



**GOLDEN PHAROS
BERHAD** (198601003051) (152205-W)

**REQUEST FOR PROPOSAL:
GOLDEN PHAROS BERHAD
ANNUAL REPORT PRODUCTION**

Issuance Date: 1 July 2024

Closing Date: 14 July 2024

Confidentiality

This Request for Proposal ("RFP") document is private and confidential to Golden Pharos Berhad ("GPB") and the organisation to which it has been addressed. The document and the information contained therein must not be given or communicated to any other parties without the express written permission of GPB.

GPB shall not be liable in any way whatsoever for the possible losses or damages incurred with the issuance of this RFP. All costs incurred prior, during, and post-RFP stage must be borne by the consultant ("consultant").

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1.0 Background Information

1.1 Preamble

Golden Pharos Berhad is a Shariah-compliant company listed on the Main Market of Bursa Malaysia Securities Berhad. The Group is principally engaged in investment holding, sawmilling, harvesting, moulding, producing finger joint and wood-based products, as well as the manufacturing and trading of glass.

The Group's timber-based and glass manufacturing companies are:

1. Kumpulan Pengurusan Kayu Kayan Trengganu Sdn Bhd ("KPKKT") Bukit Besi, Dungun, Terengganu.
2. Pesama Timber Corporation Sdn Bhd ("PESAMA") Chukai, Kemaman.
3. Pesaka Trengganu Berhad ("PESAKA") Bukit Besi, Dungun, Terengganu.
4. Permint Plywood Sdn Bhd ("PPSB") Al Muktafi Billah Shah, Dungun, Terengganu.
5. Golden Pharos Glass Sdn Bhd ("GPG") Telok Panglima Garang, Selangor.
6. GP Forest Plantation Sdn Bhd ("GPPF") Bukit Besi, Dungun, Terengganu.

1.2 Objectives

As a public listed company, GPB is required to publish an Annual Report containing the company's audited statement of accounts, relevant listings (in narrative and financial forms), features of work and accomplishments made during the corresponding year, and other relevant contents deemed fit for the publication of the report. In addition, this publication will also include a Sustainability Report.

Hence, GPB would like to invite qualified consultant to submit quotations and proposals for the production of the annual report detailing all relevant services on the conceptualisation and report design, copywriting, editing, printing, and delivery of the report.

1.3 Requirements

The scope of services is stated as per the below requirements:

Description	Concept and design: Exclusive/corporate design conceptualisation, design, prepare, production, copywriting, editing, photography, printing, packing, and delivery of Annual and Sustainability Report 2024.
Cost	Capped at RM130,000.00 excluding Sales and Service Tax (“SST”)
Language	Hard copy: English
Theme	The theme for 2024: Nurturing Sustainable Pathways
Photography	Photography sessions for: a) Board of Directors b) Management Team c) Timber Based Operations d) Glass manufacturing Operations Estimated to be within four (4) days – one day in Kuala Lumpur and three days in Terengganu. Please specify the estimated cost for each session.
Interview	The interview session(s) will be conducted both virtually and physically depending on publication needs. GPB shall observe the situation and further communicate on the arrangement later.
Copywriting	1) Management’s Discussion & Analysis 2) Sustainability Report 3) Chairman’s statement *To indicate relevant costings for copywriting *To provide the writer’s portfolio, complete with bio and at least three (3) samples of writing works. *The consultant is required to review GPB’s 2023 Annual Report (including the Sustainability Report) and propose a more structured and concise approach given the excessive number of pages from the last publication.
Content	To refer the attached table of content . The consultant may also recommend a content structure that is more concise and effective.
No. of Copies	1) Hardcopy: 100 copies 2) Postcard: 1,500 pieces

