

Vendors Guide on RFX Response

This is a step to step guide on how to submit your response when you are being invited by Lembaga Zakat Selangor (LZS) for an RFX event.

Submitting RFX Response

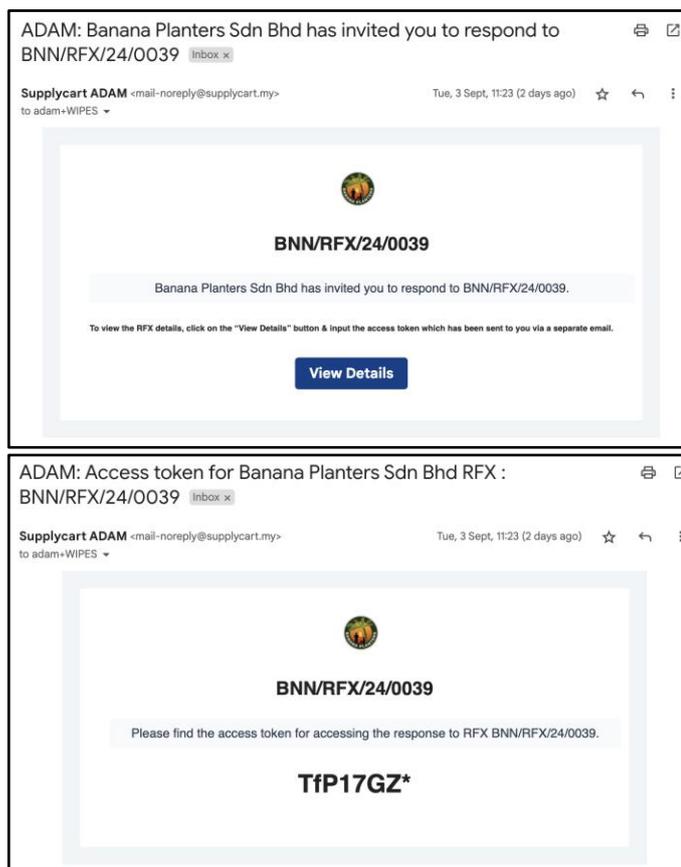
This section will cover the process from receiving invitations from LZS via email until submitting your response.

If you have any questions during the submission, please contact LZS for assistance.

Step 1 : Receiving Link and Code In Your Email Inbox

Go to your email inbox in which you will receive 2 emails :

1. One invitation email containing a "View Details" button to access the response page.
2. The other email contains an access code.



In case you did not receive the above emails, please follow these troubleshooting steps :

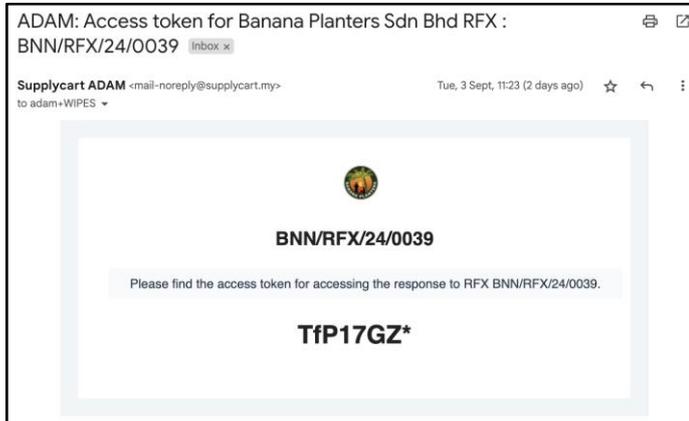
1. **Check your Spam/Junk Folder:** Look for the email by searching for its title. If found, configure your email settings to mark all future emails from perolehan@zakatselangor.com.my as "Not Spam" or "Not Junk" to ensure smooth delivery going forward.

2. **If the Email is Not in the Spam/Junk Folder:** Please contact your IT team and request to whitelist the sender **perolehan@zakatselangor.com.my**. After whitelisting, reach out to LZS and request that they resend the access link to you.

