

REQUEST FOR PROPOSAL: OUTSOURCING SALES PARTNER SERVICES

1. SCOPE OF WORKS

The Scope of Works in relation to the Project shall be the following:

- a) **PR1MA Buyers**
Outsourcing partner(s) shall be responsible to source potential buyer for PR1MA Commercial properties through sales events i.e. roadshows, printing and distribution of flyers/brochures, etc. The cost for these sales events shall be solely borne by the outsourcing partner(s).
- b) **Credit Rating Check** (If applicable)
Wherever necessary, to work with relevant institutions and ensure the potential buyer for commercial properties PR1MA are cleared of any issues related to CCRIS, PTPTN, bankruptcy, etc.
- c) **Loan Eligibility** (If applicable)
Wherever necessary, to work with financial institutions to assess the loan eligibility for potential commercial properties buyer.
- d) **Unit Selection**
To assist eligible PR1MA buyers to choose commercial unit PR1MA projects and unit as assigned under the outsourcing agreement and collection of administrative booking fee, including bank-in to PR1MA designated bank account (if implemented in the future).
- e) **Sales Documentation**
PR1MA is responsible to capture the sales in PR1MA Sales Portal and issue Letter Offer-to-Purchase (OTP) to purchaser(s). With the Letter OTP, the outsourcing partner(s) shall assist the potential PR1MA buyer(s) to compile the required sales documentation for loan submission to PR1MA appointed financial institutions.
- f) **Loan Submission**
Wherever necessary, to assist the potential PR1MA buyer(s) to submit the sales documentation for loan processing to PR1MA appointed financial institutions.
- g) **Loan Acceptance**
To follow-up with financial institutions and ensure the loan approval offer letter is signed and accepted by the PR1MA buyer(s).
- h) **SPA Signing**
To assist PR1MA buyer(s) that has signed and accepted the loan approval offer letter to sign Sales & Purchase Agreement (SPA) with PR1MA's appointed SPA lawyers. The outsourcing partner(s) shall also follow-up with PR1MA SPA lawyer until the SPA is duly executed.

For government loan, the outsourcing partner(s) shall assist the PR1MA buyer(s) to sign SPA and follow-up with PR1MA SPA lawyer until the SPA is executed.
- i) **SPA Execution**
To assist PR1MA buyer(s) that has signed and accepted the loan approval offer letter to sign and execute the Sales & Purchase Agreement (SPA) with PR1MA SPA lawyer.
- j) **LPPSA Submission (for Government Loan)**
To assist potential PR1MA buyer(s) who are applying for government loan to submit the necessary document for LPPSA application.

k) LPPSA Loan Acceptance (for Government Loan)

To follow-up with LPPSA PR1MA buyer(s) on the LPPSA loan approval and ensure the LPPSA loan approval offer letter is signed and accepted by PR1MA buyer(s).

Notes:

2. MARKETING COST AND MATERIALS

- (i) The cost for local roadshows and sales events, including printing of sales brochures shall be borne by the outsourcing partner as payment is based on successful sales basis.
- (ii) PR1MA need to verify all sales artwork before it is being distributed out by the outsourcing partners.

3. SUCCESSFUL SALES

Successful sales are defined as SPA Executed (for conventional/SPEF).

4. PAYMENT

Payment of outsourcing fee is based on SUCCESSFUL SALES and shall be as follows:

- a) For Conventional/SPEF/Govt Loan:
 - i. First 50% upon SPA execution, including payment of 10% differential sum (if any); and
 - ii. Balance of 50% upon 1st disbursement from bank to PR1MA.
- b) For Cash Buyer:
 - i. 50% upon SPA Execution and payment of 10% deposit
 - ii. Balance of 50% upon 1st Progress Payment

SUBMISSION OF PROPOSAL

- 1. Appointment shall be for period of 12 months with option to renew for another 12 months based on performance review.
- 2. Interested parties to submit
 - (i) Marketing Plan & Proposed Activities to sell PR1MA Commercial Properties
 - (ii) Projected Sales Forecast for 1 year (breakdown by month)
 - (iii) Company background (Company registration, sales organization chart, sales gallery, past project experience, etc)
 - (iv) Proposed Sales Commission against GDV for each PR1MA commercial project, inclusive of government taxes, if any. Sales Commission is fixed at 4%.
- 3. Please register your company details at PR1MA Vendor Registration Webpage <https://www.pr1ma.my/vendor.php?lang=en>
- 4. Please submit your outsourcing sales partner proposal at <https://www.pr1ma.my/tender.php?lang=en>