Size	<p>1) Hardcopy: 22" (W) x 11" (H) – open size / 8.5" x 11" (Closed size) *Other sizes can also be proposed by the consultant. 2) Postcard: A5 size</p>
Type of Paper	<p>Paper quality: the consultant is to propose good quality. paper options for both covers and inside pages. Paper samples can be sent along with quotation.</p>
Font size for text	Between 9.5 to 13 points
Finishing	Perfect binding
No. of Pages	<p>300-350 pages (excluding cover page) in English.</p> <p>While quotations are provided on the basis of full-page full version, the consultant may also quote rates for each additional 4 pages.</p> <p>GPB wishes to streamline its reporting for 2024 and that includes keeping the content concise yet impactful and number of pages healthy.</p>
Quotation	<p>A quotation should include the following items:</p> <ol style="list-style-type: none"> 1. Full Fledge Annual Report 2024 – Creative 2. Sustainability Report 2024 preparation - Compliance 3. Editorial Services – Professional Copywriting 4. Professional Photography Services 5. Station Fees – On Site Stationing Fees 6. Preparation of the Mock-up before start production (the mock-up shall be approved by GPB's Management before actual production). 7. Printing, Production & Logistic <p>Kindly include itemised break-down of quotation for each one of the items listed above, if applicable. The costs and arrangement for some of the items above may be adjusted and amended upon notification. Please note that GPB does not entertain any hidden charges. <u>All estimated costs must be included in the quotation</u></p>
Delivery	<p>Delivery to:</p> <ol style="list-style-type: none"> i. Bulk mailing centre; and ii. Share Registrar office in Kuala Lumpur;

	The number of copies and addresses will be provided upon confirmation.
Liquidated damages and penalty	In the event of delivery failure of the acceptable printed Annual Report 2024 within the delivery period by the consultant, GPB shall have the right to recover the damage or penalty imposed by the respective authorities.
Mode/ Contract/ Period of Service	The consultant will be tasked to produce GPB 2024 Annual Report. GPB may award the consultant with a two-year contract, subject to the proposal, value added services, on top of its expertise and delivery. Terms and conditions apply.
Reference	Visit www.goldenpharos.com.my

2.0 Submission of Proposal & Quotation

This section will provide the consultant with the proper guidelines which must be adopted to fulfil the specifications for the submission of the proposal and quotation. Deviations from these guidelines may result in the submission being rejected.

2.1 Submission Deadline & Format

The submission of the proposal and quotation is due on **14 July 2024 before 4:30 pm via email**, using “**GPB Berhad Annual Report 2024**” as the email subject to:-

Procurement Unit

Email: ccd@gpb.com.my

All inquiries with regards to technical issues related to the RFP shall be directed to: -

Ahmad Fauzan bin Abdul Kadir

Head of Strategic Communications, Sales & Marketing

Email: fauzan@gpb.com.my

2.2 Cover Letter

The proposal must be accompanied by a cover letter that is signed by an individual authorised to bind the proposed entity.

2.3 RFP Response Structure

2.3.1 Executive Summary

The consultant must include a summary of the points that highlight the company's ability to produce annual reports following GPB's requirements. The response should state how a partnership between the consultant and GPB will be achieved and how it will benefit both parties. Please be informed that we only accept participation from consultant with experience handling and producing Annual Reports - provide consultation, creative, photography, copywriting, and printing services or specialise in Annual Report and Sustainability Report production. Any experience with Annual Reports and Sustainability Report of the same nature of business or industry will be an added advantage.

2.3.2 Consultant Profile

Company Profile - Provide a brief history of the company and its background. Provide the company's official name and address. The consultant should also indicate what type of entity it is — for example, a corporation or a partnership.

Capabilities - A description of the consultant's operations - facilities, business and objectives, and the number of employees in total. Also indicate any shared resources across services/products.

Correspondence - The name, address, and telephone number of the person to receive correspondence, and who is authorised

to make decisions or represent the Consultant. Please state the personnel's capacity within the company.