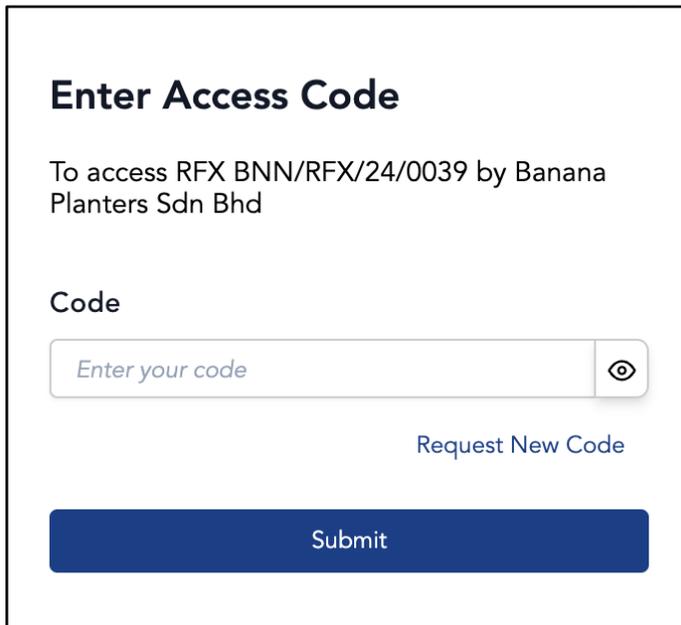
If you received the access link but not the code, please click “View Details” and then “Request New Code” to have the access code resent to you.

Step 2 : Accessing the RFX Response

- a. Copy the code from the access code email.



- b. Click “View Details” in the access link email and paste the code.

A screenshot of a web form titled "Enter Access Code". The form asks for the access code for RFX BNN/RFX/24/0039 by Banana Planters Sdn Bhd. It features a text input field with the placeholder "Enter your code" and a toggle icon for visibility. Below the input field is a blue link labeled "Request New Code". At the bottom of the form is a large blue "Submit" button.

Note : In case you did not receive or lost the access code, click “Request New Code” and then “Yes” for NEW access code to be sent to you. Please be aware that by doing so, any previous access code will become invalid.

You may refer to Step 1 for instructions on retrieving the code.

Step 3 : Accept or Reject RFX Invitation

Upon successfully entering the valid access code, you will be directed to the RFX response page. You may go through the event then click “Accept” or “Reject” the invitation.

This RFX response is currently pending acceptance. Please accept to proceed with the draft. [Accept](#) [Reject](#)


#BNN/RFX/24/0039 (Version 2)
Tender
Pending Response

Submitter Information

Submitter Name DEMO ADAM	Delivery Address HQ PG02, Ground Floor, MOC Jalan BM1/8, Taman Bukit Mayang Mas Petaling Jaya, 47301 Selangor, Malaysia	Billing Entity Banana Planters Sdn Bhd Banana Planters Finance - 010-2330210 PG02, Ground Floor, MOC Jalan BM1/8, Taman Bukit Mayang Mas Petaling Jaya, 47301 Selangor, Malaysia
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The invitation will turn “Expired” if you have not responded after the Acceptance Deadline or Event Ended set by LZS.

An email will be sent to LZS notifying them of your acceptance or rejection.

Step 4 : Respond to RFX Invitation

In case you accidentally exited the page, you can always resume by clicking the access link in the email mentioned in Step 1. If you have any questions or need further clarification regarding the registration, please contact LZS for assistance.

Based on the configuration set by LZS, the response page **MAY** contains following section :

a. PreQ / ITR Questionnaire

Type to fill in the information accordingly.

Note: Any field with asterisk ‘ * ‘ indicates this is a required field

Past Experience

Tenderer is requested to provide the following information. Tenderers are expected to answer all questions.

What is the current workload of your business, any issues relating to our expected delivery? *

100 characters left

What is your teams experience relating to this type of project?

100 characters left

Do you foresee any conflicts of interest?

100 characters left

b. Vendor Information

Type into Vendor Remarks field to add remarks or attach any supporting documents.

Vendor Information

Vendor Remarks Attach documents Limit to 30MB per file.

255 characters left

Attachment Type :

- **Technical** : Referring to the technical supporting documents to be assessed by LZS when performing Technical Evaluation
- **Commercial** : Referring to the supporting documents to be assessed by LZS when performing Commercial Evaluation

Note: You may upload more than one file with each file size limit capped at 30MB.

c. Items Information

You may click on the “document” icon to view the item description. Select all or select individual items you would like to quote by clicking “checkbox” on the left then fill up the “Unit Price” and “Tax” applicable for each item.

