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MALAYSIAN
INVESTMENT
DEVELOPMENT
AUTHORITY



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NOTIS PELAWAAN SEBUTHARGA

NO. SEBUT HARGA : SH MIDA BIL: 52/2021
PERKARA : SEBUTHARGA PERKHIDMATAN PENYELENGGARAAN
LAMAN WEB MIDA TAHUN 2022

Dokumen ini hendaklah disifatkan menjadi dan dibaca serta ditaksirkan sebagai sebahagian daripada Perjanjian Sebut Harga.

Kepada :

Pelawaan Sebutharga oleh :

Sesiapa Yang Berkenaan

**Ketua Pegawai Eksekutif
Lembaga Pembangunan Pelaburan Malaysia
(MIDA), Bahagian Pengurusan Korporat
Tingkat 14, MIDA Sentral
No. 5, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50470 Kuala Lumpur**

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Sebutharga adalah dibuka kepada syarikat-syarikat yang berdaftar dengan **Suruhanjaya Syarikat Malaysia (SSM)** dan **Kementerian Kewangan Malaysia (MOF)** di bawah **Kod Bidang:-**

- 210103** ***Software – Supply all computer software, operating system, database, off-the-Shelf packages including maintenance; ATAU***
- 210104** ***Software/System development/Customization and maintenance including data entry, data processing; ATAU***

- 210106 *Data management – provide service including maintenance (database / web hosting, disaster, planning / recovery, information storage/retrieval; ATAU*
- 210107 *ICT security and maintenance (IDS, firewall, Encryption, PKI anti-virus); ATAU*
- 210108 *Multimedia-products, services and maintenance (video conferencing, web cast, Graphic design, animation)*

dan pendaftarannya masih lagi berkuatkuasa.

1. PERINGATAN

- 1.1 Penyebutharga-penyebutharga dikehendaki membaca dan memahami keseluruhan butir-butir dokumen sebutharga sebelum mengemukakan tawaran.
- 1.2 **Pastikan dokumen sebutharga ditaip mengikut format seperti yang telah ditetapkan di dalam borang maklumbalas teknikal dan harga (softcopy dibekalkan).**
- 1.3 MIDA tidak terikat untuk menerima mana-mana tawaran terendah atau mana-mana tawaran.
- 1.4 Sebutharga yang lewat diterima dari tarikh dan masa ditetapkan **tidak akan dipertimbangkan.**

2. JAMINAN ATAS SEBUTHARGA

Pendaftaran penyebutharga-penyebutharga di Kementerian Kewangan adalah merupakan jaminan ke atas sebutharga-sebutharga yang dikemukakan. Sekiranya penyebutharga-penyebutharga menarik balik tawaran sebelum sebutharga dipertimbangkan atau menolak tawaran setelah Surat Setuju Terima (SST) dikeluarkan, tindakan tatatertib akan diambil dan MIDA akan mencadangkan kepada

Kementerian Kewangan supaya membatalkan pendaftaran tuan sebagai Kontraktor Kerajaan.

3. **TEMPOH PERKHIDMATAN**

Tempoh perkhidmatan bagi perolehan ini adalah **SATU (1) TAHUN** iaitu **2022**.

4. **DOKUMEN SEBUTHARGA**

BAB 1 – Surat Akuan Penyebutharga & Surat Akuan Pembida

BAB 2 – Spesifikasi Teknikal

BAB 3 – Jadual Maklumbalas Teknikal

BAB 4 – Keterangan Mengenai Kakitangan & Pengalaman Syarikat

BAB 5 – Jadual Maklumbalas Harga

BAB 6 – Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat

5. **PENYERAHAN SEBUTHARGA**

5.1 Dokumen sebutharga hendaklah lengkap, ditandatangani dan diserahkan kembali kepada MIDA **termasuk 'soft-copy' (sekiranya ada)** tidak lewat jam **12.00 tengah hari pada 7 Disember 2021 (Selasa)**.

5.2 Sekiranya terdapat percanggahan maklumat di antara 'soft-copy' dengan 'hard-copy', MIDA akan menggunakan maklumat dalam **'hard-copy' sebagai penentu**.

5.3 Tawaran ini hendaklah dikemukakan dalam **dua (2) sampul surat berlakri (sealed) beserta dokumen-dokumen yang mesti dikembalikan** dan ditanda bahagian atas sampul surat itu dengan:-

A	<p>SEBUTHARGA PERKHIDMATAN PENYELENGGARAAN LAMAN WEB MIDA TAHUN 2022 (TEKNIKAL)</p> <p>SEBUTHARGA MIDA BIL. : 52/2021 DITUTUP PADA : 7 DISEMBER 2021 MASA : SEBELUM / PADA 12.00 TENGAHARI</p>
B	<p>SEBUTHARGA PERKHIDMATAN PENYELENGGARAAN LAMAN WEB MIDA TAHUN 2022 (HARGA)</p> <p>SEBUTHARGA MIDA BIL. : 52/2021 DITUTUP PADA : 7 DISEMBER 2021 MASA : SEBELUM / PADA 12.00 TENGAHARI</p>

Dokumen-dokumen yang mesti **dikembalikan** ialah :-

Sampul (A) – Dokumen Teknikal

1.	Bab 3	Jadual Maklumbalas Teknikal	<input type="checkbox"/>
2.	Bab 4	Pengalaman & Projek Syarikat :-	
		➤ Pengalaman/Profil Syarikat	<input type="checkbox"/>
		➤ Projek Yang Sedang Dilaksanakan	<input type="checkbox"/>
3.		'Soft-Copy' Jadual Maklumbalas Teknikal (Jika Ada)	<input type="checkbox"/>

