**BAB 1**

**SURAT AKUAN PENYEBUTHARGA**

**LEMBAGA PEMBANGUNAN PELABURAN MALAYSIA**

**TINGKAT 14, MIDA SENTRAL**

**NO. 5, JALAN STESEN SENTRAL 5**

**KUALA LUMPUR SENTRAL**

**50470 KUALA LUMPUR**

**SEBUTHARGA MIDA BIL. 25/2021**

**SEBUTHARGA PERKHIDMATAN PENTERJEMAH**

**BAGI MENJALANKAN KERJA-KERJA**

**PENTERJEMAHAN LAMAN WEB BAHARU MIDA UNTUK VERSI BAHASA MALAYSIA, MANDARIN, JEPUN DAN KOREA**

Kepada:

Penyebutharga-penyebutharga,

**Borang ini hendaklah dikembalikan bersama-sama dengan JADUAL HARGA di dalam SAMPUL SURAT BERLAKRI**

**SURAT AKUAN PENYEBUTHARGA**

**Kepada:**

**Ketua Pegawai Eksekutif**

**Lembaga Pembangunan Pelaburan Malaysia**

**MIDA Sentral**

**No. 5, Jalan Stesen Sentral 5**

**Kuala Lumpur Sentral**

**50470 Kuala Lumpur**

Tuan,

**SEBUTHARGA MIDA BIL: 25/2021**

**SEBUTHARGA PERKHIDMATAN PENTERJEMAH BAGI MENJALANKAN KERJA-KERJA PENTERJEMAHAN LAMAN WEB BAHARU MIDA UNTUK VERSI BAHASA MALAYSIA, MANDARIN, JEPUN DAN KOREA** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Di bawah dan tertakluk kepada Arahan Kepada Penyebutharga, saya yang menurunkan tandatangan di bawah ini adalah dengan ini mengambil bahagian sebutharga dan menawarkan untuk melaksanakan perkhidmatan di atas mengikut penentuan spesifikasi yang ditetapkan di dalam Dokumen Sebutharga.

2. Saya yang menurunkan tandatangan di bawah ini bersetuju menerima serta mematuhi dan terikat dengan semua Syarat-syarat Kontrak dan Spesifikasi Sebutharga ini dan bersetuju di atas harga yang ditawarkan RM……….............. sebagai asas perkiraan bagi pembayaran perkhidmatan yang telah dipesan oleh Lembaga Pembangunan Pelaburan Malaysia.

3. Dengan ini juga telah difahami bahawa MIDA berhak menerima atau menolak sebarang sebutharga ini, sama ada harga yang ditawarkan rendah atau tinggi atau sama dengan sebutharga-sebutharga yang lain. Saya juga bersetuju untuk menerima kesemua atau sebahagian dari item-item yang ditawarkan dan sedia mengikut kehendak dan pertimbangan MIDA. Saya juga bersetuju bahawa harga sebutharga yang saya beri ini akan sahlaku (*valid*) dan tidak ditarik balik dalam tempoh sembilan puluh (90) hari dari tarikh tutup sebutharga dan tiada apa-apa syarat dikenakan selepas tarikh ditetapkan.

4.Selanjutnya saya bersetuju sekiranya sebutharga saya diterima, saya akan mengikat perjanjian kontrak serta memberi bon pelaksanaan dalam tempoh empat belas (14) hari dari tarikh terima surat tawaran dari MIDA, sekiranya diarahkan.

5. Saya juga mengesahkan, setelah menyemak sendiri iaitu semua dokumen yang digunakan untuk sebutharga ini adalah yang sebenar yang terdapat di dalam Dokumen Sebutharga.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nama Penyebutharga | : |  |  |  |
|  |  |  |  | (Tandatangan Penyebutharga) |
| Alamat dan Cop Rasmi Syarikat | : |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Tarikh | : |  |  |  |
|  |  |  |  |  |
| Nama Saksi | : |  |  |  |
|  |  |  |  | (Tandatangan Saksi) |
| Alamat | : |  |  |  |
|  |  |  |  |  |

**SURAT AKUAN PEMBIDA**

**SEBUTHARGA PERKHIDMATAN PENTERJEMAH BAGI MENJALANKAN KERJA-KERJA PENTERJEMAHAN LAMAN WEB BAHARU MIDA UNTUK VERSI BAHASA MALAYSIA, MANDARIN, JEPUN DAN KOREA**

**(SEBUTHARGA MIDA NO. 25/2021)**

Saya, ………...………............................................ nombor K.P. …………….................... yang mewakili syarikat ….……………………….…….……………………….................... nombor Pendaftaran syarikat …….…………………................................ dengan ini mengisytiharkan bahawa saya atau mana-mana individu yang mewakili syarikat ini tidak akan menawar atau memberi rasuah kepada mana-mana individu dalam MIDA atau mana-mana individu lain, sebagai sogokan untuk dipilih dalam sebutharga seperti di atas. Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.

