

13 Rabiulawal 1445H
16th September 2024

TO RELATED VENDORS

LETTER OF INVITATION

Dear Sir,

Re.: REQUEST FOR QUOTATION FOR PROVIDE AND SUPPLY OF LAPTOP FOR HEADQUARTERS (HQ) TAMAN MELAWATI, IUM GOMBAK CAMPUS AND IUM KUANTAN CAMPUS OF DAYA BERSIH SDN BHD

Ref. No: DBSB/PROC/HQ/2024/RFQ/001

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 that you are invited to participate in the Request for Quotation for the above works.

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

- i) Invitation letter
- ii) Acknowledgement letter
- iii) Tender BQ

1) Closing date of RFQ:

The closing date of this RFQ is not later than **12.00 pm, Monday 23th September 2024**

2) Tender Submission:

RFQ document:

- a. **BQ, enclosed with company profile,**
- b. **latest 3 months of Bank Statement, and**
- c. **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, En. Nurazuwan bin Mohamed Yahaya (03 - 4162 5560/5565).

Your cooperation on the above matter is highly appreciated.

Thank you and WASSALAM

For and on behalf of DBSB

NURAZUWAN BIN MOHAMED YAHAYA
Procurement Executive
Daya Bersih Sdn Bhd