Sampul (B) – Dokumen Harga

1.	Bab 1	Surat Akuan Petender Surat Akuan Pembida	<input type="checkbox"/> <input type="checkbox"/>
2.	Bab 5	Jadual Maklumbalas Harga	<input type="checkbox"/>
3.	Bab 6	Butir-Butir Petender & Maklumat kewangan syarikat :-	
		➤ Penyata Bank untuk 3 bulan terakhir	<input type="checkbox"/>
4.		Salinan Pendaftaran Syarikat Dengan Suruhanjaya Syarikat Malaysia (SSM) dan Kementerian Kewangan (MOF)	<input type="checkbox"/> <input type="checkbox"/>
5.		'Soft-Copy' Jadual Maklumbalas Harga (Jika Ada)	<input type="checkbox"/>

5.4 Jika sebut harga dihantar dengan **menggunakan perkhidmatan pos berdaftar/kurier**, Penyebutharga hendaklah memastikan dokumen tersebut selamat tiba pada alamat yang telah ditetapkan sebelum atau pada Tarikh Tutup sebut harga selewat-lewatnya pada pukul 12.00 tengah hari. Sebarang kelewatan yang timbul dalam urusan tersebut tidak akan dilayan.

5.5 Senarai semakan Sebut Harga bagi dokumen-dokumen yang disertakan adalah seperti di **Lampiran Semakan**.

Semua sebutharga hendaklah dialamatkan kepada:-

**Ketua Pegawai Eksekutif
Lembaga Pembangunan Pelaburan Malaysia
Tingkat 14, MIDA Sentral
No. 5, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50470 Kuala Lumpur**

5.6 Sebutharga hendaklah diserahkan di:-

**Bahagian Pengurusan Korporat
Lembaga Pembangunan Pelaburan Malaysia
Tingkat 14, MIDA Sentral
No. 5, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50470 Kuala Lumpur**

6. SYARAT – SYARAT AM SEBUT HARGA

Tertakluk kepada apa-apa syarat khas yang ditetapkan di tempat lain dalam pelawaan ini, syarat-syarat am yang berikut hendaklah dipakai, melainkan setakat mana syarat-syarat am itu ditolak atau diubah dengan khususnya oleh penyebut harga.

6.1 HARGA

Harga yang disebutkan hendaklah harga bersih termasuk kos penghantaran, pemasangan, insurans, diskaun, cukai jualan dan perkhidmatan (SST) dan sebagainya. Sebut harga hendaklah dinyatakan dalam Ringgit Malaysia (RM). Sebut harga ini sah selama **sembilan puluh (90) hari** dari tarikh tutup sebut harga.

6.2 SEBUT HARGA SEBAHAGIAN

Sebut harga boleh ditawarkan bagi semua bilangan item atau sebahagian bilangan item.

6.3 **BARANG SETARA**

Sebut harga boleh ditawarkan bagi barang setara yang sesuai dengan syarat butir-butir penuh diberi.

6.4 **PERSETUJUAN**

- (a) MIDA tidak terikat untuk setuju terima sebut harga yang terendah atau mana-mana sebut harga; dan
- (b) Setiap butiran akan ditimbang sebagai satu sebut harga yang berasingan.

6.5 **PEMERIKSAAN**

- (a) MIDA sentiasa berhak melantik pegawai untuk memeriksa dan menguji bekalan itu semasa tempoh pembuatan atau pada bila-bila masa lain sebelum penyerahan bekalan tersebut ; dan
- (b) Penyebut harga hendaklah memberi kemudahan pemeriksaan atau pengujian apabila dikehendaki.

6.6 **PERAKUAN MENYATAKAN SPESIFIKASI TELAH DIPATUHI**

Penyebut harga dikehendaki memperakui bahawa bekalan / perkhidmatan yang dibekalkan oleh mereka adalah mengikut spesifikasi atau piawai (jika ada) yang dinyatakan di dalam pelawaan ini.

6.7 **PENOLAKAN**

- (a) Barang yang rendah mutunya atau yang berlainan daripada bekalan yang telah dipersetujui sebut harganya boleh ditolak;

- (b) Apabila diminta, penyebut harga hendaklah menyebabkan barang yang ditolak itu dipindahkan atas tanggungan dan perbelanjaannya sendiri, dan ia hendaklah membayar balik kepada MIDA segala perbelanjaan yang telah dilakukan mengenai bekalan yang ditolak itu; dan
- (c) Fasal kecil (a) dan (b) di atas ini tidaklah memudaratkan apa-apa hak MIDA untuk mendapatkan ganti rugi kerana kegagalan memenuhi obligasi kontrak.

6.8 PENGIKLANAN

Tiada apa-apa iklan mengenai persetujuan terhadap mana-mana sebut harga boleh disiarkan dalam mana-mana akhbar, majalah atau lain-lain saluran iklan tanpa kelulusan MIDA.

6.9 TAFSIRAN

Sebut harga ini dan apa-apa kontrak yang timbul daripadanya hendaklah diertikan mengikut dan dikawal oleh Undang-undang Malaysia, dan penyebut harga bersetuju tertakluk hanya kepada bidang kuasa Mahkamah Malaysia sahaja dalam apa-apa pertikaian atau perselisihan jua pun yang mungkin timbul mengenai sebut harga ini atau apa-apa kontrak yang timbul daripadanya.

6.10 INSURANS

Tiada apa-apa insurans atas barang dalam perjalanan daripada negeri pembekal atau dalam Malaysia dikehendaki dimasukkan ke dalam sebut harga.

6.11 LARANGAN

- (a) Pengangkutan bagi barang-barang larangan dan merbahaya adalah tidak dibenarkan sama sekali. Pihak syarikat hendaklah memastikan peraturan

yang ditetapkan bagi kemasukan barang-barang ke negara berkenaan dipatuhi.

