



NCIA e-Procurement Guidelines

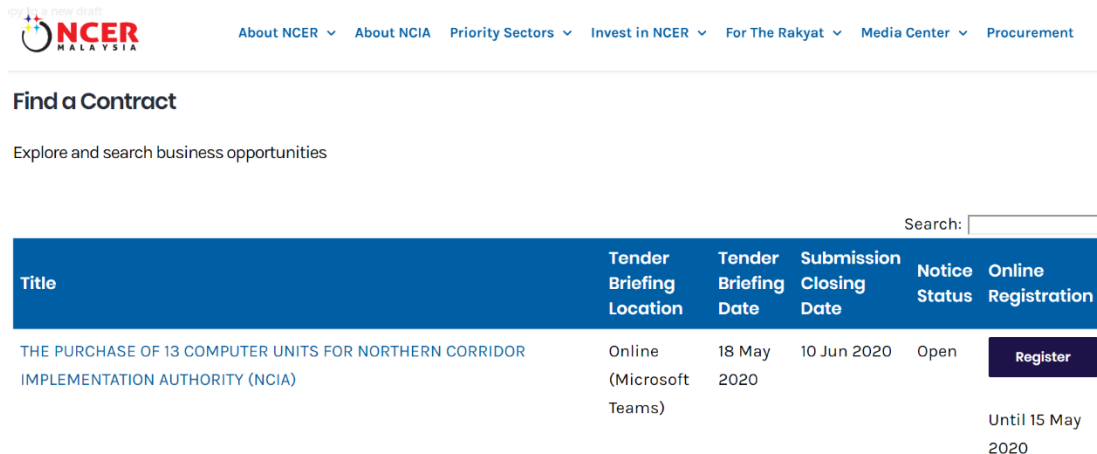
Version: 1.0

This document provides guidance to the bidder for participation in NCIA tenders via online platform.

Section	Description	Page
Section 1	Tender Registration	2-4
Section 2	Tender Briefing	5
Section 3	Tender Payment	6-7
Section 4	Tender Submission	8

Section 1: Registration to a tender opportunity

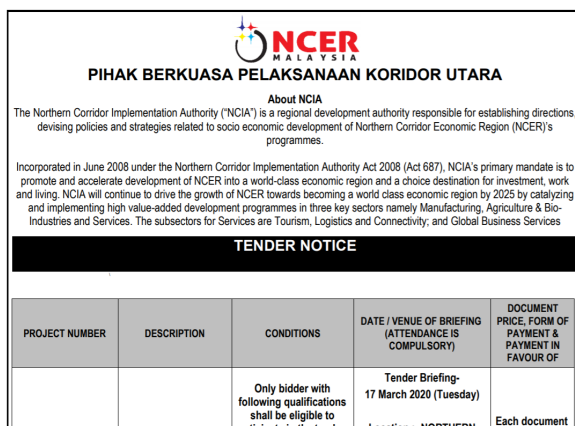
1. Bidder may browse tender opportunities at ncer.com.my/procurement/ and all available tenders will be displayed at 'Find a Contract' section.



Search:

Title	Tender Briefing Location	Tender Briefing Date	Submission Closing Date	Notice Status	Online Registration
THE PURCHASE OF 13 COMPUTER UNITS FOR NORTHERN CORRIDOR IMPLEMENTATION AUTHORITY (NCIA)	Online (Microsoft Teams)	18 May 2020	10 Jun 2020	Open	Register Until 15 May 2020

2. Details of each tender can be viewed by clicking on the tender title and a new window will prompt-up to show its content. An example is depicted as follows:



PIHAK BERKUASA PELAKSANAAN KORIDOR UTARA

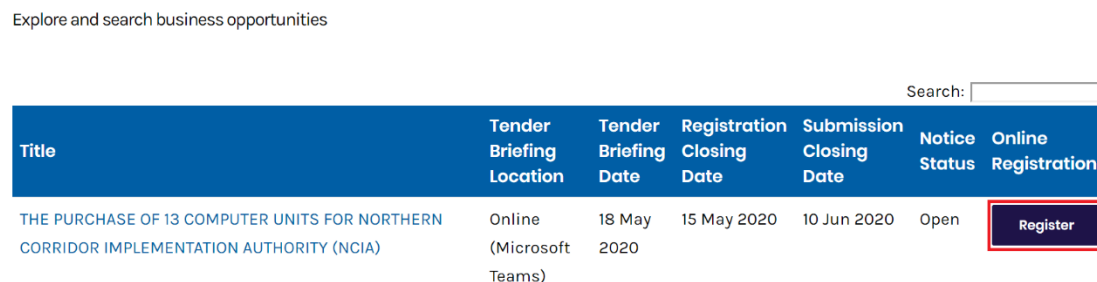
About NCIA
 The Northern Corridor Implementation Authority ("NCIA") is a regional development authority responsible for establishing directions, devising policies and strategies related to socio economic development of Northern Corridor Economic Region (NCER)'s programmes.