2. Sekiranya saya, atau mana-mana individu yang mewakili syarikat ini didapati cuba menawar atau memberi rasuah kepada mana-mana individu dalam MIDA atau mana-mana individu lain sebagai sogokan untuk dipilih dalam sebutharga seperti di atas, maka saya sebagai wakil syarikat bersetuju tindakan- tindakan berikut diambil:

2.1 Penarikan balik tawaran kontrak bagi sebutharga di atas; atau

2.2 Penamatan kontrak bagi sebutharga di atas; dan

2.3 Lain-lain tindakan tatatertib mengikut peraturan perolehan Kerajaan yang berkuat-kuasa.

3. Sekiranya terdapat mana-mana individu cuba meminta rasuah daripada saya atau mana-mana individu yang berkaitan dengan syarikat ini sebagai sogokan untuk dipilih dalam sebutharga seperti di atas, maka saya berjanji akan dengan segera melaporkan perbuatan tersebut kepada pejabat Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) atau balai polis yang berhampiran.

Yang Benar,

……….................…………..

Nama :

No. KP :

Cop Syarikat :

**BAB 2**

**SPESIFIKASI KERJA & PENERBITAN**

**APPENDIX A – TERMS OF REFERENCE (TOR)**

1. **INTRODUCTION**

The Malaysian Investment Development Authority (MIDA) is the government’s principal agency for the promotion and coordination of investment development. As the central investment authority, we champion Malaysia’s investment agenda, advises and handhold investors on the best path to success.

MIDA is the first point of contact for domestic and foreign investors who intend to set up projects in the manufacturing and services sectors in Malaysia. Its proactive service ensures investors achieve the sustainable success which ultimately contributes toward Malaysia’s economic transformation.

MIDA roles:

* Advocate audience on investment policies
* Educate and consult the Government and investors
* Promote, facilitate and support investment in strategic areas
* Lead and coordinates other Investment Promotion Agencies (IPAs)
  1. **Objective**

MIDA has developed a new website as an interactive and engaging platform for communications and information sharing, to position Malaysia as a strategic investment location in the Southeast Asia region. In this regard, MIDA would like to invite a company that can provide translation services from English content into other languages i.e. **Bahasa Malaysia, Mandarin (simplified), Japanese and Korean**.

Please take note that for Bahasa Malaysia, Mandarin (simplified), Japanese versions, the translation work will be for the new content updates whereas the whole content of the Korean version is considered as a new translation.

* 1. **Target Audience**

The target audience of MIDA is categorised into two (2) groups.

|  |  |
| --- | --- |
| **Primary** | **Secondary** |
| Potential investors :   * Foreign and Domestics | 1. Private Companies 2. Chambers of Commerce / Trade Associations 3. Industry associations 4. Banks and financial institutions 5. Embassies 6. Academic institutions and others from all over the world |

1. **SITEMAP**

**2.1 Content**

MIDA website content is categorised into two (2) domains (menu bar) such as:

1. **Primary :** Content promoting Malaysia (Info based clusters)
2. **Secondary :** Most-searched content (actionable clusters)

|  |  |
| --- | --- |
| **Primary Domain/Menu Bar** | **Secondary Domain/Menu Bar** |
| 1. **Why Malaysia** 2. **Industries** 3. **Invest in Malaysia** 4. **Media and Promotion** 5. **MIDA Corporate** | 1. **Forms and Guidelines** 2. **e-Services** 3. **FAQ** 4. **Contact Us** 5. **Others** |

**2.3 General Sitemap**

Refer **Appendix B – MIDA Website Site Map** for the detailed site map.