- (b) Barang-barang kepunyaan orang lain (pihak ketiga) adalah tidak dibenarkan dimuatkan bersama barangan MIDA.

6.12 PERINGATAN MENGENAI KESALAHAN RASUAH

- (a) Sebarang perbuatan atau percubaan rasuah untuk menawar atau memberi, meminta atau menerima apa-apa suapan secara rasuah kepada dan daripada mana-mana orang berkaitan perolehan ini merupakan suatu kesalahan jenayah di bawah Akta Pencegahan Rasuah 2009 (Akta 694);
- (b) Sekiranya mana-mana pihak ada menawar atau memberi apa-apa suapan kepada mana-mana anggota pentadbiran awam, maka pihak yang ditawarkan atau diberi suapan dikehendaki membuat aduan dengan segera ke pejabat Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) atau balai polis yang berhampiran. Kegagalan berbuat demikian adalah merupakan suatu kesalahan di bawah Akta Pencegahan Rasuah 2009 (Akta 694);
- (c) Tanpa prejudis kepada tindakan-tindakan lain, tindakan tatatertib terhadap anggota perkhidmatan awam dan menyenaraihitamkan kontraktor atau Penyebutharga boleh diambil sekiranya pihak-pihak terlibat dengan kesalahan rasuah di bawah Akta Pencegahan Rasuah 2009 (Akta 694); dan
- (d) Mana-mana kontraktor atau Penyebutharga yang membuat tuntutan pembayaran berkaitan perolehan ini walaupun tiada kerja dibuat atau tiada barangan dibekal mengikut spesifikasi yang ditetapkan atau tiada perkhidmatan diberi dan mana-mana anggota perkhidmatan awam yang

mengesahkan tuntutan berkenaan adalah melakukan kesalahan di bawah Akta Pencegahan Rasuah 2009 (Akta 694).

6.13 **PENAMATAN**

- (a) MIDA atau melalui wakilnya berhak membatalkan perkhidmatan sekiranya syarikat berada dalam salah satu daripada keadaan berikut dan setelah menerima surat amaran daripada MIDA atau melalui wakilnya.
- (b) Sekiranya syarikat masih gagal menyiapkan kerja dalam tempoh masa yang telah ditetapkan seperti di dalam sebutharga tuan.
- (c) Penggantungan pelaksanaan seluruh atau sebahagian kerja oleh syarikat, tanpa apa-apa sebab yang munasabah.
- (d) Tidak mematuhi arahan MIDA atau wakilnya tanpa apa-apa alasan yang munasabah.
- (e) Apabila syarikat diisytiharkan bankrap oleh pihak yang sah.

6.14 **PENAMATAN ATAS SEBAB RASUAH ATAU AKTIVITI-AKTIVITI YANG MENYALAHI UNDANG-UNDANG**

- (a) Tanpa prejudis ke atas mana-mana hak MIDA, sekiranya SYARIKAT, personel, kakitangan atau pekerjanya telah disabitkan bersalah di Mahkamah untuk rasuah atau apa-apa aktiviti yang menyalahi undang-undang berhubung dengan Perjanjian ini atau mana-mana perjanjian lain antara MIDA dan SYARIKAT tersebut, sekiranya ada, MIDA berhak untuk menamatkan Perjanjian ini pada bila-bila masa dengan memberikan notis bertulis serta-merta kepada SYARIKAT bagi maksud itu.

- (b) Akibat daripada penamatan tersebut, MIDA berhak menuntut segala kerugian, kos, ganti rugi dan perbelanjaan (termasuk apa-apa kos dan perbelanjaan sampingan) yang ditanggung oleh MIDA.
- (c) Bagi mengelakkan sebarang kekeliruan, kedua-dua pihak dengan ini bersetuju bahawa pihak SYARIKAT tidak mempunyai sebarang hak untuk membuat tuntutan ganti rugi termasuk kekurangan keuntungan, kerugian, atau apa-apa tuntutan lain akibat daripada penamatan Perjanjian ini.

7. PENERIMAAN SEBUTHARGA

- 7.1 MIDA akan memberi notis bertulis kepada penyebutharga yang berjaya apabila sebutharganya disetujuterima.
- 7.2 Notis itu tidaklah boleh disifatkan sebagai disetujuterima sehingga pengesahan bertulis daripada penyebutharga menyatakan bahawa semua syarat-syarat sebutharga atau yang diubahsuai adalah diterima.

8. BANTAHAN SPESIFIKASI

Penyebutharga yang merasa tidak berpuashati dengan spesifikasi yang disediakan, mereka berhak untuk membuat bantahan kepada MIDA dalam tempoh tujuh (7) hari dari tarikh dokumen sebutharga mula diedarkan. Bantahan yang diterima selepas tempoh tersebut tidak akan dipertimbangkan.

9. MAKLUMAT TAMBAHAN

Sebarang pertanyaan atau keterangan lanjut, syarikat diminta berhubung dengan **Puan Zuzilawati Jaido Rasid, Unit Maklumat Pelaburan** di talian **03-2267 3769** dan emel : **zuzilawati@mida.gov.my** atau **Encik Mohd Adham Muhammad, Bahagian Pengurusan Korporat** di talian **03-2267 3542** dan emel : **mohdadham@mida.gov.my**.