Incorporated in June 2008 under the Northern Corridor Implementation Authority Act 2008 (Act 687), NCIA's primary mandate is to promote and accelerate development of NCER into a world-class economic region and a choice destination for investment, work and living. NCIA will continue to drive the growth of NCER towards becoming a world class economic region by 2025 by catalyzing and implementing high value-added development programmes in three key sectors namely Manufacturing, Agriculture & Bio-Industries and Services. The subsectors for Services are Tourism, Logistics and Connectivity; and Global Business Services

TENDER NOTICE

PROJECT NUMBER	DESCRIPTION	CONDITIONS	DATE / VENUE OF BRIEFING (ATTENDANCE IS COMPULSORY)	DOCUMENT PRICE, FORM OF PAYMENT & PAYMENT IN FAVOUR OF
		Only bidder with following qualifications shall be eligible to participate in the tender	Tender Briefing- 17 March 2020 (Tuesday) Location : NORTHERN	Each document

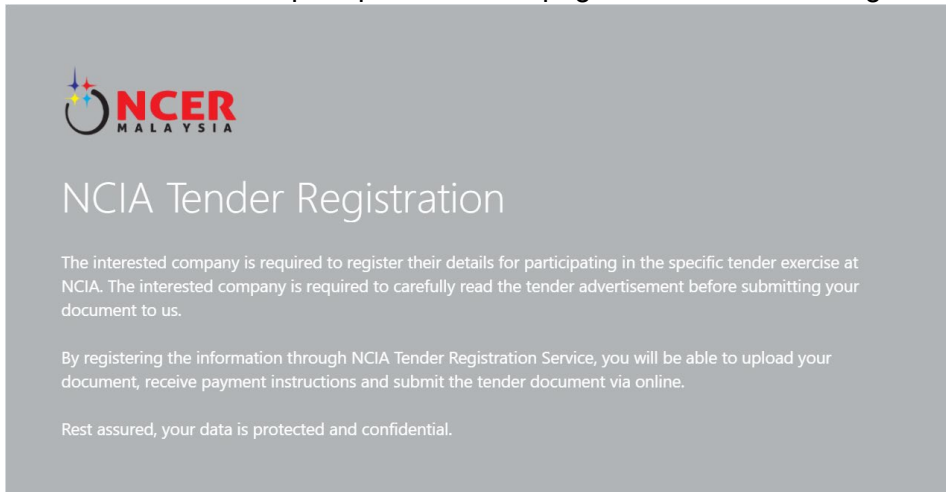
3. To participate, bidder is required to register to the tender by clicking the button 'Register' at the respective tender listed.



Search:

Title	Tender Briefing Location	Tender Briefing Date	Registration Closing Date	Submission Closing Date	Notice Status	Online Registration
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4. A new window will be prompted to a new page of NCIA Tender Registration Service.



5. Fill-up your company details as per required in the registration form.

1. Company Name *

Register your company name according to ROC registration.

2. Company Representative Name *

Ensure the representative has an authorisation letter for handling the participation tender on behalf of the registered company.

3. Company Representative Contact Number *

Please provide a valid representative contact number for NCIA Tender Secretary to contact.

6. Click submit.

7. A confirmation of your company registration will be sent to the registered email address. The email also will state a link to access your tender account as per illustrated below:

REGISTRATION OF NCIA TENDER - TENDER TITLE



TENDER NUMBER



NCER Tender Secretary

to me ▾



Hello YOUR NAME

We have received your registration and thank you for your interest to participate in the tender exercise.

Please be informed that your data is protected and is confidential. NCIA will be contacting you time to time throughout the tender processes period.

