



## **Tender Notice for Recruitment of Foreign Worker Services**

Closing date for receipt of tender: **To Be Confirmed**

---

### **Summary**

In line with our commitment towards ethical recruitment, Top Glove is pleased to invite tender submissions from interested recruitment agencies to provide recruitment services.

As transparency has always been the cornerstone of our business ethics, Top Glove commits to an open source tender to ensure full transparency at all stages in the contract. The stages will include a Self-Assessment Questionnaire, due diligence, mentoring and capacity building. As such, Top Glove requires all agencies to provide full access to Top Glove staff or any third party appointed by Top Glove for the purpose of due diligence.

Top Glove is seeking to engage recruitment services specifically for foreign workers. This service will include advertising the job vacancies, shortlisting candidates, interview sessions and assisting all necessary application processes.

The term for service is subject to the policy change by Malaysian Immigration Department relating to Malaysian international borders. As of current, all Malaysian international borders are closed for foreigners due to the Movement Control Order (MCO) that has been implemented by the Government of Malaysia.

Top Glove fully commits in ensuring that selected recruitment agencies will be given appropriate lead time and fair payment timelines which will be based on mutual agreements of both parties. All recruitment agencies will be required to provide access to grievance mechanisms to their candidates to report any requirement of recruitment fees and related costs at any stage of recruitment. Top Glove requires any recruitment agencies to disclose details of any licensed sub-agents and intermediaries, and to maintain strong due diligence practices to ensure that candidates are recruited directly via their own staff members and not via any unlicensed sub-agents and intermediaries. Candidates are therefore encouraged to report any requests for recruitment fees and related costs by any such parties. Top Glove to investigate any such reports fairly and ensure appropriate corrective action.

Interested recruitment agencies may submit their tender proposals via email at [tender.recruitment@topglove.com.my](mailto:tender.recruitment@topglove.com.my).

For any queries and further information, kindly contact company at 011-5402 3328.