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. 52/2021
SEBUTHARGA PERKHIDMATAN PENYELENGGARAAN LAMAN WEB MIDA
TAHUN 2022**

Kepada:

Penyebutharga-penyebutharga,

**Borang ini hendaklah dikembalikan bersama-sama dengan JADUAL TEKNIKAL
DAN JADUAL HARGA di dalam SAMPUL SURAT BERLAKRI (A) DAN (B)**

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: 52/2021
SEBUTHARGA PERKHIDMATAN PENYELENGGARAAN LAMAN WEB MIDA
TAHUN 2022**

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 sah laku (*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 PENYELENGGARAAN LAMAN WEB MIDA
TAHUN 2022**

(SEBUTHARGA MIDA NO. 52/2021)

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 PERKHIDMATAN

1. INTRODUCTION

The Malaysian Investment Development Authority (MIDA) is the Government's principal agency for the promotion of the manufacturing and services sectors in Malaysia. MIDA assists companies which intend to invest in the manufacturing and services sectors, as well as facilitates the implementation of their projects. The wide range of services provided by MIDA include providing information on investment opportunities through MIDA website.

1.1 Objective

*MIDA intends to **maintain its website** as part of MIDA branding strategies to continue:*

- i. Positioning the MIDA website as an impressive, interactive and engaging platform for communications, information sharing and collaboration with other relevant websites and portals.*
- ii. Generating awareness on MIDA's functions, activities and services to the local and foreign business community.*
- iii. Creating publicity on success investment stories.*
- iv. Maintaining high performance accessibility and security of MIDA website.*
- v. Improving communication engagement and support MIDA's Customer Services.*

To achieve these objectives, the appointed company is required to provide a comprehensive web maintenance solution, copywriting and translation services

and technical support. The appointed company is also required to study and familiarise the website CMS.

1.2 MIDA Website

The management of the MIDA website is under the Investment Information Unit (IIU).

The definition of MIDA website will consists of:

- i. MIDA Official website (www.mida.gov.my) which are available in English, Bahasa Malaysia, German, Japanese, Mandarin and Korean; and
- ii. One-Stop Centre (OSC) Safe Travel Microsite (www.safetravel.mida.gov.my)

MIDA also has another portal namely InvestMalaysia Portal (<https://investmalaysia.mida.gov.my/EIP/InvestMalaysia.aspx>). However, this portal is excluded from the website maintenance service.

2. SCOPE OF WORK

The scope of work for this contract generally **covers the overall maintenance of the MIDA website** which includes copywriting services, translation works and providing a comprehensive maintenance coverage scheme, preventive and remedial maintenance as well as control and monitoring system, such as follows:

2.1 Copywriting Services

The website Content Writer will, therefore, be expected to work with MIDA Website Team/Administrators on the following tasks:

- i. Write and enhance the content of the Official MIDA website and OSC website (English version) in accordance with MIDA's requirement.

The estimated number of words is 100,000. Payment will be based on the actual word count.

- ii. The write-up shall follow the agreed content wireframe*
- iii. Shall communicate with industry leaders and experts to understand their interests and target important points in all messaging with MIDA's approval*
- iv. Perform research and propose information to be included or excluded from the website*
- v. Collect information from the various relevant documents such as MIDA publications and brochures.*
- vi. Formulate and strengthen content ideas in line with project objectives*
- vii. Write and edit the agreed content with a professional and high-quality content writing style*
- viii. Produce the text and infographics to highlight the content. Photos can be supplied by the company and any purchase needs of stockpiles should first get MIDA's approval. Image stock selection preferences should be provided to Shutterstock.com sources as MIDA is a subscriber to the platform*
- ix. Ensure the web content is Search Engine Optimisation (SEO) friendly by:*
 - Checking or generating a keyword, and researching limitations for the keywords*
 - Producing content to entice and engage visitors so they continue browsing the current website.*
 - Producing content that is smart in its use of keywords and phrases that are most likely to be entered by users in web searches associated with the actual site for better search engine indexing and ranking.*
 - Creating content that allows the site visitors to get the information they want quickly and efficiently*

- *Creating unique, useful, and compelling content on a topic primarily for the readers and not merely for the search engines.*
- x. *Revise and finalise the content*
- xi. *Deliveries shall be based on the project timeline. The web content timeline should be proposed by the content writer.*
- xii. *The appointment of the copywriter must be approved by MIDA.*

2.2 Translation Services

The translators will, therefore, be expected to work with MIDA Website Team:

- i. *Translate, edit and proofread all English contents (in Official MIDA website) provided by the appointed MIDA website administrators into German language. The estimated number of words is 60,000. Payment will be based on the actual word count.*
- ii. *The translation shall include but not limited to the following content:*
 - *Texts, speeches, media releases, announcements*
 - *Captions or taglines*
 - *Posters, charts, graphs, tables and infographics*
 - *Buttons, tags, metatags*
 - *Other text as and when required*
- iii. *The content must be translated in accordance with MIDA's requirements.*
- iv. *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.*
- v. *During the translation process, the translator is required to:*
 - a. *provide proper checklist of work progress and meet the set deadlines;*
 - b. *use appropriate terminology based on the nature of documents;*

- c. *ensure the accuracy in language and structure as well as the appropriateness of the translation; and*
- d. *observe the confidentiality of translated materials (embargoed content).*
- e. *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.*
- f. *The appointed translator will need to verify the translated content that has been uploaded onto MIDA website.*
- g. *MIDA reserves the rights to use other translation services other than provided by the company.*
- h. *Auto-translation system is to be avoided.*

2.3 Wordpress CMS Software Support and Maintenance

- i. *MIDA website is using Wordpress as a content management system.*
- ii. *Provide maintenance for the website's content management system (CMS) hardware, software and related applications.*
- iii. *Perform or provide system modification, enhancement or change of request (CR) on the application and design (MIDA website and CMS) as required by MIDA. The modifications shall include technical improvement to support MIDA's requirements.*
- iv. *Provide comprehensive maintenance and support coverage scheme for the developed CMS applications which include ensuring a 24/7/365 accessibility and connectivity.*
- v. *Provide management service for content updates. (as and when required).*
- vi. *Provide dedicated support team to assist the system and software maintenance.*