1. **SKILLS AND QUALIFICATIONS**
2. Holds at least a bachelor’s degree in a linguistic or related language.
3. Ability to analyse and synthesis relevant information to the benefit of the organisation.
4. Excellent writing, communication and editing skills in the translated language.
5. Proven work experience as a web translator and/or copywriter or similar role.
6. Portfolio of published articles and web content publishing.
7. Organised and responsible.
8. Ability to meet targeted deadlines.

Translator is required to complete their information in the given **Appendix C** andprovide resume as well as relevant portfolio.

1. **SCOPE OF WORK**
2. The appointed translator/s is required to **translate, edit and proofread** all **English contents** provided by the appointed MIDA website admin **into all or any** of the following languages as specified by MIDA:
   * Bahasa Malaysia
   * Mandarin (simplified)
   * Japanese
   * Korean
3. The translation **shall include but not limited** to the following **content**:

* Texts, speeches, media releases, announcements
* Captions or taglines
* Posters
* Charts, graphs and tables
* Infographics
* Buttons, tags, metatags
* Other text as and when required

1. The content must be translated in accordance with MIDA’s requirements by referring to **Appendix B – MIDA New Website Site Map**
2. Upon receiving the translated content, MIDA may review, suggest and edit any content that needs to be re-translated to ensure the accuracy and the appropriateness of the translation.
3. To liaise with MIDA team including relevant MIDA’s Overseas Centre/Officer and the appointed web developer company.
4. During the translation process, the translator is required to:

* provide proper checklist of work progress and meet the set deadlines;
* use appropriate terminology based on the nature of documents;
* ensure the accuracy in language and structure as well as the appropriateness of the translation; and
* observe the confidentiality of translated materials (embargoed content).

1. The translated content must be submitted in Microsoft Word format (softcopy); Translations on table and figures should be consistent with the format provided. All translated documents need to be filed and categorised accordingly based on each segments of the sitemaps.
2. MIDA web admin will upload the approved translated content onto MIDA Website and notify the translator accordingly.
3. The appointed translator/s will need to verify the translated content that has been uploaded onto MIDA website.
4. **BASIS OF CALCULATION**

Content updates will be calculated based on the number of words for e.g. tags or glossaries; **Tags/words = Price per word count**

All translations must be completed within the agreed stipulated time.

The translator is required to provide its quotation in the given **price schedule form** in **Appendix E.**

1. **TIME FRAME**

The delivery dates will be based on on a 4-month timeline or earlier. The starting date will be set upon appointment of the translator.

1. **DELIVERABLES & TERMS OF PAYMENT**
2. Payment will be made based on agreed progress schedule.
3. For the purpose of the payment process, the translator is required to provide the following documents with the invoice:
   * + - Delivery order - a list of work done according to the schedule;
       - Compilation of the approved translated content in Microsoft Office format (MS Word);
       - Total number of word count;
       - Invoice.
4. **DURATION OF SERVICE CONTRACT**

The proposed duration for this contract is for a period of 4 months or upon project completion. Any extension of service or contract is subject to MIDA’s approval.

1. **TERMS AND CONDITIONS**
2. **Proprietary Rights**

The materials located on the MIDA Web Site (the "Content" or "Contents"), including government policy information or other information as well as any software programmes available on or through the Web Site, are protected by copyright, trademark and other forms of proprietary rights. All rights, titles and interests in and to the Contents are owned, licensed to or controlled by MIDA.

1. **Restrictions on Use of Materials**
   1. Except as otherwise provided, the Contents of this Web Site shall not be reproduced, republished, uploaded, posted, transmitted or otherwise distributed in any way without the prior written permission of MIDA.
   2. Modification of any of the Contents or use of the Contents for any other purpose will be a violation of MIDA's copyright and other intellectual property rights. Graphics and images on this Web Site are protected by copyright and may not be reproduced or appropriated in any manner without written permission of MIDA in advance.
2. MIDA and the appointed company must ensure that no part of the work is in infringement of the copyright of another party.
3. MIDA is not bound to accept the lowest quotation.
4. The proposals and costs should be valid for at least a period of 90 days from the closing date of this quotation.
5. The appointed company shall obtain consent from MIDA for any testimonial or credential purposes.
6. **EVALUATION**

For evaluation and selection purpose, an interested candidate is to provide a sample of translation in the respective language(s) based on the English draft given in **Appendix D**.

