**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. 26/2021**

**SEBUTHARGA PERKHIDMATAN KERJA-KERJA PENTERJEMAHAN PENERBITAN MIDA (*MALAYSIA: INVESTMENT IN THE MANUFACTURING SECTOR* EDISI 2021)**

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: 26/2021**

**SEBUTHARGA PERKHIDMATAN KERJA-KERJA PENTERJEMAHAN PENERBITAN MIDA (*MALAYSIA: INVESTMENT IN THE MANUFACTURING SECTOR* EDISI 2021)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 KERJA-KERJA PENTERJEMAHAN PENERBITAN MIDA (*MALAYSIA: INVESTMENT IN THE MANUFACTURING SECTOR* EDISI 2021)**

**(SEBUTHARGA MIDA NO. 26/2021)**

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 sustainable success which ultimately contributes toward Malaysia’s economic transformation.

MIDA roles:

1. Advocate our audience on investment policies.
2. Educate and consult the Government and investors.
3. Promote, facilitate and support investment in strategic areas.
4. Lead and coordinate other Investment Promotion Agencies (IPAs).
5. MIDA evaluates the following applications for projects in the manufacturing sector and selected services sub-sectors:
6. Manufacturing licenses;
7. Tax incentives;
8. Expatriate posts;
9. Duty exemption on raw materials and components;
10. Duty exemption on machinery and equipment for the agricultural sector and any selected services sectors; and
11. Regional establishments.
    1. **Objective**

MIDA had published several publications used as a promotional tool to position Malaysia as a strategic investment location in the Southeast Asia region. In this regard, MIDA would like to invite translators either an individual or a company who is able to translate from English content into other languages as follows:

|  |  |
| --- | --- |
| * Bahasa Malaysia, * French * German * Italian * Japanese | * Korean * Mandarin (Simplified) * Mandarin (Taiwan) * Spanish * Arabic |

1. **TRANSLATOR SKILLS AND QUALIFICATIONS**
2. Holds at least a bachelor degree in 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 B** 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 assigned officer **into all or any** of the following languages as specified by MIDA e.g. Bahasa Malaysia, French, German, Italian, Japanese, Korean, Mandarin-Simplified, Mandarin-Taiwan, Spanish and Arabic.

Publications that need to be translated is Malaysia: Investment in the Manufacturing Sector (10 versions). Past publications are retrievable via MIDA website at the following link:

<https://www.mida.gov.my/publications/>

1. 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
* Other text as and when required

1. The content must be translated in accordance with MIDA’s requirements.

1. 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.
2. To liaise with MIDA team including relevant MIDA’s Overseas Centre/Officer and the appointed creative company (if required) for proofreading of the translation texts.
3. 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 the publication’s content outline.
2. The appointed translator will need to perform proofreading, checking and approving the typeset final artwork before any mass production or printing (if required). Any additional costs incurred due to the translators’ negligence in proofreading and checking of the final typeset will be deducted from MIDA‘s payment to the translator.
3. **BASIS OF CALCULATION & ESTIMATED WORD COUNTS**

Content updates will be calculated based on the **number of word count.** However, for reference, the number of word count for each page is 200 words / page.

All translations must be completed within the agreed stipulated time.   
The number of estimated word count for this publication is **50,000** **words.**

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

1. **PROJECT TIME FRAME**

The delivery dates will be based on 30 to 60 working days 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).
       - Invoice
4. **DURATION OF SERVICE CONTRACT**

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

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

All publications’ content, including government policy information or other information as well as any related content available on or through MIDA website, 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 publication 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 publication 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/translator 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/translator shall obtain consent from MIDA for any testimonial or credential purposes.
6. **EVALUATION**

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

**APPENDIX B – COMPANY / TRANSLATOR’S INFORMATION**

|  |  |
| --- | --- |
| **Language:** *(Please select)* | **❑ Bahasa Malaysia ❑ Korean**  **❑ French ❑ Mandarin (Simplified)**  **❑ German ❑ Mandarin (Taiwan)**  **❑ Italian ❑ Spanish**  **❑ Japanese ❑ Arabic** |
| **Company/ Translator’s Name:** |  |
| **Qualification:** |  |
| **Experience:** |  |
| **Contact Details:-**  **Address:**  **E-mail:**  **Mobile No:** | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |

*Note: Please fill in a separate form for each translator (if any) and attach the resume, portfolio and sample of the translated text based on draft supplied in Appendix C.*

**APPENDIX C - 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:

**GUIDELINES REGARDING THE EQUITY POLICY IN THE MANUFACTURING SECTOR**

Malaysia has always welcomed investments in its manufacturing sector. Desirous of increasing local participation in this sector, the Government encourages joint ventures between foreign investors and Malaysians.

**Equity Policy for New, Expansion, or Diversification Projects**

Since June 2003, foreign investors can hold 100% of the equity in all investments in new projects, as well as investments in expansion/diversification projects by existing companies, irrespective of the level of exports.

The equity policy also applies to:

* Companies previously exempted from obtaining a manufacturing licence, but whose shareholders' funds have now reached RM2.5 million, or have now engaged 75 or more full-time employees, and are thus required to be licensed;
* Existing licensed companies previously exempted from complying with equity conditions, as their shareholders’ funds had not reached RM2.5 million.

**Equity Policy Applicable to Existing Companies**

Equity and export conditions imposed on companies prior to 17 June 2003 will be maintained.

However, companies can request for these conditions to be removed and approval will be given based on the merit of each case.

**Equity Ownership**

A company whose equity participation has been approved will not be required to restructure its equity at any time if the company continues to comply with the original conditions of approval and retain the original features of the project.

**ESTABLISHMENT OF REPRESENTATIVE OFFICE (RE)/REGIONAL OFFICE (RO)**

A Representative Office/Regional Office is a temporary office established in Malaysia by a foreign company/organisation to perform permissible activities for its head office/principal. The Representative Office/Regional Office serves to assess business viability prior to incorporating permanent business entities in Malaysia. The setting up of a Representative Office/Regional Office requires approval by the Government of Malaysia.

A Representative Office/Regional Office is eligible to apply for expatriate posts. The expatriates will only be considered for managerial and technical posts, and the number of posts allowed will depend on the functions and activities of the Representative Office/Regional Office.

**4.1 Representative Office (RE)**

A Representative Office is an office of a foreign company/organisation which serves to collect relevant information on investment opportunities in the country especially in the manufacturing and services sector, enhance bilateral trade relations, promote the export of Malaysian goods and services and carry out research and development (R&D).

**4.2 Regional Office (RO)**

A Regional Office is an office of a foreign company/organisation that serves as the coordination centre for its affiliates, subsidiaries, and agents in Southeast Asia and Asia Pacific. The Regional Office established is responsible for the designated activities of the company/organisation within the region it operates.

Application for the establishment of the RE/RO for manufacturing and services sub-sectors (excluding banking and financial services) must be submitted to MIDA.

**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 D**

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

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

**LANGUAGE: ❑ Bahasa Malaysia ❑ French ❑ German**

*(Please select)*

**❑ Italian ❑ Japanese ❑ Korean ❑ Arabic**

**❑ Mandarin (Taiwan) ❑ Mandarin (Simplified)**

**❑ Spanish**

|  |  |  |
| --- | --- | --- |
|  | **Price (RM)** | |
| **Item** | **Per Word** | **Per Page**  **(200 words/page)** |
| **Malaysia: Investment in the Manufacturing Sector** |  |  |

***Note: Translator is required to provide their quotations in this price schedule form based on the ‘basis of calculation’ stated in the Appendix A - Para 4 (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 KERJA-KERJA PENTERJEMAHAN PENERBITAN MIDA (*MALAYSIA: INVESTMENT IN THE MANUFACTURING SECTOR* EDISI 2021)**

**SEBUTHARGA MIDA BIL: 26/2021**

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 | : | ..................................................................................... | |