- vii. *Provide on-going support as well as on-site support (when necessary) accordingly or upon notification / any bugs reported by performing patches and fixes for OS and application level which also include fixing bugs in the code, problem analysis and resolution.*
- viii. *Provide a schedule of maintenance and details of the CMS development to ensure the CMS software is up to the latest, suitable and stable version which allows continued improved performance.*
- ix. *Maintain a full back-up of MIDA website throughout the duration of the contract and to perform cleaning on unused content in the CMS.*
- x. *All proposed components shall comply with the industry standards ISO/IEC 9126 on usability and reliability.*
- xi. *Company shall perform necessary maintenance, which include performs version updates on the CMS applications*
 - *Provide 24/7/365 technical support on stand-by to assist on application maintenance and content uploading for all versions.*
 - *Perform patches and fixes, updates and versioning when it is required according to notification or any bugs reported.*
 - *Perform minimal graphics/animations design for all web versions based on MIDA's requirement (if any).*
 - *Perform cleaning on unused contents in the CMS.*
 - *Perform hyperlinks test, web speed test and follow all requirements and standards by MAMPU.*

2.4 Migration, Cloud Hosting & Web Security

The company is required to:

- *Provide migration services from the current hosting provider (if proposed new cloud). Please provide the migration plan and implementation timeline.*
- *Arrange the subscription of MIDA website cloud hosting service at Cloud Platform.*

- *Arrange the subscription of the website security application license with CloudFlare.*

2.4.1 Cloud Hosting

Existing Specification

Dedicated Server Hosting with Linux Virtualization

- i. 3 x Hardware Nodes each comes with: -*
 - *Intel Xeon Octa Core Silver 4110 @ 2.10 GHz 96GB Memory*
 - *2 TB HDD*
 - *4 TB HDD for backup*
- ii. Server Hosting Provider services comes with:*
 - *Guaranteed 100Mbps Dedicated Bandwidth (Unmetered)*
 - *2 x Dedicated IP Address*
 - *Full Root Access*
 - *Linux Operating System*
- iii. All setup, configuration and security tuning are included together with:*
 - *24x7 server monitoring*
 - *24x7 Live Support from Hosting Provider*
 - *2 x on-site support*
 - *Within 24 hours parts replacement*
 - *Auto Backup for Disaster Recovery Task*
 - *99.9% Network Uptime Guarantee*

Cloud hosting needs to be configured based on the proposed configuration below (the company may also suggest other configuration plans):

- i. LB (Round-robin) + 2 Web Server + Redis + NFS + MySQL (InnoDB Cluster - 3instances required)*
- ii. Full High-Availability Deployment and Performance Tuning*
- iii. Configure and Install Load Balancer and Configure Policy*

- iv. *Install, configure NGINX, MySQL Router and Redis Connection*
- v. *Install, configure Redis Server*
- vi. *Install, configure NFS Server for Wordpress mount directory*
- vii. *Install, configure and deploy InnoDB Cluster with R/W Splitting*

2.4.2 Cloudflare Service

Unmetered Mitigation of DDoS

- *Web Application Firewall (WAF)*
- *OWASP Top 10, application-specific, and 25 custom rule sets*
 - a. *Shared or Custom Upload Secure Sockets Layer (SSL) / Transport Layer Security (TLS) 1.2 & 1.3*
 - b. *Payment Card Industry Data Security Standard (PCI DSS) 3.2 Compliance*
 - c. *Mobile and Image Optimisations*
 - d. *50 included page rules*
 - e. *30 minutes minimum edge cache expire Time to Live (TTL)*
 - *24x7x365 Email Support*
 - *99.9% Service Level Agreement*

2.5 Technical Support and Maintenance

Company shall provide a comprehensive maintenance coverage scheme for CMS and its applications/software. These include, providing preventive and remedial maintenance as well as control and monitoring system.

2.5.1 Service and Support

- i. *Company shall ready to work with other companies related to Website such as Chatbot service providers and etc.*
- ii. *Company shall ensure that MIDA website shall be accessible 24/7/365*

- iii. *Company shall provide ongoing 24/7/365 technical support. The communication method between the MIDA website team and the Company shall be through email, phone and WhatsApp application depending on the severity of the requested support and the agreed SLA*
- iv. *Company shall provide dedicated support and over-the-phone support on the current MIDA website during the maintenance period. The support also includes the on-going process of updating and adding new content to the website as and when required.*
- v. *Company shall be responsible for the maintenance and support for the server in the Cloud Data Center.*
- vi. *The company should perform cloud support as follows:*
- *Bugs and product defects fixing wherever applicable.*
 - *Performance tuning and system health check.*
 - *Software patches update and versions upgrade.*
 - *Backup and recovery*
 - *To perform scheduled database backup and archiving;*
 - *To perform fully application backup every three days (subject to change upon request);*
 - *Maintain full backup of websites throughout the duration of the contract.*
 - *To provide web recovery structure or standard operating procedure (SOP) for automatic response upon website access failure or upon any disaster in the SLA*

- To provide a console for MIDA to perform Backup/Restore Operation
 - To perform restore simulation twice a year.
 - Data Protection Software has to be from reputable brands.
 - To provide Hands-On Administrator Training to operate the backup console
- Housekeeping and cleaning up of server
 - Capacity growth
 - To provide product remedial report

2.5.2 Service Level Agreement (SLA)

To conduct the Maintenance Service in accordance with the required service level agreement (SLA) as specified in the SLA Commitment as follows:

i. Corrective Plan

Severity Level	Time to Response Not Exceeding	Time to Resolve	Guaranteed Uptime & Committed SLA
1	15 minutes	4 hours	99.9%
2	15 minutes	8 hours	98%
3	30 minutes	24 hours	98%

“Time to Response Not Exceeding” The time to the response by the company after MIDA lodged report either through phone or email.