**APPENDIX B – MIDA WEBSITE SITE MAP –** [**www.mida.gov.my**](http://www.mida.gov.my)

| **NO.** | **MENU (DOMAIN)** | **SEGMENTS** |
| --- | --- | --- |
| 1. | **Why Malaysia**     1. Land of Opportunities 2. MIDA Insights 3. Investments Statistics 4. Business During Covid-19 | 1. **Beyond Expectations** 2. Invest in Malaysia 3. Business Ready Environment 4. Future Forward Economy 5. Dynamic Skilled Workforce 6. Great Place for Work and Life 7. **MIDA Insights** 8. Special Features 9. Manufacturing 10. Services 11. Why Malaysia Series 12. Going Global Series 13. **Investments Statistics** 14. Approved Investment (Overall) 15. Approved Investment (Manufacturing Sector) 16. Approved Investment Data (Services Sector) 17. Approved Investment Data (Primary Sector) 18. Investment Performance |
| 2. | **Industries**   1. Manufacturing 2. Services 3. Success Stories | 1. **Manufacturing** 2. Building Technology 3. Chemical & Chemical Products  * Chemicals and Chemical Products * Petroleum Products * Plastic Products * Rubber Products * Oleochemicals  1. Electrical & Electronics  * Electronic Components * Industrial Electronics * Consumer Electronics * Electrical Products  1. Food Technology  * Agriculture and Food Processing * Palm Oil Products * Palm Biomass  1. Lifestyle 2. Life Sciences & Medical Technology  * Medical Devices * Pharmaceutical * Biotechnology  1. Machinery & Metal  * Machinery & Equipment * Engineering Support Industry * Basic Metal Products * Fabricated Metal Products  1. Paper, Printing and Publishing 2. Transport Technology  * Aerospace * Automotive * Rail * Shipbuilding & Ship Repair  1. Wood-Based and Furniture 2. **Services** 3. Business Services  * ICT Services * Professional Services  1. Education Services 2. Green Technology  * Renewable Energy * Energy Efficiency / Energy Conservation * Green Services  1. Regional Establishment    * Principal Hub    * Regional/Representative Offices 2. Research & Development (R&D) 3. Logistics Services  * Integrated Logistics Services * International Integrated Logistics Services  1. Oil & Gas 2. Healthcare Services 3. Hospitality (Hotels and Tourism) 4. Other Services  * MSC Status Companies * Real Estate (Housing) * Transport * Utilities * Telecommunications * Financial Services * Distributive Trade  1. **Investor Highlights**   70+ companies |
| 3. | **Invest in Malaysia**   1. Introduction 2. Setting Up Your Business 3. Business Facilitation | 1. **Introduction *–*** (*Overview on how MIDA assist investors)*  * Manufacturing * *Investment Opportunities (promoted activities – link to Industries)* * Services * *Liberalisation of the Services Sector (list of subsectors – link to Industries)* * *Investment Opportunities*  1. **Setting up Your Business**  * Engagement with MIDA * *Local and overseas network* * *Seminars and events* * *Business Clinics* * Identify Business Requirements * Approvals and Guidelines (Manufacturing & Services Sector) * Environmental Requirement * Intellectual Property Protection * Infrastructure Support * Workforce, Visa and Immigration * Banking, Finance & Exchange Administration * Costs of Doing Business * Setting Up Office * Setting up regional office * Business registrations procedures * Business Facilitations (Growth) * MIDA Applications (licenses, incentives, expatriate posts, grants schemes) * MIDA Handholding  1. **Business Facilitation**  * Facilitating Business Growth (Incentives, Grants Schemes and Incentives) * Supply Chain * Cross-border Investment * Technology Adoption * SME Landscape |
| **4.** | **Media and Promotion**   1. News 2. Media Releases/ Announcements 3. Events 4. e-Newsletter 5. Featured Articles 6. Publication 7. Reports 8. Media Gallery | 1. **News**  * MIDA in the News * Media Release / Announcement * Malaysia Rankings * Industry News * Services News * Cross Border News * Economy News * Global News  1. **Media Releases/ Announcements** 2. **Events** 3. **e-Newsletter**  * e-Newsletter Registration      1. **Featured Articles** 2. **Publication** 3. **Reports**  * MIDA Annual Report * Malaysia’s Investments Performance Report * *International reports on Malaysia’s global Standings*  1. **Media Gallery**  * Audio * Video * Photo |
| **5.** | **MIDA Corporate**   1. Our Foundation 2. Board Members 3. MIDA Team 4. Client Charter 5. Career 6. Links to Agency Partners 7. Procurement 8. Scam Alert | 1. **Our Foundation**  * Vision, Mission, Values * MIDA as Key Investment Partners *(Function)* * Other Investment Agencies   1. MDEC   2. TalentCorp   3. CREST   4. MARII * MIDA Logo and Brand Guidelines  1. **Board Members** 2. **MIDA Team – MIDA Management** 3. **Client Charter** 4. **Career** 5. **Links to Agency Partners** 6. **Procurement** 7. **Scam Alert** |
| **6.** | **Forms and Guidelines** | **Forms and Guidelines**   1. Manufacturing Sector 2. Services Sector 3. Grants Schemes and Funds 4. Industry 4wrd 5. Mines Wellness City 6. Tax Incentives for Green Industry 7. Income Tax and Sales Tax Exemption 8. Post Licensing and Post Incentive Applications 9. Report Templates - Report on Impact of Customised Incentives (including grants) |
| **5.** | **E-services** | **E-services**   1. InvestMalaysia Portal 2. E-Bizmatch 3. I-services 4. I-Incentives 5. EE-Discovery 6. R&D Directory 7. e-Stats Data 8. e-Supplier 9. e-Recruitment 10. e-Talent Portal (KIV) 11. e-TRANS (KIV) 12. MIDA Geographical Information System (GIS) (KIV) |
| **6.** | **FAQ** | **Frequently Asked Questions** |
| **7.** | **Contact US** | 1. **MIDA HQ** 2. **Our Global Office** 3. **Our State Offices** 4. **Information Centre**  * Business Information Centre (BIC) * Resource Centre * Customer Service Centre (KIV)  1. **Enquiry**  * Setting up and expand in Malaysia * Career (link to HR portal) * Internship (link talent portal) – (KIV) * General enquiry   1. Manufacturing License   2. Incentives for Investment   3. Expatriate Post   4. Import Duty Exemption   5. Post Licensing/Post Incentive   6. Application Status  1. **Feedback**  (to: investmalaysia portal)  * Compliments * Complaints  1. **Survey (KIV)**  * APR Survey * Malaysia Productivity and Investment Climate Survey (PICS) * E-implementation Survey * Website Survey  1. **Staff Directory** 2. **Advertise with Us** |
| **8.** | **Others** | * Terms of Service * Privacy Policy * Security Policy * Disclaimer * Best Viewed |