Credentials and Experience - The total number of years the consultant has been in business and the number of years that the consultant has been providing the services/products contained in this RFP. The Consultant may also mention any awards or distinctions achieved.

2.3.3 Description of Proposal and Quotation

The consultant is to describe the conceptualisation of the annual report based on the proposed ideas while aligning the proposal to GPB's businesses or operations. The consultant should also need to rationalise the proposed concept, designs, and ideas.

3.0 Commercial Arrangement

Any agreements between GPB and the consultant should be exclusive, in those additional costs arising from any partnership with a third party, they will not be passed on to GPB. Out-of-pocket expenses should be justified and submitted for pre-approval before commencing the expenditure.

4.0 Validity of Proposal and Quotation

Proposals must remain valid and open for a period of six (6) months from the RFP closing date.

5.0 Incomplete and Late Submission

Any proposal or quotation that is incomplete and submitted beyond the deadline will not be accepted. It is the consultant's responsibility to ensure that the proposal and quotation submitted are completed on time and by the terms and conditions. Late submission shall be deemed as disqualified.

6.0 Evaluation and Selection Process

All qualified proposals and quotations will be selected by a panel of assessors from GPB. Only shortlisted consultant will be called for a presentation session to the panel of assessors for the final assessment. At this stage, each consultant is required to provide and present the annual report proposal covering ideas, concepts, and plans for production and printing. The consultant will also have the chance to share the success stories and previous work done on similar projects.

GPB wishes to inform that the selection of an agency for this project or engagement will not be made solely based on the lowest rates quoted. The concept, design, previous works, experience, and performance i.e. awards or recognitions will also be considered in this regard. GPB will have the full authority to reject any or all offer(s) without providing any reason thereof.

7.0 Notification of Award

The contract will be awarded to a consultant, based on the evaluation exercise (RFP response and proposal presentation) as well as the satisfactory outcome of any financial negotiation. After the contract has been awarded, GPB will notify the unsuccessful consultant.

8.0 Consultant Responsibility

The selected consultant will be required to assume all responsibilities for the overall proposed services in its proposal and the sole point of contact about contractual matters including payment of any charges resulting from the contract.

If the consultant utilises the use of a third-party provider, the consultant must declare the company's profile and background. GPB reserves the right to reject the proposed 3rd party. Regardless of the number of third parties used, the consultant will ultimately be responsible and liable for the proposed services and production of the reports.

The consultant is also required to provide dedicated and qualified team members and a project manager to oversee the implementation of this project.

9.0 Proposal and Quotation Confidentiality

The proposal may include data that both parties want to maintain confidentiality and not disclose to the public or competitors for any purpose except to respective business partners or used by GPB for any purpose other than the evaluation of the proposal.

Any disclosure of the content partly or fully must be with GPB's consent, failing which we reserved the right to disqualify the revealing party from the evaluation. If a potential consultant wishes to restrict its proposal, it shall do so by indicating it on the proposal's tit

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Go Green, Go Paperless.



The softcopy version of Golden Pharos Berhad's Annual Report 2023 is available from our website. We also welcome your feedback. Please email: info@gpb.com.my

CAUTIONARY STATEMENT

GPB makes no representation or warranty, whether expressed or implied, as to the accuracy or completeness of the facts highlighted in this Annual Report (the Report), disclaiming responsibility from any liability that might arise from the reliance on its contents. This Report may contain "forward-looking statements". Forward-looking statements involve inherent risks and uncertainties and other factors that are in many cases beyond our control. Although GPB believes that the expectations of its Management as reflected by such forward looking statements are reasonable based on current information, no assurance can be given that such expectations will prove to have been correct. Should one or more of the risks and uncertainties materialise, actual results may vary materially from those anticipated or projected. Accordingly, readers are cautioned not to place undue reliance on such forward-looking statements. In any event, these statements speak only as of their dates and we undertake no obligation to update or revise any of them, whether as a result of new information, future events, or otherwise.