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**Management Office**

Level 14(A) & 15(AI), Block 4 Office Tower  
Financial Park Complex Labuan  
Jalan Merdeka  
87000 W. P. Labuan  
Malaysia

Our Reference: FPL/RFQ/RNF4954-2021

Date: 08 October 2021

## REQUEST FOR QUOTATION TO SUPPLY AND INSTALL MAILBOX

(1) Financial Park (Labuan) Sdn. Bhd. (FPL) invites applications from qualified experienced companies nationwide, to supply and install mailbox at Alpha Condominium Labuan.

(a) The details and specification are as follows:

(i) OPTION 1

Option	Material with Type	Pigeon Hole
a)	Aluminium Encase Box + Wall mounted	88 holes
b)	Aluminium Encase Box + Stand at floor	88 holes
c)	Metal Encase Box + Wall mounted	88 holes
d)	Metal Encase Box + Stand at floor	88 holes

(ii) OPTION 2

Material : Concrete.

(Outer box can be built using concrete that planted in mailbox concrete case. Material to be sturdy and long lasting)

Pigeon Hole : 88 holes

**Note:**

- (1) Sturdy material, anti-thief and not easier to break in.
- (2) Using standard cabinet lock (cam lock) that can be easily replace when broken.
- (3) All pigeon hole must be mark by visible unit number marking.



(2) Interested companies are welcome to attend and site visit with regards to the above. The details of the briefing are as follow:

**Date** : **12 October 2021 (Tuesday)**  
**Time** : **3.30pm**  
**Venue** : **FPL Meeting Room (Maintenance and CPU Office)**  
**1st Floor, Podium Level**  
**Financial Park Complex Labuan**  
**Jalan Merdeka, 87000 Labuan F.T**

(3) Interested companies are welcome to submit the quotation with either any of the options below:-

- (a) The softcopies of the quotation must be in pdf format which shall be protected with a dedicated password, shall reach the email address of **cpu\_quotationsubmission@fpl.com.my** by **12.00 noon, Thursday, 21 October 2021**. Any softcopies submission for the zipped file after this stipulated time will not be considered. Passwords for the zipped file of the quotation shall be emailed separately to Financial Park (Labuan) Sdn. Bhd. at the email address of **cpu\_passwordsubmission@fpl.com.my** by **10.00am, Thursday, 21 October 2021**. The zipped files shall be of .zip format only.
- (b) Quotation must be submitted in a sealed envelope marked **“TO SUPPLY AND INSTALL MAILBOX FOR ALPHA CONDOMINIUM ”** and to reach FPL **on or before 12.00 noon, 21 October 2021**.

**TENDER BOX (BOX NO.4)**  
**Financial Park (Labuan) Sdn. Bhd.**  
**Management Office**  
**Level 14 (A) & 15 (A1), Block 4 Office Tower**  
**Financial Park Complex Labuan**  
**Jalan Merdeka, 87000 Federal Territory of Labuan**

(4) Vendor shall report and suspect fraud immediately and email to the address **confidential@fpl.com.my**.

(5) For any enquiry, please contact our Marketing Executive in charge, Encik Saiful Japar or Encik Rizwan Daniel McCalions Abdullah at 087-425477.