

Ruj. MIDA : MIDA.024.400-5/6/2
Tarikh : 11 Januari 2022

NOTIS PELAWAAN SEBUTHARGA

NO. SEBUT HARGA : SH MIDA BIL: 4/2022
**PERKARA : SEBUTHARGA PEMBEKALAN PERKHIDMATAN VIRTUAL
EVENT SOLUTION BAGI ACARA SIDANG MEDIA
TAHUNAN MIDA 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
No. Telefon : 03 – 2267 3633
No. Faks : 03 – 2274 7970**

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

Peralatan & Kelengkapan Komputer, Perkakasan dan Komponen

210103: *Software -Supply all computer software, operating system, database, off-the shelf packages including maintenance; dan*

210109: *Software/System Development/ Customisation and maintenance including data entry, data processing; atau*

210104: *Multimedia products, services and maintenance (video conferencing, webcast, 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 diisi di dalam format seperti yang telah ditetapkan di dalam borang maklumbalas.**
- 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 KONTRAK

Tempoh kontrak adalah berdasarkan kepada tempoh pembekalan perkhidmatan iaitu dari kerja-kerja pembangunan dimulakan sehinggalah platform maya acara sidang media tahunan MIDA 2022 ditutup iaitu dijangka pada 31 Mac 2022. Sehubungan itu tempoh kontrak ini adalah sekurang-kurangnya dua (2) bulan.

4. DOKUMEN SEBUTHARGA

BAB 1 – Surat Akuan Penyebutharga & Surat Akuan Pembida

BAB 2 – Spesifikasi Kerja & Perkhidmatan

BAB 3 – Borang Jadual Harga

BAB 4 – Borang *Project Team Members*

BAB 5 – Garis Panduan Penjenamaan MIDA

BAB 6 – Pengalaman Syarikat

BAB 7 – 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 19 Januari 2022 (Rabu)**.

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 **satu (1) sampul surat berlakri (sealed) beserta dokumen-dokumen yang mesti dikembalikan** iaitu:-

1.	Bab 1	Surat Akuan Penyebutharga Surat Akuan Pembida
2.	Bab 3	Jadual Harga
3.	Bab 4	<i>Project Team Members</i>

4.	Bab 6	Pengalaman Syarikat
5.	Bab 7	Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat :- ➤ Penyata Kewangan untuk 3 tahun terakhir ➤ Penyata Bank untuk 3 bulan terakhir
6.		Salinan Pendaftaran Syarikat Dengan Suruhanjaya Syarikat Malaysia (SSM) dan Kementerian Kewangan (MOF)

5.4 Sampul tersebut hendaklah ditanda di bahagian atas sampul surat dengan:-

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

SEBUTHARGA MIDA BIL. : 4/2022

DITUTUP PADA : 19 JANUARI 2022 (RABU)

MASA : SEBELUM / PADA 12.00 TENGAHARI

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 SEBUTHARGA

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 SEBUTHARGA 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 Petender boleh diambil sekiranya pihak-pihak terlibat dengan kesalahan rasuah di bawah Akta Pencegahan Rasuah 2009 (Akta 694); dan
- (d) Mana-mana kontraktor atau Petender 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 sebutarga 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 MENYALAHU 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 empat belas (14) hari dari tarikh dokumen sebutharga mula dijual. Bantahan yang diterima selepas tempoh tersebut tidak akan dipertimbangkan.

9. MAKLUMAT TAMBAHAN

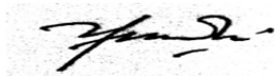
Sebarang pertanyaan atau keterangan lanjut, syarikat diminta berhubung dengan **Encik Syihabuddin Ahmad Mohamad, Bahagian Pengurusan Korporat** di talian **03-22676697** atau emel: syihabuddin@mida.gov.my atau **Puan Faridah Salmi Mohd Mokhtar, Bahagian Komunikasi Korporat** di talian **03-22632430** atau emel: salmi@mida.gov.my

Sekian.

"WAWASAN KEMAKMURAN BERSAMA 2030"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,



(Hazli Jemaat)

Pengarah

Bahagian Pengurusan Korporat

b.p. Ketua Pegawai Eksekutif

Lembaga Pembangunan Pelaburan Malaysia (MIDA)

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 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 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

1.0 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 representatives. 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).