#	Item Code & Name *	UOM *	Quantity *	Unit Price (Exclude Tax)	Tax *	Amount (MYR)
<input checked="" type="checkbox"/>	1 Ansell Natural Rubber Chemical Resistant Glove <small>Size 7.5, Small, Latex Coating</small>	UNIT	10.00	0.00		0.00
<input checked="" type="checkbox"/>	2 HP Laptop 15s-eq2195AU, 512 GB SSD	UNIT	5.00	0.00		0.00
<input type="checkbox"/>	3 Heavy Duty Extra Large Garbage Bag, 36" X 42"	PACK	30.00	0.00		0.00

Depending on the configuration by LZS, you **MAY** allowed to :

i. Propose New Items

Click “Add Row”, then fill up your proposed items information. To remove, click on the “bin” icon on the left.

#	Item Code & Name *	UOM *	Quantity *	Unit Price (Exclude Tax)	Tax *
<input type="checkbox"/>	1 Ansell Natural Rubber Chemical Resistant Glove	UNIT	10.00	0.00	
<input type="checkbox"/>	2 HP Laptop 15s-eq2195AU, 512 GB SSD	UNIT	5.00	0.00	
<input type="checkbox"/>	3 Heavy Duty Extra Large Garbage Bag, 36" X 42"	PACK	30.00	0.00	
<input checked="" type="checkbox"/>	4 <input type="text" value="Enter item description here..."/>		0.00	0.00	

ii. Edit Requested Items

Click “checkbox” on the left, edit the item name and description as required.

<input type="checkbox"/>	#	Item Code & Name *	
<input type="checkbox"/>	1	Ansell Natural Rubber Chemical Resistant Glove	
<input type="checkbox"/>	2	HP Laptop 15s-eq2195AU, 512 GB SSD	
<input checked="" type="checkbox"/>	3	Brand A Heavy Duty XL Garbage Bag, Grey	

36" X 42" Large Size

232 characters left

Step 5 : Clarification

If LZS has allowed clarification in the response page, scroll to the bottom of the page and locate the “Clarification Remarks” field.

Input questions into the field and click “Add Remark” which LZS will receive a notification email.

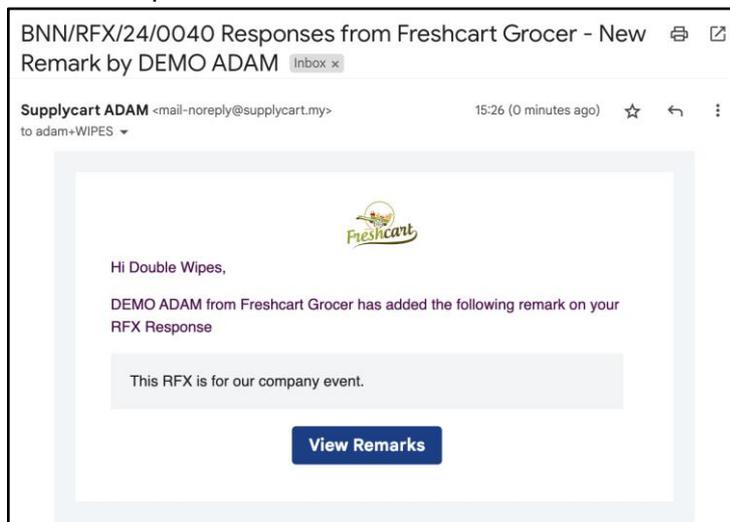
Clarification Remarks

Write remarks here...

255 characters left

Add Remark

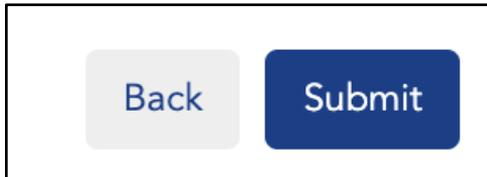
When LZS has responded to your questions, a notification email will be sent to you. Click “View Remarks” to redirect to your response page, where all conversations between you and LZS are captured.



Step 6 : Submitting Response

Once you have completed filling up, click “Save” to save changes you have made.

Review and confirm all information is correct before clicking “Next” and “Submit” to submit your response and LZS will be notified of your submission.



Note: If the “Next” button is greyed out, please recheck your page to ensure all compulsory fields are filled. Any field with asterisk ‘ * ‘ indicates a compulsory field.

To access your submission, click on the invitation email mentioned in Step 1.
If you wish to make changes to your submission, please contact LZS for assistance.

Status Definition

This section provides definitions for statuses displayed in the RFX response page.



- Pending Response : Pending for your acceptance or rejection of invitation
- Accepted : You have accepted the invitation pending submission
- Rejected : You have rejected the invitation
- Submitted : You have submitted your response
- Expired : No response received past acceptance deadline or event ended