



A member of UEM

PROJEK LEBUHRAYA USAHASAMA BERHAD
[Registration No. : 01101026564 (954700-A)]

NOTICE OF OPEN TENDER INVITATION

THE IMPLEMENTATION OF AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) FOR THE PLUS MALAYSIA BERHAD GROUP OF COMPANIES
[TENDER REF. NO. : PLUS90001163]

Projek Lebuhraya Usahasama Berhad ("PLUS Berhad") would like to invite qualified contractors to partake in the Tender based on the conditions below:

- 1) Company registered with Suruhanjaya Syarikat Malaysia (SSM)
- 2) Company successfully implemented at least one (1) Electronic Document Management System (eDMS) project within the last three (3) years.
- 3) The brief scope of works are as follows :-
 - i. Design, configure and implement an enterprise-class Electronic Document Management System (eDMS) on PLUS Microsoft Azure environment for Phase 1, including core modules for document capture/ingestion, indexing/metadata, search, workflow, role-based access control, audit trail and reporting.
 - ii. Implement correspondence management to replace the current centralized Correspondence Tracking System (cCTS), together with active and inactive document storage for scoped records currently managed in CoreDMS, governed workspaces for active digital documents, and limited, scoped migration of active/current CoreDMS records (approximately 750,000 pages / 500 GB), including analysis, mapping, test migration, reconciliation and final cut-over.
 - iii. Configure a minimum of 40 document types/schemas (up to 25 metadata fields each), 25 Capture/OCR templates, and four core workflows (Incoming Mail, Outgoing Correspondence with auto-numbering and digital signing, Departmental File/Project, and Archival/Closure/Disposal with retention controls)

QUALIFICATION & REGISTRATION	SALES OF TENDER DOCUMENT	TENDER SUBMISSION & CLOSING DATE
Registered with 1) Suruhanjaya Syarikat Malaysia (SSM) Validated successful implementation of at least one (1) Electronic Document Management System (eDMS) project within the last three (3) years. All CERTIFICATES MUST BE VALID FOR MORE THAN THREE (3) MONTHS FROM THE TENDER CLOSING DATE	<p style="text-align: center;">14/5/2026 (Thursday) until 8/6/2026 (Monday) Office Hour : 9.00AM to 4.00PM</p>	<p style="text-align: center;">Submission via OneDrive tenderbox@plus.com.my</p> <p style="text-align: center;"><u>Tender Closing Date and Time</u> 15/6/2026 before or on 3.00 p.m.</p>
	DOCUMENTATION FEE	<p>The Tenderer must submit a Tender Deposit amount of Ringgit Malaysia: Five Thousand Only (RM5,000.00) via Bank Transfer as follow:-</p>
TENDER BRIEFING & SITE VISIT	<p style="text-align: center;">RM1,000.00 (Documentation Fee is not refundable)</p> <p>Tender Documents shall be released in electronic folder from tenderbox@plus.com.my upon verification of payment.</p>	<p style="text-align: center;"><u>Account Detail</u> PROJEK LEBUHRAYA USAHASAMA BERHAD CIMB Bank Berhad Account No : 8000 4667 16 Reference: eDMS PLUS 2026</p>
<p><u>Date:</u> 22 May 2026 (Friday) <u>Time:</u> 11:00 AM</p> <p><u>Registration:</u> 10:45AM - 11:00AM</p> <p><u>Location:</u> Meeting Room Gurun, Level M, Persada PLUS</p>	<p>Tenderers are required to pay the amount of Ringgit Malaysia: One Thousand Only (RM 1,000.00) via Bank Transfer to following account:</p> <p style="text-align: center;"><u>Account Detail</u> PROJEK LEBUHRAYA USAHASAMA BERHAD CIMB Bank Berhad Account No : 8000 4667 16 Reference: eDMS PLUS 2026</p> <p>Notes: 1. The company must submit the receipt of Tender Fees through email to Tender Secretariate. 2. Tender Secretariate as follows :- a. tendermeeit@plus.com.my</p>	<p>The Tender Deposit payment receipt must be submitted together with the tender documents at the time of submission on or before the Tender Closing Date and Time.</p> <p>The Tender Guarantee Fees shall be refundable and will be refunded after the tender process is done.</p> <p>PLUS Berhad reserves the right to reject any Tender Submission that are submitted after the Tender Closing Date and Time.</p>



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Notes:

1. Tender Document will made available upon verification of payment as mentioned above. The completed Tender Document must be uploaded to the OneDrive link provided by PLUS Berhad.
2. The tenderer is allowed to form a joint venture/consortium consisting of no more than two (2) companies
3. Tenderers are allowed to submit only one (1) tender, either as a single entity or as a joint venture/consortium. Any tenderer found to have participated in more than one (1) tender will be automatically disqualified from the entire tender process.
4. The participation of a joint venture/consortium company must be accompanied by a copy of the Joint Venture/Consortium Agreement ("Agreement"). The Agreement must specify the lead partner, the equity participation of each joint venture/consortium company, and include a clause stating that all members of the joint venture/consortium company are jointly and severally liable for the said joint venture/consortium company. Tenderers are not allowed to change the joint venture/consortium company after the tender closing date
5. All costs associated with the above Tender shall be borne the tenderer. Tender Documents received later than the specified date and time will not be considered and PLUS Berhad shall not be liable to any losses, damages, claims or demands (either direct or indirect) that may be suffered by the tenderers in connection with its participating in this Tender.
6. PLUS Berhad is not bound to accept the lowest offer or any offer or give any reason for an offer to be rejected. Any costs shall be borne solely by the tenderer.
7. Any inquiries regarding this Tender shall be made in writing via e-mail's Tender Secretariat at tendermeit@plus.com.my .