2.0 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:

- a. Advocate our audience on investment policies.
- b. Educate and consult the Government and investors.
- c. Promote, facilitate and support investment in strategic areas.
- d. 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.

3.0 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.

4.0 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.

4.1 General

- i. 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).
- ii. 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**.

iii. Event's information

- a. Title: MIDA Annual Media Conference 2022
- b. Date: Tentatively 8 March 2022 (Tuesday)
- c. Time: 9.30 a.m.
- d. Proposed URL : www.AMC2022.mida.gov.my
- e. Tagline: Strengthening Economic Resilience
- f. Version: English Version only
- g. Target Go-Live: One (1) week before the event (1 March 2022)
- h. Event Duration: One (1) month

iv. Hosting will be provided by the company.

v. MIDA will provide the 'stream key' that will be embedded onto the platform.

vi. Provide design mockup and proof of concept (POC) or system mockup prior to full development and customisation.

vii. Provide easy link to MIDA website at www.mida.gov.my

viii. Collect and provide pertinent backend data such as registered guests' profiles, user engagement rate, etc

4.2 System Requirements

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

- i. 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;
- ii. providing login page for a secured access to the platform;
- iii. providing an interactive welcoming page that serves as a lobby to receive the virtual attendees;
- iv. publishing pre-announcement publicity materials which include promotional contents such as video teaser, corporate videos, industry-related contents or online advertisements;

- v. 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';
- vi. 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:
 - a. provide a 'waiting room' experience for the virtual attendees;
 - b. keep track of 300 early-bird registrations for virtual gifts;
 - c. provide Q&A and chat box to collate and handle questions during the events;
- vii. providing a page that serves as an area to showcase the quality projects posters;
- viii. 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;
- ix. providing insightful analytics of the virtual event;
- x. providing a content management system (CMS) that amongst its functions are:
 - a. allow simple workflow and publishing controls, with flexible tiered permission (different access level);
 - b. allow easy management of content for easy addition of posts or pages as well as uploading web contents and media;
 - c. provide function to publish and unpublish content/postings/pages in managing embargoed materials;
 - d. provide easy integration with social media; registrants' calendar; chatbots or messaging applications for greater engagement experience and information dissemination or sharing.

4.3 Virtual Platform's Content Requirement

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

No.	Content / Segments	Publish Status
1	<u>Registration Page</u> <ul style="list-style-type: none"> • 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	<u>Login Page</u> <ul style="list-style-type: none"> • 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	<u>Virtual Lobby</u> <ul style="list-style-type: none"> • 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	<u>Hall</u> <ul style="list-style-type: none"> • '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	<u>Quality Projects (QP)</u> <ul style="list-style-type: none"> • Showcases approximately 30 quality projects posters. 	Embargoed content (content only to go live/ published once the announcement is made)
6	<u>e-Stats Data Portal</u> <ul style="list-style-type: none"> • Contains descriptive content about the portal and the online service provided. 	Immediate Go Live

	<ul style="list-style-type: none"> • Link to the se-Stats Data portal for approved projects listings. 	
7	Statistics <ul style="list-style-type: none"> • Lists of the Appendices from the Report. 	Embargoed content (only can be published once the announcement is made)
8	Download Centre / Resources /Media Room <ul style="list-style-type: none"> • Downloadable post-event materials. 	Immediate Go Live

4.4 Invitees / Virtual Attendees

Our invitees generally include associated Government agencies, embassies, media representatives, business chambers, industry associations and company representatives. 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.

4.5 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.

4.5.1 Features

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

- i. allow the invitees to register themselves upon receipt of the invitation;
- ii. allow the registered invitees to receive event link, event reminder/notification or any announcement/updates related to the event via email;
- iii. 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.

4.5.2 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.

4.6 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.

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.

4.7 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'.

4.8 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.

