

13 Zulhijjah 1445H
20th June 2024

TO RELATED VENDORS

LETTER OF INVITATION

Dear Sir/Madam,

Re. : **PROVISION OF MONTHLY RENTAL OF PHOTOCOPY MACHINE AT THE CENTRE FOR FOUNDATION STUDIES (CFS), INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) GAMBANG CAMPUS PHASE 2**

Ref. No. : **DBSB/PROC/GMBG2/2024/RFQ-002**

May this letter reach you in the best of *Iman* and health by the grace of ALLAH S.W.T.

We are pleased to inform you that you are invited to participate in the Request for Quotation (RFQ) for the above works.

Subsequent to the above, we attached herewith the documents for your further action as follows;

- i) Invitation Letter
- ii) Acknowledgement Letter
- iii) Bill of Quantities (BQ)

1) Closing date of RFQ:

The closing date of this RFQ is no later than **12.00 p.m., Tuesday 25th June 2024.**

2) RFQ Submission:

RFQ document: **BQ**, enclosed with **COMPANY PROFILE**, latest **3 MONTHS OF BANK STATEMENT**, and latest **3 YEARS OF AUDITED ACCOUNT** if your company is Sdn. Bhd or **MANAGEMENT ACCOUNT** if your company is Enterprise should be submitted in hardcopy in a sealed envelope with the description **RFQ NO and TITLE at the right corner** of the envelope. Submission of the RFQ shall be addressed to:

Daya Bersih Sdn Bhd
B1-2-3A, Level 2, Gaya Commercial Centre
Lorong Selangor, Pusat Bandar Melawati,
53100 Kuala Lumpur

However, you are also required to submit a softcopy via email to procurement@dayabersih.com for our reference and notification.

Should you require further information, you may email procurement@dayabersih.com or refer to our person-in-charge, Nurazuwan Mohamed Yahaya at 03-4162 5565.

Your cooperation on the above matter is highly appreciated.

Thank you and *Wassalam*.

For and on behalf of DBSB,

NurazuwanMohamedYahaya

Nurazuwan Mohamed Yahaya
Procurement Executive
Daya Bersih Sdn Bhd