*Note:*

*These tentative segments are subject to change by MIDA. Please browse MIDA’s website for the latest updates.*

**APPENDIX C – TRANSLATOR’S INFORMATION**

|  |  |
| --- | --- |
| **Language:** *(Please select)* | **❑ Bahasa Malaysia ❑ Mandarin ❑ Japanese**  **❑ Korean** |
| **Name:** |  |
| **Qualification:** |  |
| **Experience:** |  |
| **Contact Details:-**  **Address:**  **E-mail:**  **Mobile No:** | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |

***Note: Please fill in separate form each translator and attach the resume, portfolio and sample of the translated text based on draft supplied in Appendix D.***

**APPENDIX D - DRAFT TEXT FOR TRANSLATION SAMPLE**

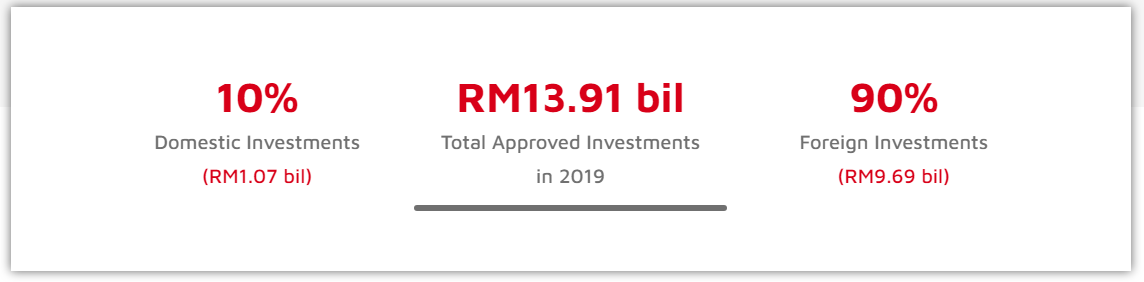
For evaluation and selection purpose, interested candidate is to provide a sample of translation in the respective language(s) based on the English draft given below:

***Electrical and Electronics (E&E)***

*With this robust progress of the E&E sector in the region, invest in Malaysia today to capitalise on opportunities in vertical markets including industry 4.0.*

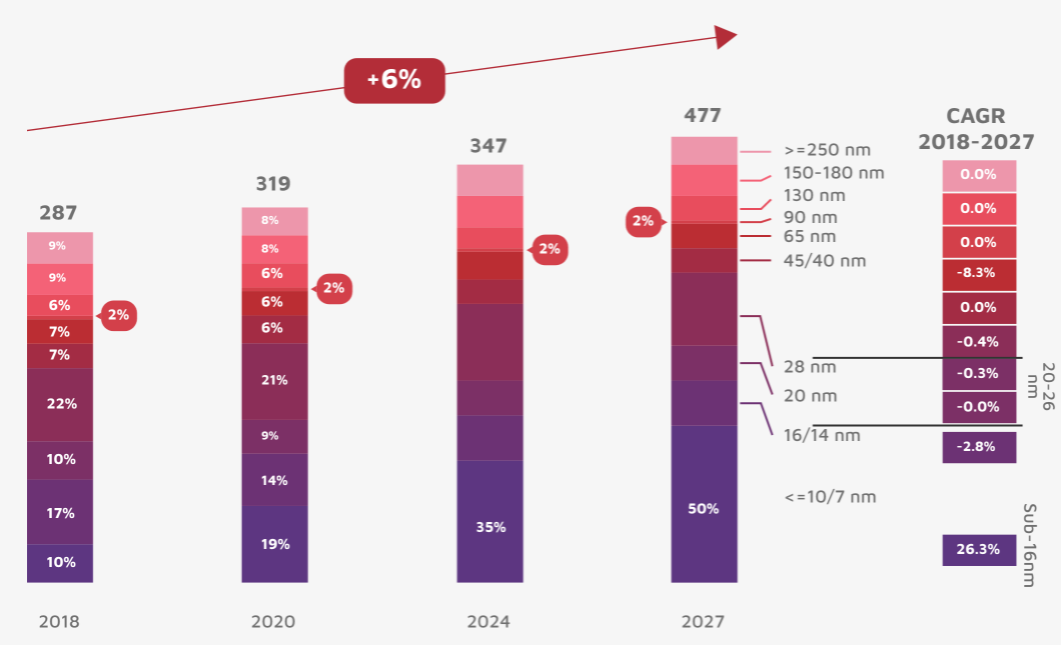
*Electronic components are essential elements embedded in all electrical and electronic devices such as in the consumer electronics, industrial electronics and electrical appliances. This is reflected in its investment performance whereby the sub-sector contributed the lion’s share of investment in the electrical and electronics (E&E) industry at 54% (in 2019) and were primarily driven by foreign investment.*

*This sub-sector provides vital growth to the E&E industry due to the wide range of products it covers from semiconductor devices such as wafers integrated circuits (IC) and IC design and packaging activities to passive components such as capacitors, resistors, connectors, inductors, crystal quartz and oscillators. It also covers components such as storage media, disk drive parts, printed circuit boards (PCB), LED substrates and epitaxy, microcontrollers and other metal and plastic parts for E&E applications.*



**Global Foundry Market (2018-2027, RM billion)**

The growth in the semiconductor industry is strongly contingent on growths in wafer fabrication activities and the market is expected to grow at a CAGR of ~6%  
with growth mainly driven by the increasing proliferation of the new technology nodes (<10/7 nm) that is expected to grow at a CAGR of ~26% from 2018 to 2027.



**Semiconductor Ecosystem**

The semiconductor industry is one of the major contributors to the manufacturing activities in Malaysia. The ecosystem has a higher presence of multinational companies (MNCs) compared to Malaysian companies. The strength and capabilities of local industry players are dense in the downstream of the semiconductor value chain and encompasses assembly (advanced packaging) and test, as well as system integration.

 We welcome more investments in the upstream and downstream semiconductor ecosystem activities involving IC design, engineering services and solution to support wafer fabrication as well as the presence of strong and advance IC packaging industries in Malaysia:

a) Design IC / system  
b) Wafer Fabrication/ Front End Activities  
c) IC Packaging/ Back End Activities & Engineering Services Solution.

