**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. 4/2022**

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

Kepada:

Penyebutharga-penyebutharga,

**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: 4/2022**

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI ACARA SIDANG MEDIA TAHUNAN MIDA 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 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 PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

**(SEBUTHARGA MIDA NO. 4/2022)**

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 & PERKHIDMATAN**

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI
ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

**APPENDIX A**

**TERM OF REFERENCE**

1. **GENERAL**

MIDA intends to announce the **2021 Malaysia’s Investment Performance** in its **Annual Media Conference (AMC)** which is scheduled tentatively on **8 March 2022**.

Past AMCs organised by MIDA had witnessed an overwhelming response with over 250 guests attending the in-person event held in MIDA Sentral building in Kuala Lumpur Sentral. The attendees include associated Government agencies, embassies, media representatives, business chambers, industry associations and company representatitives. Simultaneously, all microsite contents pertaining to the announcement were also displayed via a virtual event platform.

However, as innovation and pivot from the current practice of hosting the event, in light of the global health pandemic and taking into account current safety standard operating procedures (SOPs), **MIDA’s AMC 2022** is **to be conducted** as **a hybrid (physical and virtual)** event in MIDA. It is expected that MIDA would be able to maximize the coverage of this event and have a greater *Rakyat*-centric approach and engagement through a dedicated virtual event platform with enhanced user interface and experience.

Therefore, MIDA is looking for an experienced and/or qualified company to assist MIDA in hosting and conducting the AMC by providing virtual event solution.

The purpose of this document is to act as a guide for company to prepare a suitable proposal and quotation in providing such services to MIDA.

**1.1 Requirement**

The company that is interested to participate in the submission is required to be registered with the Companies Commission of Malaysia (SSM).

**1.2 Proposed Contract Duration**

This project is considered as a one-off project which is providing a virtual event solution for MIDA to host the MIDA Annual Media Conference 2022 event.

The contract period **will be for two (2) months (tentatively February 2022 to March 2022)**; which includes:

* platform development and customisation;
* hosting of the virtual AMC 2022 for a period of at least one (1) month (which is tentatively scheduled to go-live on 1 March 2022); and
* maintenance of the platform and its relevant features for a period of at least one (1) month (commencing from the date the platform go-live).
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 promotion agency, we champion Malaysia’s investment agenda as well as advise and handhold investors on the best path in successfully investing in Malaysia.

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. Our proactive engagement ensures investors achieve sustainable success which ultimately contributes to Malaysia’s economic transformation.

MIDA’s role:

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).

During the MIDA’s Annual Media Conference, the Malaysia’s Investment Performance Report will be launched and distributed to the guests. A Q&A session for the Media will be held privately after the announcement. MIDA will also showcase approximately 30 posters of Quality Projects, focusing on high investments values, advanced technology and high employment opportunities for Malaysia’s skilled workforce.

For the upcoming AMC 2022, MIDA **plans to host a hybrid event** where it will be conducted physically in MIDA Perdana Hall, Level 10 as well as to be broadcasted live on a virtual event platform and selected social media accounts. Subsequently, this virtual event platform will continue to be accessible online for a period of one (1) month.

1. **OBJECTIVES**

In order to maintain the event’s prestige and create greater engagement with the stakeholders especially the *Rakyat*, MIDA intends to **host its virtual attendees on a dedicated virtual event platform**. This platform which is similar to a microsite, is a software based system with features that go beyond traditional video conferencing software, which enables MIDA to host its virtual AMC. Thus, it should be able **to host a live event broadcast,** that is expected to be attended by approximately **1000 virtual attendees**. This virtual event platform should be able to be accessed via the proposed URL, [www. AMC2022.mida.gov.my](http://www.amc2022.mida.gov.my).