“Time to Resolve” *The time for the company to resolve log reported by MIDA; i.e. the time taken for the service is resumed or restored, a workaround is agreed, or a problem remediation plan is agreed.*

The formula for calculation of problem resolution for SLA achievement percentage (%) Monthly for a respective Severity Level:-

$$\frac{\text{Total problems received} - \text{Total problems breached}}{\text{Total problems received}} \times 100 = \text{SLA Achievement\%}$$

ii. Preventive Plan

To subscribe to a third-party monitoring services to update and alert the company on any non-responsive services that may cause service disruption to MIDA.

2.5.3 Guaranteed Uptime Service Level

- i. To use Commercially Reasonable Efforts to make its servers available 24 hours a day, seven days a week for 99.9% network availability (Uptime Service Level).*
- ii. The servers shall be considered as unavailable only during periods when the servers and connectivity is either completely inaccessible or is severely degraded, or major components of the servers are not operational, and work cannot reasonably continue; and*
- iii. The servers shall not be considered as "unavailable" during scheduled maintenance, customer-caused outages or*

disruptions, or outages or disruptions attributable in whole or in part to a cause outside the Company's reasonable control.

2.5.4 System Modification, Enhancement and Change Request

- i. To provide modification, enhancement and change of request by MIDA on the application (MIDA website and CMS). The CR is not chargeable and shall not include any additional cost unless the CR is not stated in the Scope of Work (SOW).*
- ii. The request may or may not be chargeable subject to the new SOW requirement and approval. The appointed company shall provide proper advice for requests that would involve cost implications.*

2.6 Report and Documentations

- i. Shall provide monthly maintenance report according to the format required by MIDA. The report must include, amongst others a comprehensive web analysis that provides information on both web performance and the maintenance activities, such as follows:
 - Problem solved/pending log report*
 - Admin log report*
 - Google analytics report*
 - SEO Keywords and phrases report.*
 - Server health and utilisation report.*
 - Daily/weekly/monthly reports related to content updating.**
- ii. Customised report and inputs for the use of reporting to MITI, MAMPU, MDeC or any Ministry/Agencies as and when needed*
- iii. System maintenance information reports consist of detailed logs as follows:
 - Overview (brief report on the maintenance activities)*
 - Status of backup**

- *Server performance, server utilisation, disk capacity and usage*
 - *Server license information (include the relevant renewal reminders.)*
 - *Network utilisation*
 - *Other related maintenance activities*
- iv. *Present the maintenance report during quarterly maintenance meeting as part of requirement prior to maintenance fees payment.*
 - v. *Provide, prepare or include product/issues' remedial report either independently or inclusively in the maintenance report.*
 - vi. *Maintain proper documentation (softcopy and hardcopy) throughout the duration of the contract;*
 - vii. *Deliver full backup, development code and source files documentation to MIDA upon contract expiration.*

3. DURATION OF CONTRACT

The website maintenance is from 16 December 2021 to 15 December 2022 (One year plus one). Renewals for the second-year maintenance will be according to the company's service performance evaluation in the first year.

4. TRAINING

- i. *To conduct a minimum of 5-day training sessions for web administrators, comprehensive instructor lead and hands-on training.*
- ii. *To provide suitable trainings to website administrators and technical team as and when needed.*
- iii. *To provide training manual.*

5. KOD BIDANG

Company that is allowed to participate in this submission should registered with the Ministry of Finance (MOF) under the following 'kod bidang'.

i. 210103 Software - all computer software, operating system, database, off-the-shelf packages including maintenance.

or

ii. 210104 Software / system development including maintenance-data entry / data processing

or

iii. 210106 Data management – provide service including maintenance (database / web hosting, disaster, planning / recovery, information storage/retrieval

or

iv. 210107 ICT security and maintenance (IDS, firewall, Encryption, PKI anti-virus)

or

v. 210108 Multimedia – products, services and maintenance (video conferencing, web cast, graphic design, animation).

BAB 3

JADUAL MAKLUMBALAS TEKNIKAL

Company is required to provide detailed response, which include proposed specifications, based on the following criteria:

No.	Scope of Works	Company's Detailed Response
1.	<p>Copywriting Services</p> <p><i>The website Content Writer will, therefore, be expected to work with MIDA Website Team/Administrators on the following tasks:</i></p> <p>xiii. <i>Write and enhance the content of the Official MIDA website and OSC website (English version) in accordance with MIDA's requirement. The estimated number of words is 100,000. <u>Payment will be based on the actual word count.</u></i></p> <p>xiv. <i>The write-up shall follow the agreed content wireframe</i></p> <p>xv. <i>Shall communicate with industry leaders and experts to understand their interests and target important points in all messaging with MIDA's approval</i></p> <p>xvi. <i>Perform research and propose information to be included or excluded from the website</i></p> <p>xvii. <i>Collect information from the various relevant documents such as MIDA publications and brochures.</i></p> <p>xviii. <i>Formulate and strengthen content ideas in line with project objectives</i></p> <p>xix. <i>Write and edit the agreed content with a professional and high-quality content writing style</i></p> <p>xx. <i>Produce the text and infographics to highlight the content. Photos can be supplied by the company and any purchase needs of stockpiles should first get MIDA's approval. Image stock selection preferences should be provided to Shutterstock.com sources as MIDA is a subscriber to the platform.</i></p> <p>xxi. <i>Ensure the web content is Search Engine Optimisation (SEO) friendly by:</i></p>	

