



SIBU MUNICIPAL COUNCIL

Tender Notice **(Tender No. ADM/T/3/2020)**

Tenders are invited from Registered Insurance Companies in Malaysia to participate in Sibu Municipal Council's Insurance Package Tender for 2020 - 2022.

Document fee	:	RM	265.00 (Non-refundable)
Tender Deposit	:	RM	5,000.00

1. Tender documents are obtainable either from Council's Landscaping Unit located at Level 21, Council's Treasury Section located at Level 19 or Municipal Secretary's office located at Level 23, Wisma Sanyan, Jalan Sanyan, Sibu during office working hours as stated below upon payment of non-refundable tender document fee as specified above in the form of cash/crossed company cheque/bank draft or cashier's order made payable to "SIBU MUNICIPAL COUNCIL".

Monday – Thursday	:	8:00 a.m. – 12:00 noon
		2.15 p.m. – 3.30 p.m.
Friday	:	2:00 p.m. – 3:30 p.m.

2. Tender documents can also be obtained from Council's Insurance Broker/Consultant i.e. Transnational Insurance Brokers (M) Sdn. Bhd. located at 1st & 2nd Floor, Wisma TIB, 3rd Mile, Central Avenue, Jalan Tan Sri Datuk Amar Kalong Ningkan, 93250 Kuching during their normal office working hours upon payment of non-refundable tender document fee as specified above in the form of crossed company cheque/bank draft or cashier's order made payable to "SIBU MUNICIPAL COUNCIL".
3. All interested tenderers are required to submit the refundable tender deposit of RM 5,000.00 in the form of "Cashier's Order" or "Bank Draft" only in favour of SIBU MUNICIPAL COUNCIL at the time of submission of the tender. Failure to do so will result in disqualification of the tender.
4. All tender documents must be collected by a Company's Director or Senior Officer with Letter of Authorisation from the Company and is required to bring along the Company's chop.
5. Any tender delivered after the stipulated time, from whatever cause will not be considered.
6. All tenders must be submitted in a sealed envelope clearly marked with the subject of the tender on the top left-hand corner and deposit into the tender box at the following address **not later than 12.00 noon on Tuesday, 19.11.2019**:

Acting Municipal Secretary,
Sibu Municipal Council,
Level 23, Wisma Sanyan,
No. 1, Jalan Sanyan,
96000 Sibu,

7. The Council does not bind itself to accept the lowest or any tender received nor will it be responsible for any cost incurred by the tenderer.

Acting Municipal Secretary
Sibu Municipal Council

Date: 2.11.2019