1. **SCOPE OF WORK**

To achieve the above objectives, the company is required **to** **provide** **the virtual event solution** **for MIDA to host the MIDA Annual Media Conference 2022 virtually,** including but not limited to providing:

* the platform’s hosting for a period of at least one (1) month;
* a workable solution, practical workflow and technical support in managing the virtual attendees and virtual programme;
* enhanced virtual attendees’ user interface/user experience (UI/UX);
* assistance to MIDA in pre and post-event publicity; hosting ’live event broadcast; and post-event activities;
* pertinent back-end data and analytics such as the attendees’ profiles, user engagement rate etc.; and
* insightful project summary report.
	1. **General**
1. The company shall undertake the **design customisation and development** of the event’s dedicated virtual platform for an enhanced user interface and experience (UI/UX).
2. This include providing the hosting, required technical service and support to host the AMC 2022 event and live event broadcasts that is expected to be attended by **approximately 1000 virtual attendees**.
3. Event’s information
4. Title: MIDA Annual Media Conference 2022
5. Date: Tentatively 8 March 2022 (Tuesday)
6. Time: 9.30 a.m.
7. Proposed URL : [www. AMC2022.mida.gov.my](http://www.amc2022.mida.gov.my)
8. Tagline: Strengthening Economic Resilience
9. Version: English Version only
10. Target Go-Live: One (1) week before the event (1 March 2022)
11. Event Duration: One (1) month

1. Hosting will be provided by the company.
2. MIDA will provide the ‘stream key’ that will be embedded onto the platform.
3. Provide design mockup and proof of concept (POC) or system mockup prior to full development and customisation.
4. Provide easy link to MIDA website at [www.mida.gov.my](http://www.mida.gov.my)
5. Collect and provide pertinent backend data such as registered guests’ profiles, user engagement rate, etc
	1. **System Requirements**

The platform is expected to be able to provide and not limited to:

1. providing a registration page for the invitees, this includes the ability to integrate with the current event management system (Evenesis) which is currently being subscribed by MIDA;
2. providing login page for a secured access to the platform;
3. providing an interactive welcoming page that serves as a lobby to receive the virtual attendees;
4. publishing pre-announcement publicity materials which include promotional contents such as video teaser, corporate videos, industry-related contents or online advertisements;
5. publishing AMC 2022’s embargoed announcement materials such as the Malaysia’s Investment Performance Report, statistics, media release, associated slides presentation via specified ‘room/page’;
6. providing a page that serves as a ‘hall’ or an area for MIDA to host and broadcast the ‘live event’; and this hall should be able to and not limited to:
	1. provide a ‘waiting room’ experience for the virtual attendees;
	2. keep track of 300 early-bird registrations for virtual gifts;
	3. provide Q&A and chat box to collate and handle questions during the events;
7. providing a page that serves as an area to showcase the quality projects posters;
8. providing a page that serves as a ‘download centre’ or ‘media room’ to publish all downloadable post events materials, such as the Senior Minister's announcement, associated slides presentation, media releases and the Malaysia’s Investment Performance Report 2021;
9. providing insightful analytics of the virtual event;
10. providing a content management system (CMS) that amongst its functions are:
	1. allow simple workflow and publishing controls, with flexible tiered permission (different access level);
	2. allow easy management of content for easy addition of posts or pages as well as uploading web contents and media;
	3. provide function to publish and unpublish content/postings/pages in managing embargoed materials;
	4. provide easy integration with social media; registrants’ calendar; chatbots or messaging applications for greater engagement experience and information dissemination or sharing.
	5. **Virtual Platform’s Content Requirement**

The content page/segments that will be uploaded or incorporated onto the platform:

|  |  |  |
| --- | --- | --- |
| **No.** | **Content / Segments** | **Publish Status** |
| 1 | Registration Page* Landing page for invitees and guests to register themselves and attendees.
* The system will auto-generate the credentials for the registered guests and will be notified via email.
 | Immediate Go Live |
| 2 | Login Page* A page that provide access to the virtual platform.
* Registered guests will be required to key in their credentials (ID and password).
 | Immediate Go Live |
| 3 | Virtual Lobby* Serve as a welcome page or landing page for registered invitees once they log in.
* Contains descriptive content about MIDA and the Annual Media Conference.
* Display access to the login page and access to other segments.
 | Immediate Go Live |
| 4 | Hall* ’Live event’ (with webinar features)
* Media releases
* Associated slides presentation, infographics
* Malaysia’s Investment Performance Report 2021
* Statistics
 | Embargoed content (content only to go live/ published once the announcement is made) |
| 5 | Quality Projects (QP)* Showcases approximately 30 quality projects posters.
 | Embargoed content (content only to go live/ published once the announcement is made) |
| 6 | e-Stats Data Portal* Contains descriptive content about the portal and the online service provided.
* Link to the se-Stats Data portal for approved projects listings.
 | Immediate Go Live |
| 7 | Statistics * Lists of the Appendices from the Report.
 | Embargoed content (only can be published once the announcement is made) |
| 8 | Download Centre / Resources /Media Room* Downloadable post-event materials.
 | Immediate Go Live |

* 1. **Invitees / Virtual Attendees**

Our invitees generally include associated Government agencies, embassies, media representatives, business chambers, industry associations and company representatitives. However, once the event is publicised on MIDA website, social media and the MIDA e-Newsletter subscribers, this virtual platform will be opened for the public at large.

