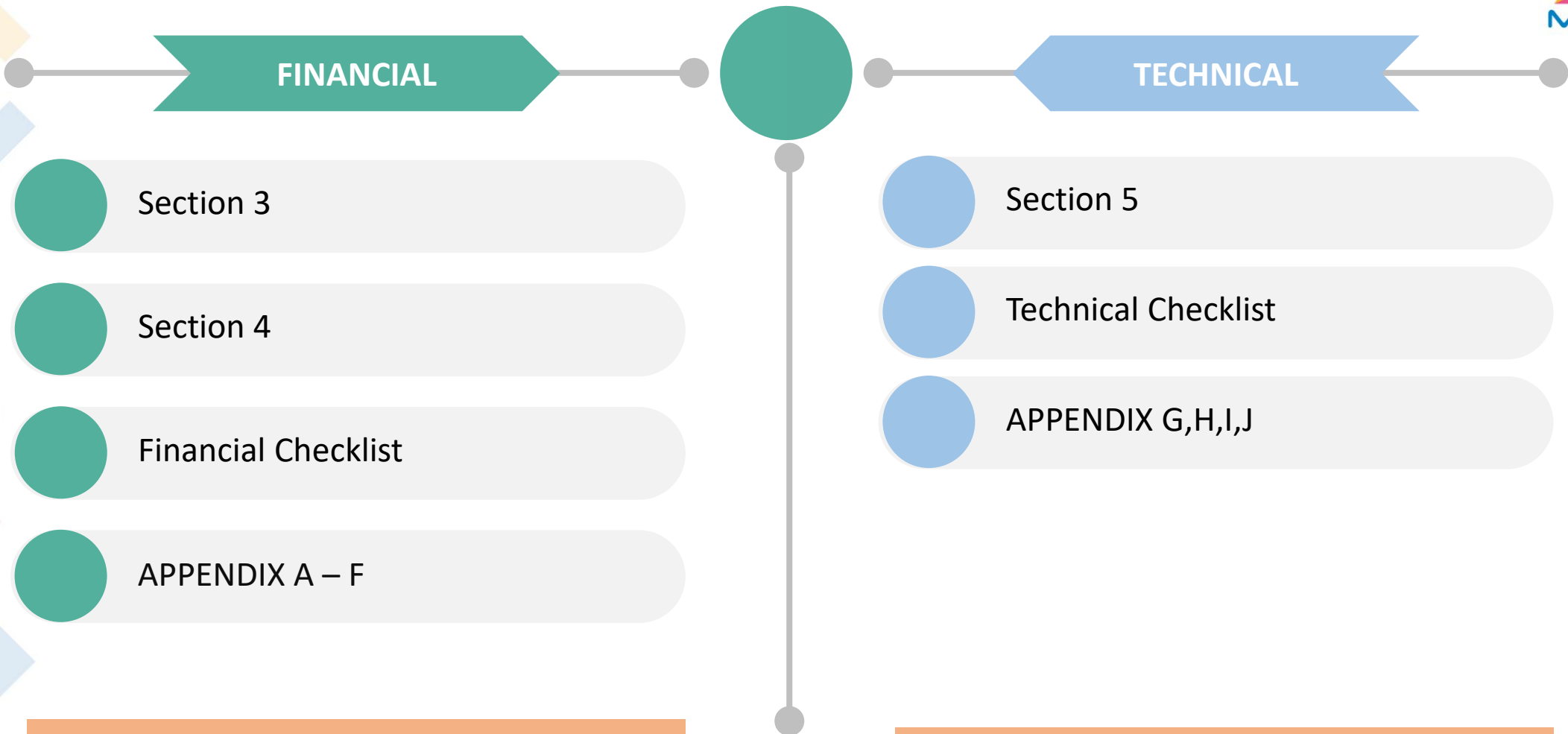
HOW TO PURCHASE TENDER DOCUMENT



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



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 7 <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 12 <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 9 <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 16 -39) 	Failure : Ground for disqualification
4	Submission of Appendix B - Form of Tender	Paragraph 10 <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 11 <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 10 <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 15 <ul style="list-style-type: none"> MCMC Tenderer’s Declaration – on anti bribery 	Failure : Ground for disqualification
9	Submission of signed Appendix F	Paragraph 15 <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 <ul style="list-style-type: none">Statement of Compliance To The Terms And Conditions Of Scope Of Work And Specification	Paragraph 9 <ul style="list-style-type: none">Compliance to the scope of work of the tenderTo state every paragraph under section 5Submission 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 WorkList of Experiences	Paragraph 43 <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 8.7 <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



18 Dec 2025

TENDER ISSUANCE



23 Dec 2025

TENDER BRIEFING
SESSION



2 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



8 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



MCMC/SPD/COPD(01)/CMIR2030/TC/10/2024(08)
(Acknowledgement of Submission)

CMIR 2030

TMU/TE-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 : Designation :	Tel : Email : Signature:
b.	Name : Designation :	Tel : Email : Signature:
c.	Name : Designation :	Tel : Email : Signature:
5.	Details of Submission:	
	No. of Box (Boxes)/ Envelope(s) :	Acknowledged Received : (Day/Date/Time) (MCMC)
	Acknowledged Received : (Day/Date/Time) (Company)	

