

# YAYASAN PETRONAS APPLICATION FORM

## REQUEST FOR PROPOSAL (RFP)

### ONE MILLION TREES PROGRAMME

**October 2025**

Please fill out all sections and provide a scanned copy of the requested documents when you submit this Application Form. All questions are mandatory to be answered.

#### **SECTION 1**

#### **Applicant Details**

<b>Name of Organisation</b>			
<b>Registration No.</b>	<i>ROS or ROC (SSM)</i>		
<b>Type of Organisation</b>	<input type="checkbox"/> Profit Company <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> NGO <input type="checkbox"/> Foundation <input type="checkbox"/> Academic Institution <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Other		
<b>Date of Establishment</b>		<b>Website</b>	
<b>Telephone</b>		<b>E-mail</b>	
<b>Mailing Address</b>			
<b>Contact Person</b>	<i>Full Name</i>		
<b>Designation</b>			
<b>Mobile</b>		<b>E-mail</b>	
<b>Has your organisation received any grants/projects from Yayasan PETRONAS or other organisations under PETRONAS Group of Companies or its subsidiaries?</b>  <input type="checkbox"/> Yes (if yes, please provide details in Table A) <input type="checkbox"/> No			

**Has your organisation received any grants/projects from the government or other organisation(s)?**

☐ Yes (if yes, please provide details in Table A) ☐ No

**Table A: List all ongoing/ completed grants/projects below.**

<b>Client</b>	<b>Grant/ Project Amount (RM)</b>	<b>Title of Grant/Project</b>	<b>Period</b>

*\*You may include a separate attachment if there is insufficient space*

## **SECTION 2**

### **Project Details & Description**

YP is requesting for proposals from potential Implementation Partner(s) to manage the planning, execution and monitoring of the OMT Programme to ensure the programme objectives are met. The objectives of the programme are as follows:

1. To elevate the livelihood of at least 1,000 individuals from the B40 communities (programme beneficiaries) near project sites via direct programme involvement.
2. To plant at least 1,000,000 native trees throughout Malaysia by the end of 2027.
3. To gain at least 500 active Yayasan PETRONAS supporters through volunteering opportunities.

Applicants are invited to submit proposals to carry out scope of works for the OMT programme implementation as outlined in RFP (*YP will email the RFP to applicants after submission of this form*) including guidelines for proposal format.

Applicants may propose for planting sites that have been identified by YP (Table 1 Option 1) and/or other sites that the proposal applicant may propose (Table 1 Option 2). Planting sites must meet the criteria (refer Table 2). YP identified planting sites (Table 1 Option 1) will be periodically updated in the YP website every quarter.

Two or more potential partners may be shortlisted for appointment within the same planting site based on partners' capability to carry out the required scope (Table 3).

Applicants are advised to submit proposals according to quarterly deadlines advertised on the website. Briefing sessions on the RFP and submission criteria will be announced on the website.

The summary of the scope of work is as follows and **will be elaborated in Request for Proposal (RFP) which will be sent to the eligible applicants via email**. Kindly fill in your available scope below:

**Table 1 Proposed location**

**Option 1 – Identified planting sites**

Applicant to:

- Indicate (/) the Selected Area in the column provided, based on own capacity and capability.
- Propose the local partner(s) to be involved in the programme (if any).

Proposed Land	Region	District, State	Estimated No. of Trees	Designated Location	Selected Area	Proposed Partner	Scope to be covered	Request for site visit/briefing
Identified by YP	Southern	Pengerang, Johor	18K	Seluyut Dam				
	East Coast	Kuala Nerus, Terengganu	1K	INSTEP				

**Table 1****Option 2 – New planting sites that meet the criteria**

Applicant to:

- Suggest a minimum of one location based on capacity and capability.
- Propose the location and existing/ secured planting site for this programme at any region/state where applicable.
- Provide the required details in the table below for the area being proposed.
- Propose the local partner(s) to be involved in the programme (if any).

			Location	Proposed Planting Site	Estimated No. of Trees	Proposed Partner(s)	Scope to be covered	Request for site visit/briefing
Proposed Land	Region	District, State						
Proposal from applicants	Northern	Perlis, Kedah, Penang, Perak,						
	Central	Selangor, Kuala Lumpur, Putrajaya						
	Southern	Negeri Sembilan, Melaka, Johor						
	East coast	Pahang, Terengganu, Kelantan						
	Sabah & FT Labuan							
	Sarawak							

**Table 2 The selection criteria for the proposed planting sites are follows:**

<b>Land type &amp; characteristics</b>	<ol style="list-style-type: none"><li>1. Located in Permanent Reserved Forest or areas with protection status from government agencies, local authorities or landowners.</li><li>2. Obtained necessary permission by relevant government agencies, local authorities or landowners for tree planting activities</li><li>3. Will not be developed for logging, industrial, housing, or any commercial purposes for at least 30 years.</li><li>4. Proposed tree species in the land area should be native and ecologically viable.</li><li>5. Degraded and have a potential to be rehabilitated (preferred).</li><li>6. Accessible for local communities and volunteering activities (preferred).</li></ol>
<b>Community involvement</b>	Availability of committed local community (preferably from the B40 community) within the vicinity of the planting site to partner with for programmes related to the tree planting activities (e.g. nursery development, tree planting, monitoring, other social forestry activities that can benefit community etc).