* 1. **Registration Page**

A registration page is considered a landing page for the invitees to register themselves as attendees for the event.

A registration link to this page will be incorporated into MIDA’s invitation email.

* + 1. **Features**

The company is expected to perform the necessary customisation on the emails template so that it will be able to:

1. allow the invitees to register themselves upon receipt of the invitation;
2. allow the registered invitees to receive event link, event reminder/notification or any announcement/updates related to the event via email;
3. allow the information on the event to be synchronised with the basic Calendar apps such as Google calendar.

This registration page should be able to be integrated with MIDA’s subscribed event management system i.e. Evenesis (if required). MIDA may use this system to send invitations, update and monitor the registration list for the physical event in MIDA.

* + 1. **Registration Flow/Navigation**

Invitees who are being officially invited via email, will be directed to the registration page on the platform via the embedded registration link in the emails.

Published publicity materials will also direct the traffic/public to this registration page.

Registered invitees/guests will be provided the credentials (ID and password) to log into the virtual event platform. The system will generate these credentials automatically and notify the registrants via their registered email.

Once the registered invitees/guests key in the credentials at the login page, they will be able to access the virtual event platform.

* 1. **Login Page**

A login page is considered the entrance that provides access to the virtual platform where the guests will be required to key in their credentials here.

Once logged in, the guest will be routed to the lobby. This would be a one-time login where once log in, the guest is not required to key in again their credentials unless they log out. They can immediately access the platform via the event link

[www.amc2022.mida.gov.my](http://www.amc2022.mida.gov.my).

If they have logged out, the event link will automatically bring the guests to this login page. The guest will be required to key in their credentials here to access the platform.

* 1. **Virtual Lobby**

A virtual lobby should serve as a welcome page for the event and a landing page for registered attendees. It also serves as a gateway for the event’s content segments as follows:-

* + Agenda, About, Publicity Videos
	+ Hall / Announcement Room
	+ Quality Projects Showcase
	+ E-Stats Data Portal
	+ Download centre/Media Room

At the lobby, corporate videos or any publicity materials will be played for viewing while waiting for the ‘announcement’.

* 1. **Quality Projects Showcase**

Quality Projects Showcase is where approximately 30 quality investments projects are being showcased. In considering MIDA’s digital content initiatives, each project information will be incorporated in a poster and will be displayed at MIDA’s digital signage display systems in the located in various area in MIDA building.

Below is the visual reference of the digital signage display systems:

 

The appointed company will be supplied with the approved display materials to be uploaded onto the virtual platform.

In the previous AMC2021, the quality projects were being displayed as tiled thumbnails, where each poster was clickable and can be zoomed out. However, for this virtual platform, it is expected that the projects could be showcased in an improved and enhanced interface. The associated posters of the project will be published upon the official announcement.

Below is the reference page of the previous quality project showcase:-



* 1. **Hall / Announcement Room**
1. This ‘hall’ will serve as an area for MIDA to host and broadcast the ‘live event’; similar to private webinar features this hall should be able to:
	1. provide a ‘waiting room’ experience for the virtual attendees;
	2. keep track of 300 early-bird registrations for virtual gifts;
	3. provide poll features such as Q&A and chat box to collate and handle questions during the events;
2. The company to perform the recording of the live event on the virtual platform during the live streaming session.
3. MIDA will provide the stream key to be embedded in this page.
4. The duration of the live streaming is expected to be approximately 2 hours. The expected number of virtual attendees for the live event is approximately 1,000 pax. However, company should always be prepared should the traffic increases dramatically.
	1. **Security and Technical Service Support**

The company should be able to provide a **secured platform** in managing the whole virtual event, specifically during hosting the live broadcast on the platform.

The company should be able to provide technical advice and support to ensure the success of this virtual event platform.

1. **PRICE SCHEDULE**

The company is required to provide the estimated costs as per the proposed TOR.

