

NEW TENDER NOTICE

TENDER TITLE : PROVISION OF MEDICAL HEALTH TAKAFUL, TERM TAKAFUL AND PERSONAL ACCIDENT TAKAFUL COVERAGE FOR INCEIF EMPLOYEES AND DEPENDANTS FOR A PERIOD OF 2 YEARS (1 JANUARY 2026 – 31 DECEMBER 2027)

TENDER NO : INCEIF/TAKAFUL_COVERAGE_12/09/2025

1. INCEIF University is inviting vendors with the following mandatory requirements:

No	Mandatory Requirement	Supporting Documents
i.	Must be a licensed Takaful Operator under the Islamic Financial Services Act 2013 (IFSA) , regulated by Bank Negara Malaysia (BNM).	<ul style="list-style-type: none"> • Certificate of Registration as a Takaful Operator issued by BNM; and/or • Valid license to carry on General Takaful Business and/or Family Takaful Business
ii.	Must be registered with the Ministry of Finance (MOF) under the relevant sector / sub-sector (Financial & Insurance Services) with a valid certificate.	<ul style="list-style-type: none"> • Certificate of Company Registration (<i>Sijil Akuan Pendaftaran Syarikat</i>) issued by MOF
iii.	Must be registered with Suruhanjaya Syarikat Malaysia (SSM)	<ul style="list-style-type: none"> • Certificate of Incorporation issued by SSM (Section 17 Companies Act 2016); and • Latest SSM Company Profile (e-Info / MyData printout, not older than 6 months); and/or • Company Constitution (if applicable)
iv.	Must be profitable and able to provide evidence on the same including 3 years' track record in the provision of such services	<ul style="list-style-type: none"> • Copy of financial statement for the last 3 years (audited and certified true copy)
v.	Must complete and sign the Undertaking of Confidentiality letter	<ul style="list-style-type: none"> • Appendix F issued by INCEIF University

Note : All documents issued by regulatory bodies must be submitted as certified true copies by a Commissioner for Oaths, Notary Public, or Company Secretary.

2. General Scope of Services to be provided:

To provide comprehensive Medical Health Takaful, Term Takaful, and Personal Accident Takaful coverage for INCEIF University employees and their eligible dependants throughout the contract period (1 January 2026 – 31 December 2027).

3. Registration of Interest & Issuance of Tender Documents:

Interested bidders must register their intention to participate by sending an email to the Tender Committee at humancapital@inceif.edu.my with the subject line:

[Company Name] – Registration of Interest for Tender INCEIF/TAKAFUL_COVERAGE_12/09/2025

The email must include documentary evidence of compliance with all Mandatory Requirements listed in Section 1. Only vendors who have submitted the required documents will be issued with the tender documents, which include the detailed scope of services, vendor responsibilities, and other requirements

Submission format: All documents must be compiled into a single **ZIP file**. If the total file size exceeds the email attachment limit, bidders may upload the documents to a secure public drive (e.g., Google Drive) and provide a direct access link to INCEIF University.

4. Deadline to register interest:

25 September 2025, at 12.00 noon (Malaysia time).

5. Enquiries:

All enquiries must be submitted in writing via email to:

Mr. Muhammad Hazim Ikhwan

Email: hazim@inceif.edu.my