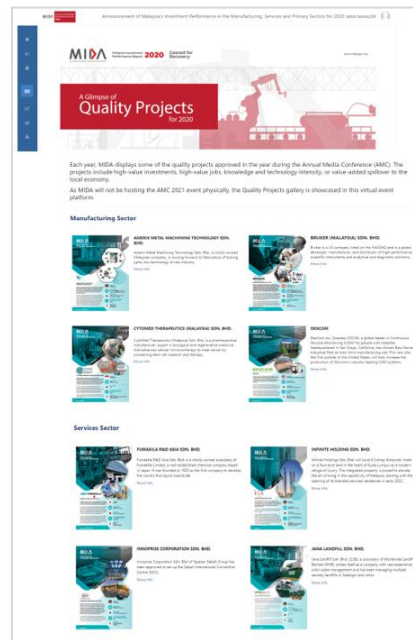
Below is the visual reference of the digital signage display systems:



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:-



4.9 Hall / Announcement Room

- i. 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:
 - a. provide a 'waiting room' experience for the virtual attendees;
 - b. keep track of 300 early-bird registrations for virtual gifts;
 - c. provide poll features such as Q&A and chat box to collate and handle questions during the events;
- ii. The company to perform the recording of the live event on the virtual platform during the live streaming session.
- iii. MIDA will provide the stream key to be embedded in this page.
- iv. 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.

4.10 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.

5.0 PRICE SCHEDULE

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

6.0 TIME FRAME

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

- a. Target Kick-off by 1 February 2022
- b. Target Go-Live: 1 March 2022 (1 week before the event date)
- c. Event Date: 8 March 2022
- d. Live Streaming duration: Approximatey 2 hours (1000 virtual attendees)
- e. 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.

7.0 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.

8.0 DELIVERABLES

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

9.0 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.

10.0 COPYRIGHT / INTELLECTUAL PROPERTY RIGHTS

- i. 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.
- ii. 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.
- iii. The company agrees to disclose and assign all copyright/intellectual rights resulting from this project unless agreed otherwise in writing.
- iv. MIDA reserves the ownership and copyright for all deliverables, and all development source files produced during this project unless agreed otherwise in writing.
- v. MIDA and the appointed company must ensure that no part of the work is in infringement of the copyright of another party.
- vi. MIDA has the right to appoint other companies to produce other creative materials for this project.

11.0 RESTRICTION ON USE OF MATERIALS

- i. 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.

- ii. 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.

12.0 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.

13.0 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.

14.0 LISTS OF APPENDICES

- i. Appendix A - Term of Reference
- ii. Appendix B - Price Schedule Table
- iii. Appendix C - Project Team Members
- iv. Appendix D - MIDA Branding Guidelines

15.0 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.

2. Mission

We build dynamic and sustainable investment ecosystem.

3. The Master Logo



4. Logo Rationale



The bold, block letters of MIDA represent the integrity and professionalism of the organisation. The colour grey suggests neutrality and reliability, whilst the new cutting-edge, dynamic and pioneering force of MIDA is now represented in the eye-catching, strong red motif that resembles an arrow moving forward.

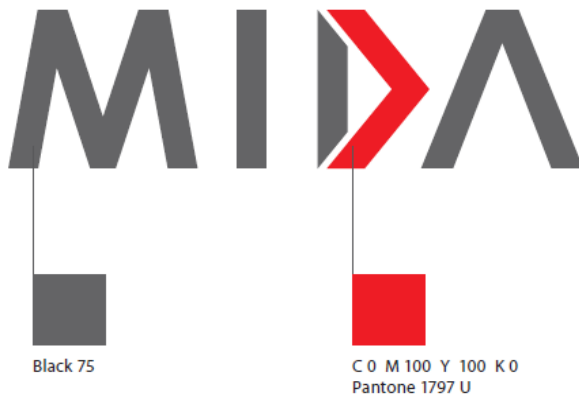
5. Master Logo Elements



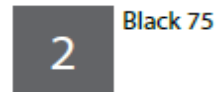
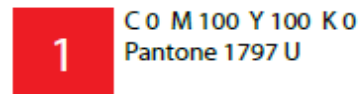
The MIDA logo consists of two elements: The logomark and tagline. The logomark is a specially constructed abbreviation of the brand name in its corporate colours. The logomark is designed clean and architectural to portray straight forwardness, progression, strength, accountability and authority.

The tagline, consisting of four words – ‘Malaysian Investment Development Authority’ exists in tandem with the logomark.