1. **TIME FRAME**

The development and customisation of the platform is expected **to be completed within one (1) month,** as follows: -

1. Target Kick-off by 1 February 2022
2. Target Go-Live: 1 March 2022 (1 week before the event date)
3. Event Date: 8 March 2022
4. Live Streaming duration: Approximatey 2 hours (1000 virtual attendees)
5. Event Duration: One (1) month (from the date go-live)

However, these proposed dates may be subjected to change.

MIDA may require an ad-hoc task in response to prevailing requirements and/or directives, and the company should at all times be available to work together with MIDA on such specific needs. The appointed company shall be required to provide the project timeline upon their appointment.

1. **PROJECT TEAM MEMBERS**

Due to the time constraint and the given timeline, the appointed company must be able to provide sufficient manpower especially technical assistance and expertise to assist MIDA.

1. **DELIVERABLES**

Payment will be processed upon completion of the project or based on the payment schedule agreed by both MIDA and the appointed company.

1. **REIMBURSEMENT**

All costs pertaining to this proposal and subsequent presentation are to be borne by the company concerned. Any claims for reimbursement will not be entertained.

1. **COPYRIGHT / INTELLECTUAL PROPERTY RIGHTS**
2. The materials (the "Content" or "Contents"), including government policy information or other information as well as any software programmes available on or through MIDA promotional materials, 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.
3. All material/content shared with the company pertaining to the announcement is to be treated as HIGHLY CONFIDENTIAL and cannot be shared/ disclosed to external parties until the official announcement is made.
4. The company agrees to disclose and assign all copyright/intellectual rights resulting from this project unless agreed otherwise in writing.
5. MIDA reserves the ownership and copyright for all deliverables, and all development source files produced during this project unless agreed otherwise in writing.
6. MIDA and the appointed company must ensure that no part of the work is in infringement of the copyright of another party.
7. MIDA has the right to appoint other companies to produce other creative materials for this project.
8. **RESTRICTION ON USE OF MATERIALS**
	* 1. Except or otherwise provided, the Content of this project shall not be reproduced, republished, uploaded, posted, transmitted or otherwise distributed other than its intended purpose, in any way without the prior written permission of MIDA.
	1. Modification of any of the Content or use of the Content for other than its intended purpose will be a violation of MIDA's copyright and other intellectual property rights. Graphics and images on MIDA’s promotional materials shall be protected by copyright and may not be reproduced or appropriated in any manner without the written permission of MIDA in advance.
9. **PRICE VALIDITY**

The proposals and costs should be valid for at least 120 days from the closing date of this quotation. MIDA is not bound to accept the lowest bid.

1. **SUBMISSION OF PROPOSAL**

For this exercise, the proposal does not require any design mock-up (hard copy). However, the company must provide the detailed price schedule and proposed work plan.

1. **LISTS OF APPENDICES**
2. Appendix A - Term of Reference
3. Appendix B - Price Schedule Table
4. Appendix C - Project Team Members
5. Appendix D - MIDA Branding Guidelines
6. **DISCLAIMER**

This term of reference (TOR) is not guaranteed to be free of errors, omissions or deficiencies. In the event of the discovery of such errors, omissions or defects, MIDA may amend this TOR or part thereof and notify you accordingly. MIDA may require additional information to be given by the proposal in relation to the TOR and the context of the project and proposal received.

**BAB 3**

**JADUAL HARGA**

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI
ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

APPENDIX B

PRICE SCHEDULE

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please provide price quotes based on the following breakdowns:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Scope of Work/ Description** | **Unit** | **Price/Unit(RM)** | **Amount(RM)** |
| 1. | Customisation, design and development (inclusive content uploading and maintenance) |  |  |  |
| 2. | Hosting (inclusive required technical support and security service)  |  |  |  |
| 3. | Maintenance (inclusive required technical support and service) |  |  |  |
| **Total Price (RM)** |  |
| **GST 6%** |  |
| **Grand Amount (RM)** |  |

*Note:*

*All costs pertaining to this proposal and subsequent presentation which include design mockups or proof of concepts (POC) are to be borne by the company concerned. Any claims for reimbursement will not be entertained.*

*Name:*

*Designation:*

*Signature and Company’s Stamp:*

**BAB 4**

**BORANG *PROJECT TEAM MEMBERS***

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI
ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