For the meantime, please upload the following document for us to process and proceed further:

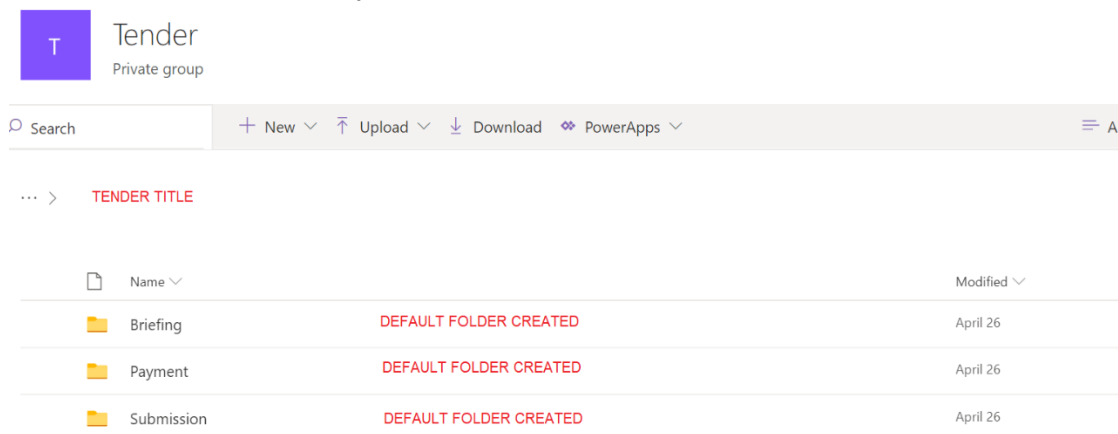
- 1) Ministry of Finance Registration Certificate
- 2) Ministry of Finance Registered Field Code
- 3) Document related to specific tender as per advertisement

Click the link below to upload:

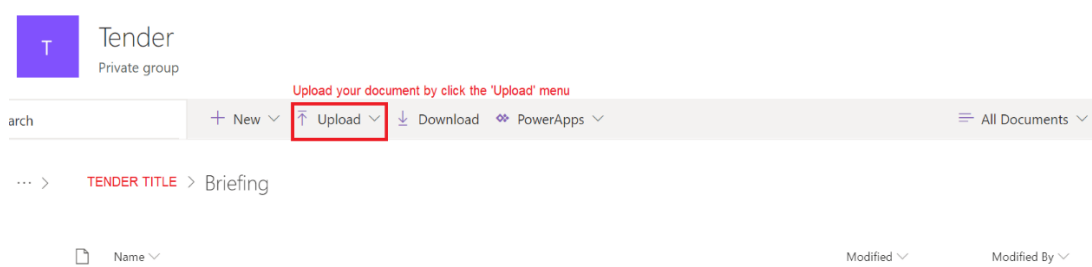
<https://ncermy.sharepoint.com/f:/s/> ACCOUNT LINK

Section 2: Tender Briefing

1. Bidder will be directed to NCIA’s SharePoint system where your company account will be automatically created by clicking on the given link. Three (3) new folders will be provided to accommodate your tender submission activities as depicted below:



2. Bidder is required to upload the following documents into the 'Briefing' folder **two (2) days** before the tender briefing date:
 - i) Registration of Company Certificate.
 - ii) Ministry of Finance Registration Certificate.
 - iii) Ministry of Finance Registration Field Code.
 - iv) Representative Identity Card.
 - v) Representative Authorisation Letter.
 - vi) Other certification requires by the tender.



3. A link to participate in the tender briefing will be emailed to the registered email address **one (1) day** before the scheduled tender briefing session. The tender briefing will be conducted virtually using the Microsoft Teams. Bidder is encourage to prepare for the virtual briefing by referring to the guide below:
 - i. [Join a meeting without a Teams account](#)

ii. [Join a Teams meeting](#)


Please complete your document submission as per required by the tender **two (2) days** before the tender briefing schedule. Failure to do so will result a bar for you to join the said tender.


Section 3: Tender Payment

1. Upon completion of the virtual tender briefing, NCIA Tender Secretary will advise on details and options of online payment for the tender document.
2. There will be three (3) payment choice for you to choose; Fund Transfer, JomPay and Maybank QR Pay. **Currently, only Fund Transfer is available and once the rest of the options are ready, this documentation will be updated as well.**
3. Tender briefing is **mandatory**. Only tenderer that participated in the tender briefing is allowed to purchase the tender document.

Important for your to attend the tender briefing before you can make a purchase of tender document. Failure to do so, you will not received notification for retrieving the tender document. Please note that, payment made for the tender purchase is not refundable so please ensure you carefully follow every steps in this tender process.