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



The MIDA logo colour code in CMYK and Pantone is indicated by the marked numbers shown below:



Colour code ‘1’ is chosen and applied to a specific design element of the logomark to contrast and draw attention to the overall logo. The colour code also serves to highlight an ‘arrow’, a symbol of progression and forwardness.

7. Minimum Clear Space



Clear space is the safety zone surrounding the MIDA logo & tagline. The clear space allows it to breathe and stand out wherever it is placed. It also ensures the logo & tagline remains unobstructed and clear.

The minimum clear space for the master logo is the height of the logomark, divided in half. Clear space between the logomark and tagline is half (0.5x) of the indicated minimum clear space. All clear spaces are marked 'X' as shown.

8. 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.

Primary

Vertical treatment



Horizontal treatment



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.

Minimum Size
Vertical treatment

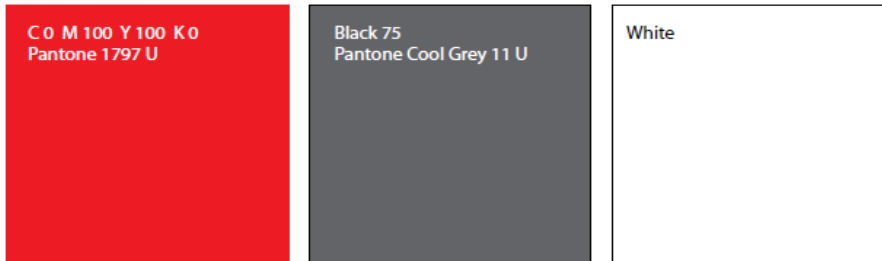


Horizontal treatment



9. Corporate Colours - Primary

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



10. 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.



Full colour version in white background

Black & white colour version in white background

Reverse full colour version in black background

Reverse black & white colour version in black background

11. 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.



Do not place the logo on a background with a similar colour tone to the logo



Do not place the logo on a background with insufficient contrast



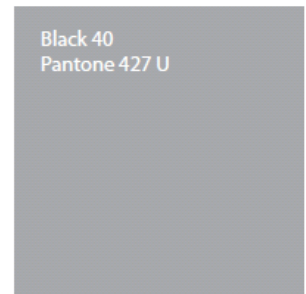
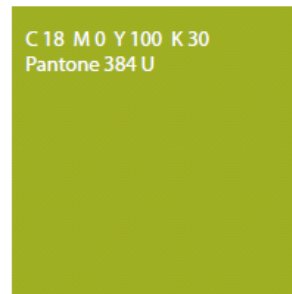
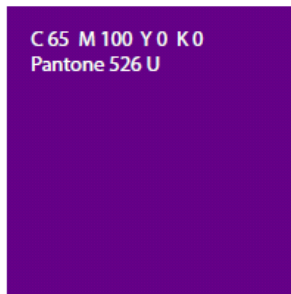
Do not place the logo on a background with insufficient contrast



Do not place the logo on a heavy textured background

12. Secondary Colours

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



13. Colour Swatch for Digital Creative

— Base Colors



— Primary Colors



— Secondary Colors



BAB 6

PENGALAMAN SYARIKAT

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

A. 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

B. 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.

A. MAKLUMAT AM

1. Nama Syarikat :
2. Alamat :
3. No. Telefon :
4. No. Faks :
5. Emel :
6. Tarikh Pendaftaran / :
Penuhuan
7. No. Daftar Syarikat / :
Perniagaan
8. Tempat Pendaftaran/ :
Penuhuan
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			

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

- 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.			

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
1.	Salinan Sijil Akuan Pendaftaran dari Kementerian Kewangan (MOF)		
2.	Salinan Sijil Akuan 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 Harga (Bab 3)		
7.	Pengalaman Syarikat (Bab 5)		
8.	Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat (Bab 6)		
9.	Penyata Kewangan untuk 3 tahun terakhir		
10.	Penyata Bank untuk 3 bulan terakhir		
11.	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 :

PENGESAHAN OLEH MIDA

Urusetia Sebutharga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil.
..... (jika ada) :-

Tandatangan :

Nama :

Jawatan :

Tarikh :