**Table 3 Summary of Scope of Work:**

- Applicant to indicate (Yes/No) in the Capacity and Capability column.
- YP will provide detail scope of works in RFP and applicant is required to detail out the proposed activities in the proposal.

Stage	Scope of Work	Applicant Capacity and Capability
Planning	<ol style="list-style-type: none"> <li>1. Conduct site assessment.</li> <li>2. Identify and engage with the local communities.</li> <li>3. Obtain approval from local authorities.</li> <li>4. Baseline study.</li> </ol>	<i>Please answer Yes/No.</i> <i>If no, please justify.</i>
Implementation	<ol style="list-style-type: none"> <li>1. Seedlings preparation and nursery development.</li> <li>2. Site preparation.</li> <li>3. Planting activities.</li> <li>4. Conduct a Communication, Education and Public Awareness (CEPA) Programme with local communities.</li> <li>5. Volunteer's event management.</li> </ol>	<i>Please answer Yes/No.</i> <i>If no, please justify.</i>
Maintenance	<ol style="list-style-type: none"> <li>1. Monitor local communities' involvement.</li> <li>2. Maintenance works will begin within 2 months after planting until the end of the project.</li> </ol>	<i>Please answer Yes/No.</i> <i>If no, please justify.</i>
Monitoring	<ol style="list-style-type: none"> <li>1. Sustainability.</li> <li>2. Tree growth &amp; survival.</li> <li>3. Community involvement &amp; livelihood improvement.</li> </ol>	<i>Please answer Yes/No.</i> <i>If no, please justify.</i>
Reporting	Submission of Inception, Interim and Closure report.	<i>Please answer Yes/No.</i> <i>If no, please justify.</i>

### **SECTION 3**

#### **Terms and conditions for RFP**

Yayasan PETRONAS has the final decision to approve or reject this application. Legal action may be taken should the applying organisation be found to operate illegally within Malaysia or any other country.

The applicant hereby confirms that the information and attached documents provided herein are accurate, correct and complete. I/ We also hereby provide written consent to enable Yayasan PETRONAS to verify all information provided for processing this project application.

The applicant also declares that the applying organisation complies with the eligibility guidelines. It also **DOES NOT** represent any of these and the programme/ initiative for which the application will not be used for the following:-

- i. Individuals (i.e. postgraduates or professional certificate students or others).
- ii. Individual pursuits (i.e. professionals intending to conduct research on their own).
- iii. Employees of PETRONAS Group or its subsidiaries.
- iv. Blacklisted or unregistered organisations.
- v. Political organisations or parties and political linked parties or lobby groups.
- vi. Gambling, alcohol, pornography and tobacco-related organisations.
- vii. Religious organisations and religious causes.
- viii. Fundraising events, commercial events, professional association meetings, forums, trade shows, parties, celebrations, parades, festivals and lotteries.
- ix. Advertising, development or production of books, films, videos, television programmes, or websites/social media
- x. Merchandise promotions, partnerships or advertising

The applicant understands that nothing contained in this application or any other communication made in respect of it between the applicant and Yayasan PETRONAS will constitute an agreement or funding or any kind of support unless the applicant receives a formal contract in writing from Yayasan PETRONAS.

In consideration for assessing this application, the applicant irrevocably agrees that Yayasan PETRONAS shall assume no responsibility for or liability to the applicant or its affiliates in any manner whatsoever and howsoever arising from any submission made by the applicant pursuant to this application.

☐ I have read and agree to Yayasan PETRONAS' terms and conditions (T&Cs) for Request for Proposal (RFP)



#### **SECTION 4**

☐ I have read the licensing and procurement under PETRONAS [\[link- Unified Procurement Platform\]](#) for any future registration and payment process under Yayasan PETRONAS.

#### **SECTION 5**

##### **Supporting documents required:**

NOTE: *Please save the documents for submission in pdf format.*

- ☐ Registration Certificate e.g. from The Registry of Societies Malaysia, Companies Commission of Malaysia and/or MAGIC Registration Certificate (for social enterprises), Ministry of Education/ Higher Education (for academic institutions)
- ☐ Completed and signed Know Your Counterparty (KYC) Questionnaire Form
- ☐ Latest Bank Statement
- ☐ Certified Copy of audited Financial Statement for most recent last three (3) years, including Director's report/ Auditor's report/ Note to the Financial Statements with Disclosure of Commitment & Contingent Liability (if any)
- ☐ Most recent annual report / company profile