- i. Option 1: Fund Transfer
 1. Using your preferred online banking, go to the 'Transfer' menu.
 2. Select 'Other Accounts'
 3. Select 'New Transfer'
 4. Select Bank as 'Maybank / Maybank Islamic'
 5. Key the following details under the transfer window:
 - Account Number: **557111340815**
 - Transfer Amount: **As per tender cost stated in the Tender Advertisement**
 - Effective Date: **Current Date**
 - Recipient's Reference 1: **Tender Reference Number**
 - Recipient's Reference 2: **Company Name / Contact Number**
 - Notify via Email: tender.secretary@ncer.com.my
 - The example depicted from Maybank2u for illustration purpose:

Account Number	<input type="text" value="557111340815"/>
Transfer Amount ?	<input type="text" value="1"/>
Effective Date	<input type="text" value="09 May, 2020"/> 
	<input type="checkbox"/> Set Recurring
Recipient's Reference ?	<input type="text" value="NCIA/2020/002/0017-1"/>

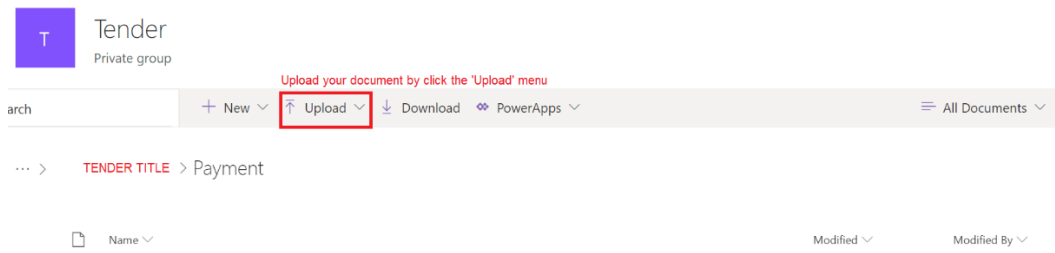
ADDITIONAL INFO (OPTIONAL) 

Other Transfer Details	<input type="text" value="ABC Sdn Bhd / 0123456789"/>
Notify Via Email	<input type="text" value="tender.secretary@ncer.com.my"/>

Money withdrawn from your insured deposit(s) is no longer protected by PIDM if transferred to a non PIDM members

[TRANSFER ↗](#)


6. Bidder is required to save the transfer receipt and upload into the **'Payment'** Folder.

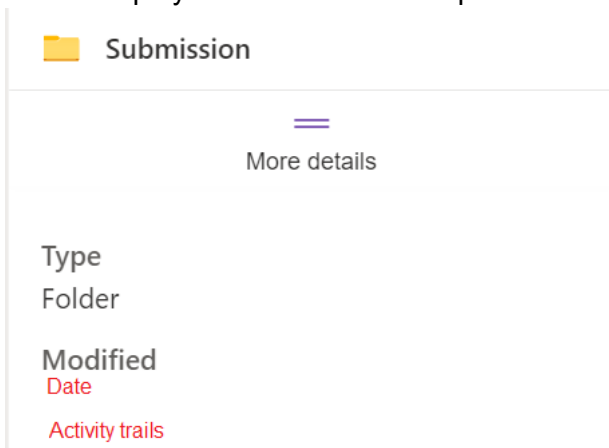


7. An email with a link to download the tender document will be sent to participating bidder after verification of tender payment within **one (1) working day**.

- ii. Option 2: JomPay – To be updated soon.
- iii. Option 3: Maybank QR Pay – To be updated soon.

Section 4: Tender Submission

1. Both Technical & Unprice Commercial Proposal package and Price Commercial Proposal package including all necessary documentation and all information required for the tender submission shall be uploaded to the **'Submission'** Folder.
2. Bidder is allowed to make changes in your **'Submission'** Folder prior to the bid closing date. Bidder can view the activity trace by clicking the  icon and your all activities will be displayed in this window as per below:



Please complete your tender submission **before the closing date**. Failure to do so will result invalid entry for further evaluation of the said tender.

3. After the bid closing date, your access to NCIA SharePoint will be automatically revoked and bidder will be barred from doing any changes to the final submission. Therefore,

bidder is encouraged to ensure complete submission of all bid documents **one (1) day** before the bid closing date.

4. Bidder is advised to be prepared for a Tender Clarification or Techno-Commercial Clarification Meeting (TCCM) **within short notice**. Further instruction will be communicated via email by NCIA Tender Secretary.

End