No.	Scope of Works	Company's Detailed Response
	<ul style="list-style-type: none"> - <i>Checking or generating a keyword, and researching limitations for the keywords</i> - <i>Producing content to entice and engage visitors so they continue browsing the current website.</i> - <i>Producing content that is smart in its use of keywords and phrases that are most likely to be entered by users in web searches associated with the actual site for better search engine indexing and ranking.</i> - <i>Creating content that allows the site visitors to get the information they want quickly and efficiently</i> - <i>Creating unique, useful, and compelling content on a topic primarily for the readers and not merely for the search engines.</i> <p><i>xxii. Revise and finalise the content</i></p> <p><i>xxiii. Deliveries shall be based on the project timeline. The web content timeline should be proposed by the content writer.</i></p> <p><i>xxiv. The appointment of the copywriter must be approved by MIDA.</i></p>	

No.	Scope of Works	Company's Detailed Response
2.	<p>Translation Services The translators will, therefore, be expected to work with MIDA Website Team:</p> <p>vi. Translate, edit and proofread all English contents (in Official MIDA website) provided by the appointed MIDA website administrators <u>into German language</u>. The estimated number of words is 60,000. <u>Payment will be based on the actual word count.</u></p> <p>vii. The translation <u>shall include but not limited to the following content:</u></p> <ul style="list-style-type: none"> - Texts, speeches, media releases, announcements - Captions or taglines - Posters, charts, graphs, tables and infographics - Buttons, tags, metatags - Other text as and when required <p>viii. The content must be translated in accordance with MIDA's requirements.</p> <p>ix. 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.</p> <p>x. During the translation process, the translator is required to:</p> <ul style="list-style-type: none"> a. provide proper checklist of work progress and meet the set deadlines; b. use appropriate terminology based on the nature of documents; c. ensure the accuracy in language and structure as well as the appropriateness of the translation; and d. observe the confidentiality of translated materials (embargoed content). e. 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 	

No.	Scope of Works	Company's Detailed Response
	<p><i>categorised accordingly based on each segments of the sitemaps.</i></p> <p><i>f. The appointed translator will need to verify the translated content that has been uploaded onto MIDA website.</i></p> <p><i>g. MIDA reserves the rights to use other translation services other than provided by the company.</i></p> <p><i>h. <u>Auto-translation system is to be avoided.</u></i></p>	

No.	Scope of Works	Company's Detailed Response
3.	<p>Wordpress CMS Software Support and Maintenance</p> <ul style="list-style-type: none"> i. MIDA website is using Wordpress as a content management system ii. Providing maintenance for the website's content management system (CMS) hardware, software and related applications. iii. Performing or providing system modification, enhancement or change of request (CR) on the application (MIDA website and CMS) as required by MIDA. The modifications shall include technical improvement to support MIDA's requirements. iv. Provide comprehensive maintenance and support coverage scheme for the developed CMS applications which include ensuring a 24/7/365 accessibility and connectivity v. Provide management service for content updates. (as and when required) vi. Provide <u>dedicated support team</u> to assist the system and software maintenance vii. Provide on-going support as well as on-site support (when necessary) accordingly or upon notification / any bugs reported by performing patches and fixes for OS and application level which also include fixing bugs in the code, problem analysis and resolution viii. Provide a schedule of maintenance and details of the CMS development to ensure the CMS software is up to the latest, suitable and stable version which allows continued improved performance. ix. Maintain a full back-up of MIDA website throughout the duration of the contract and to perform cleaning on unused content in the CMS. x. All proposed components shall comply with the industry standards ISO/IEC 9126 on usability and reliability. xi. Company shall <u>perform necessary maintenance, which include performs version updates</u> on the CMS applications <ul style="list-style-type: none"> • Provide 24/7/365 <u>technical support on stand-by</u> to assist on application 	

No.	Scope of Works	Company's Detailed Response
	<p><i>maintenance and content uploading for all versions</i></p> <ul style="list-style-type: none"> • <i>Perform patches and fixes, updates and versioning when it is required according to notification or any bugs reported</i> • <i>Perform minimal <u>graphics/animations design</u> for all web versions based on MIDA's requirement (if any)</i> • <i>Perform cleaning on unused contents in the CMS</i> • <i>Perform hyperlinks test, web speed test and follow all requirements and standards by MAMPU.</i> 	
4.	<p>Migration, Cloud Hosting & Web Security <i>The company is required to:</i></p> <ul style="list-style-type: none"> - <i>Provide migration services from the current hosting provider (if proposed new cloud).</i> - <i>Arrange the subscription of MIDA website cloud hosting service at Cloud Platform;</i> - <i>Arrangement of the subscription of the website security application license with CloudFlare;</i> <p>A. Migration <i>Proposed specifically the migration plan and implementation timeline.</i></p> <p>B. Cloud Hosting - Existing <i>Specification</i> <i>Dedicated Server Hosting with Linux Virtualization</i></p>	

No.	Scope of Works	Company's Detailed Response
	<p>iv. 3 x Hardware Nodes each comes with: -</p> <ul style="list-style-type: none"> - Intel Xeon Octa Core Silver 4110 @ 2.10 GHz 96GB Mem - 2 TB HDD - 4 TB HDD for backup <p>v. Server Hosting Provider services comes with:</p> <ul style="list-style-type: none"> - Guaranteed 100Mbps Dedicated Bandwidth (Unmetered) - 2 x Dedicated IP Address - Full Root Access - Linux Operating System <p>vi. All setup, configuration and security tuning are included together with:</p> <ul style="list-style-type: none"> - 24x7 server monitoring - 24x7 Live Support from Hosting Provider - 2 x on-site support - Within 24 hours parts replacement - Auto Backup for Disaster Recovery Task - 99.9% Network Uptime Guarantee <p>Cloud hosting proposed to be configured based on configuration below (company may also suggest other configuration) :</p> <p>viii. LB (Round-robin) + 2 Web Server + Redis + NFS + MySQL (InnoDB Cluster - 3instances required)</p> <p>ix. Full High-Availability Deployment and Performance Tuning</p> <p>x. Configure and Install Load Balancer and Configure Policy</p> <p>xi. Install. configure NGINX, MySQL Router and Redis Connection</p> <p>xii. Install, configure Redis Server</p> <p>xiii. Install, configure NFS Server for Wordpress mount directory</p> <p>xiv. Install, configure and deploy InnoDB Cluster with R/W Splitting</p>	