APPENDIX C

PROJECT TEAM MEMBERS

**Company:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **NAME** | **DESIGNATION** | **ROLE AND RESPONSIBILITY** | **CONTACT DETAIL** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**BAB 5**

**GARIS PANDUAN PENJENAMAAN MIDA**

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI
ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

 **APPENDIX D**

**MIDA BRAND GUIDELINES** (As at 3 March 2021)

Malaysian Investment Development Authority (MIDA) logo is an important part of our organisation’s valuable intellectual property. Correct usage of MIDA’s logo is integral to developing and maintaining a consistent brand image and message about our organisation. The monogram and logotype that comprise our corporate logo have been carefully designed. Do not redraw or alter the artwork in any way. Any authorised usage of MIDA logos must comply with MIDA's requirements.

Any use of MIDA's logo must be (a) truthful, fair, not misleading, and (b) comply with MIDA's requirements, which may be modified at any time at MIDA's sole discretion. Always use the logo in the manner intended by MIDA. Do not alter them in any way. Do not make puns out of them or portray them negatively.

1. **Vision**

Malaysia as the pre-eminent preferred investment destination.

1. **Mission**

We build dynamic and sustainable investment ecosystem.

1. **The Master Logo**

****

1. **Logo Rationale**

|  |  |
| --- | --- |
|  |  |

1. **Master Logo Elements**

|  |  |
| --- | --- |
|  |  |

1. **Colour Code (Red: Pantone 1797U ; Grey: Pantone Cool Grey 11U)**

|  |  |
| --- | --- |
|  |  |

1. **Minimum Clear Space**

|  |  |
| --- | --- |
|  |  |

1. **Display Treatment**

****

Besides the main display treatment, the tagline can also be used in alternative variations to suit different applications such as primary vertical and horizontal tagline lockup variations as shown below.

****

Tagline lockup variations, for both the vertical and horizontal treatments should not be any smaller than the indicated minimum sizes – 2cm vertically and 1cm horizontally.

****

1. **Corporate Colours - Primary**

There are three primary colours that make up the MIDA corporate colours. CMYK and Pantone colour codes are provided below.

******

1. **Acceptable Usage**

The logo can be applied to coloured backgrounds. Acceptable background colours are shown below. The selected colours ensure that the logo and tagline remain clear and readable when applied on different backgrounds.

******

1. **Unacceptable Usage**

Do keep in mind that logo must always remain strong and legible. Below are examples of unacceptable background colours that do not work against the logo.

******

1. **Secondary Colours**

There are four secondary colours that make-up the MIDA corporate colours.



1. **Colour Swatch for Digital Creative**



**BAB 6**

**PENGALAMAN SYARIKAT**

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI
ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

1. **PENGALAMAN SYARIKAT**

Senarai perkhidmatan yang sama yang pernah dibekalkan 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 perkhidmatan:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Butiran Kontrak** | **Nama Pelanggan & Alamat** | **Jumlah Kontrak (RM)** | **Tarikh Mula** | **Tarikh Tamat** |
|  |  |  |  |  |  |

**BAB 7**

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

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI
ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

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
 |  |  |  |

Nota : Penyata Kewangan yang telah diaudit bagi tiga (3) tahun berakhir hendaklah disertakan

* + 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. |  |  |  |

**SENARAI SEMAKAN**

**SEBUTHARGA PEMBEKALAN PERKHIDMATAN *VIRTUAL EVENT SOLUTION* BAGI
ACARA SIDANG MEDIA TAHUNAN MIDA 2022**

**SEBUTHARGA MIDA BIL: 4/2022**

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 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) |  |  |
|  | Jadual Harga (Bab 3) |  |  |
|  | Pengalaman Syarikat (Bab 5) |  |  |
|  | Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat (Bab 6) |  |  |
|  | Penyata Kewangan untuk 3 tahun terakhir |  |  |
|  | Penyata Bank untuk 3 bulan terakhir |  |  |
|  | Lain-lain Sekiranya Ada (Sila Nyatakan) |  |  |

|  |
| --- |
| **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 | : | ..................................................................................... |

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| **PENGESAHAN OLEH MIDA** |
| Urusetia Sebutharga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil. .......................................... (jika ada) :- |
|

|  |  |  |
| --- | --- | --- |
| Tandatangan | : | ..................................................................................... |
| Nama | : | ..................................................................................... |
| Jawatan | : | ..................................................................................... |
| Tarikh | : | ..................................................................................... |

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