**Home Grown Electronic Companies**

The presence of MNCs in Malaysia has brought the latest technological innovations and creation of skilled jobs. This has nurtured the local supply chain over the years and provided opportunities for Malaysia to be linked to the global value chain. The optimisation of local supply chains or vendors has also pushed Malaysia to be competitive and penetrate the global market.

**Our Investors' Highlights**

“Mircon is global leader in providing innovative memory solutions and data storage products that complements huge data requirements for advanced computing, particularly in the era of industry 4.0. Micron Technology Inc's new centre of excellence for solid state drive (SSD) assembly and test in Batu Kawan is expected to create 1,000 high-value jobs in the electrical and electronics (E&E) sector once it is completed in 2021.”

*- Micron Memory Malaysia Sdn. Bhd.*

**Get Started**

MIDA provides comprehensive support to your business as you consider the competitive and comparative advantages Malaysia has to offer for your investment. Explore our dedicated resources, wide range of facilities or consultation services to assist you in expanding your operations here.

Learn more about the essential forms and guidelines to help you get started on your journey in Malaysia’s manufacturing sector.

[**Learn More**](https://www.mida.gov.my/forms-and-guidelines/#tab2)

Company can submit application and track the application status online via MIDA InvestMalaysia portal at investmalaysia.mida.gov.my

[**Apply Here**](https://investmalaysia.mida.gov.my/)

**Reach our Representatives**

Our global presence means we are always ready for business. Engage and invest in Malaysia today.

[**Contact Details**](https://www.mida.gov.my/staffdirectory/electrical-electronics-division/)

***Note: Please specify the version, word count and the quoted price***

**BAB 3**

1. **PENGALAMAN/PROFIL SYARIKAT**

Senarai projek yang sama yang telah disiapkan dalam tempoh tiga tahun terakhir mengikut kronologi:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Butiran Kontrak** | **Nama Pelanggan**  **dan Alamat** | **Jumlah**  **Kontrak (RM)** | **Tarikh Siap** |
|  |  |  |  |  |

1. **PROJEK YANG SEDANG DILAKSANAKAN**

Senarai projek :-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Butiran Kontrak** | **Nama Pelanggan & Alamat** | **Jumlah Kontrak (RM)** | **Tarikh Mula** | **Tarikh Dijangka Siap** | **% Kemajuan** |
|  |  |  |  |  |  |  |

**BAB 4**

**JADUAL HARGA – Appendix E**

**TRANSLATOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LANGUAGE: ❑ Bahasa Malaysia ❑ Mandarin (Simplified) ❑ Japanese**

*(Please select)*

**❑ Korean**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Price (RM)** | | |
| **Language/Details** | **Per Word** | **Per caption**  **(1-10 words)** | **Per Page**  **(250 words/page)** |
| **Bahasa Malaysia** |  |  |  |
| **Mandarin** |  |  |  |
| **Japanese** |  |  |  |
| **Korean** |  |  |  |

***Note: Translator is required to provide their quotations in this price schedule form based on the ‘basis of calculation’ stated in Para 5 in Appendix A (where applicable)***.

**Company’s Acknowledgment:**

**Sign and Stamp:**

**Name:  
Designation:**

**BAB 5**

**BUTIR-BUTIR PENYEBUTHARGA & MAKLUMAT KEWANGAN SYARIKAT**

Syarikat perlu mengisi dengan lengkap semua seksyen dalam borang ini. Sekiranya ruang tidak mencukupi, maklumat boleh dikemukakan dalam kertas berasingan.

1. **MAKLUMAT AM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Nama Syarikat | | | : |  | | |
|  | Alamat | | | : |  | | |
|  | No. Telefon | | | : |  | | |
|  | No. Faks | | | : |  | | |
|  | Emel | | | : |  | | |
|  | Tarikh Pendaftaran / Penubuhan | | | : |  | | |
|  | No. Daftar Syarikat / Perniagaan | | | : |  | | |
|  | Tempat Pendaftaran/ Penubuhan | | | : |  | | |
|  | Komposisi Pemegang Saham | | | : |  | | |
| **No.** | **Nama Pemegang Saham** | | | **Jawatan** | **% Pegangan** | |
|  |  | | |  |  | |

* 1. Peratusan Penyertaan Bumiputera : \_\_\_\_\_\_\_\_ (%). (Sila kemukakan maklumat lanjut atau salinan sah pendaftaran sebagai Pembekal Bumiputera dengan Kementerian Kewangan).
  2. Maklumat Pendaftaran Kementerian Kewangan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **No. Pendaftaran** | **No. bidang** | **Butiran / Keterangan** | **Tempoh Sah** |
|  |  |  |  |  |
|  |  |  |  |  |

Nota : Sila lampirkan salinan sijil pendaftaran.