No.	Scope of Works	Company's Detailed Response
	<p>C. Cloudflare Service</p> <ul style="list-style-type: none"> • Unmetered Mitigation of DDoS • Web Application Firewall (WAF) • OWASP Top 10, application-specific, and 25 custom rule sets <ul style="list-style-type: none"> - Shared or Custom Upload Secure Sockets Layer (SSL) / Transport Layer Security (TLS) 1.2 & 1.3 - Payment Card Industry Data Security Standard (PCI DSS) 3.2 Compliance - Mobile and Image Optimisations - 50 included page rules - 30 minutes minimum edge cache expire Time to Live (TTL) • 24x7x365 Email Support • 99.9% Service Level Agreement 	
5.	<p>* Technical Support and Maintenance Company shall provide a comprehensive maintenance coverage scheme for CMS and its applications/software. These include, providing preventive and remedial maintenance as well as control and monitoring system.</p> <p><i>*Please provide response based on the full specification as at Appendix I</i></p>	
6.	<p>* Report and Documentations Shall provide monthly maintenance report according to the format required by MIDA.</p> <p><i>*Please provide response based on the full specification as at Appendix I</i></p>	

No.	Scope of Works	Company's Detailed Response
7.	Training iv. To conduct a minimum of 5-day training sessions for web administrators, comprehensive instructor lead and hands-on training. v. To provide suitable trainings to website administrators and technical team as and when needed.	
8.	Provide detailed quotation and price schedule	
9.	Provide details on company's experience and staff (provide URLs link to past projects)	
10.	Provide details on project team member and team members' expertise	
11.	Proposed project timeline	

DECLARATION:

We _____ hereby declare that we are aware of MIDA's scope of work and business requirement and the above response and information provided is, to the best of our knowledge, complete, accurate and true. We also understand that any proof of concept (POC) prepared in relation to this proposal, shall be borne by the company.

Signature: _____

Name:

Designation:

Company Address and Contact Details:

BAB 4

A. 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

B. PROJEK YANG SEDANG DILAKSANAKAN

Senarai projek :-

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

BAB 5

JADUAL MAKLUMBALAS HARGA

No.	Item	Price (RM)	6 %SST (RM)	Total Amount (RM)
1.	<i>Copywriting Services</i>			
2.	<i>Translation Services</i>			
3.	<i>Wordpress CMS Software Support and Maintenance</i>			
4.	<i>Migration, Cloud Hosting & Web Security</i> <i>i. Migration</i> <i>ii. Cloud Hosting</i> <i>iii. Web Security</i>			
5.	<i>Technical Support and Maintenance</i>			
6.	<i>Report and Documentations</i>			
7.	<i>Training</i>			
	TOTAL			

BAB 6

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.

A. MAKLUMAT AM

1. Nama Syarikat :
2. Alamat :
3. No. Telefon :
4. No. Faks :
5. Emel :
6. Tarikh Pendaftaran / :
Penubuhan
7. No. Daftar Syarikat / :
Perniagaan
8. Tempat Pendaftaran/ :
Penubuhan
9. Komposisi Pemegang :
Saham

No.	Nama Pemegang Saham	Jawatan	% Pegangan

10. Peratusan Penyertaan Bumiputera : _____ (%). (Sila kemukakan maklumat lanjut atau salinan sah pendaftaran sebagai Pembekal Bumiputera dengan Kementerian Kewangan).

11. Maklumat Pendaftaran Kementerian Kewangan

No.	No. Pendaftaran	No. bidang	Butiran / Keterangan	Tempoh Sah

Nota : Sila lampirkan salinan sijil pendaftaran.

12. Struktur Modal Syarikat :

(i) Modal Dibenarkan :

(ii) 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			

- b. Bank-bank Utama:

No.	Nama Bank & Alamat	Jenis Akaun
1.		
2.		
3.		

- c. 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

SEBUTHARGA PERKHIDMATAN PENYELENGGARAAN LAMAN WEB MIDA TAHUN 2022

SEBUTHARGA MIDA BIL: 52/2021

Sila tandakan (✓) bagi Dokumen-dokumen yang disertakan.

Bil.	Perkara / Dokumen	Semakan oleh Syarikat	Semakan oleh MIDA
1.	Salinan Sijil Akuan Pendaftaran dari Kementerian Kewangan (MOF)		
2.	Salinan Sijil Akuan Pendaftaran Bumiputera dari Kementerian Kewangan (MOF) – jika ada		
3.	Salinan Sijil Berdaftar Dengan Suruhanjaya Syarikat Malaysia (SSM)		
4.	Surat Akuan Penyebutharga (Bab 1)		
5.	Surat Akuan Pembida (Bab 1)		
6.	Jadual Maklumbalas Teknikal (Bab 3)		
7.	Pengalaman/Projek Syarikat (Bab 4)		
8.	Jadual Maklumbalas Harga (5)		
9.	Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat (Bab 6)		
8.	Penyata Bulanan Akaun bagi 3 bulan terakhir		
9.	Lain-lain dokumen berkaitan (jika ada)		

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 :