* 1. Struktur Modal Syarikat :

|  |  |
| --- | --- |
| 1. Modal Dibenarkan | : |
| 1. Modal Berbayar | : |

**B. KEWANGAN**

a. Ringkasan aset dan tanggungan berdasarkan akaun yang diaudit bagi tiga (3) tahun terakhir.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tahun Kewangan:** | **2018 (RM)** | **2019**  **(RM)** | **2020**  **(RM)** |
| * Jumlah Aset * Aset Semasa * Jumlah Tanggungan * Tanggungan Semasa * Nilai Bersih * Modal Kerja |  |  |  |

* + 1. Bank-bank Utama:

|  |  |  |
| --- | --- | --- |
| **No.** | **Nama Bank & Alamat** | **Jenis Akaun** |
| 1.  2.  3. |  |  |

* + 1. Kemudahan Kredit (Jenis dan jumlah kredit yang boleh disediakan oleh syarikat:)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Jenis Kemudahan Kredit** | **Bank/Institusi Kewangan** | **Jumlah (RM)** |
| 1.  2.  3. |  |  |  |

**Nota:**

**Penyata Bank bagi tempoh tiga (3) bulan terakhir hendaklah disertakan bersama-sama serahan borang sebutharga.**

**LAMPIRAN SEMAKAN**

**SENARAI SEMAKAN**

**SEBUTHARGA PERKHIDMATAN PENTERJEMAH BAGI MENJALANKAN KERJA-KERJA PENTERJEMAHAN LAMAN WEB MIDA UNTUK VERSI BAHASA MALAYSIA, MANDARIN, JEPUN DAN KOREA**

**SEBUTHARGA MIDA BIL: 25/2021**

Sila tandakan **( √ )** bagi Dokumen-dokumen yang disertakan.

| **Bil.** | **Perkara / Dokumen** | **Semakan oleh Syarikat** | **Semakan oleh**  **MIDA** |
| --- | --- | --- | --- |
|  | Salinan Sijil Akuan Pendaftaran dari Kementerian Kewangan (MOF) |  |  |
|  | Salinan Sijil Akuan Pendaftaran Bumiputera dari Kementerian Kewangan (MOF) – jika ada |  |  |
|  | Salinan Sijil Berdaftar Dengan Suruhanjaya Syarikat Malaysia (SSM) |  |  |
|  | Surat Akuan Penyebutharga (Bab 1) |  |  |
|  | Surat Akuan Pembida (Bab 1) |  |  |
|  | Pengalaman/Profil Syarikat (Bab 3) |  |  |
|  | Jadual Maklumbalas Harga (4) |  |  |
|  | Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat (Bab 5) |  |  |
| 8. | Penyata Bulanan Akaun bagi 3 bulan terakhir |  |  |
| 9. | Lain-lain dokumen sekiranya perlu (seperti serahan contoh terjemahan) |  |  |

|  |
| --- |
| **PENGESAHAN OLEH SYARIKAT** |
| Dengan ini saya mengesahkan bahawa saya telah membaca dan memahami semua syarat-syarat dan terma yang dinyatakan di dalam dokumen sebut harga. Semua maklumat yang dikemukakan adalah benar. |
| |  |  |  | | --- | --- | --- | | Tandatangan | : | ..................................................................................... | | Nama | : | ..................................................................................... | | Jawatan | : | ..................................................................................... | | Tarikh | : | ..................................................................................... | |

|  |
| --- |
| **PENGESAHAN OLEH MIDA** |
| Jawatankuasa Pembuka Sebut Harga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil. .......................................... (jika ada) :- |
| |  |  |  | | --- | --- | --- | | Tandatangan | : | ..................................................................................... | | Nama | : | ..................................................................................... | | Jawatan | : | ..................................................................................... | | Tarikh | : | ..................................................................................... | |