**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. 24/2022**

**SEBUTHARGA BAGI MENJALANKAN *DIAGNOSTIC MIDA TALENT MANAGEMENT PRACTICES***

Kepada:

Penyebutharga-penyebutharga,

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

**SURAT AKUAN PENYEBUTHARGA**

**Kepada:**

**Ketua Pegawai Eksekutif**

**Lembaga Pembangunan Pelaburan Malaysia**

**MIDA Sentral, No. 5**

**Jalan Stesen Sentral 5**

**Kuala Lumpur Sentral**

**50470 Kuala Lumpur.**

Tuan,

**SEBUTHARGA MIDA BIL: 24/2022**

**SEBUTHARGA BAGI MENJALANKAN *DIAGNOSTIC MIDA TALENT MANAGEMENT PRACTICES***

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 BAGI MENJALANKAN *DIAGNOSTIC MIDA TALENT MANAGEMENT PRACTICES***

**(SEBUTHARGA MIDA NO. 24/2022)**

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 TEKNIKAL & KEPERLUAN KERJA

**TERMS OF REFERENCE**

**DIAGNOSTIC OF MIDA TALENT MANAGEMENT PRACTICES**

1. **BACKGROUND**
	1. Malaysian Investment Development Authority (MIDA) is a Malaysian principal agency for promotion of the manufacturing and services sector in Malaysia. MIDA has been mandated by the Malaysian Government to lead the initiative to promote foreign and domestic direct investment in the country and evaluate proposals for fiscal incentives, duty exemptions and expatriate posts. MIDA is also responsible to formulate and recommend policies and strategies in industrial development. In addition to that, MIDA also does monitoring and follow up activities to facilitate investments. The continuous demand on behalf of the Malaysian Government, for better national investment achievement every year has always spurred MIDA to perform better in delivering its mandate.
	2. There are many challenges that need to be addressed to enhance MIDA’s position as the country’s leading investment promotion agency (IPA). The challenges have motivated MIDA to make adjustments in reviewing its internal business strategies and processes. One of the areas are to upgrade MIDA’s competitiveness in performing its duties is the development and management of its human capital. In view of that, MIDA has embarked on major initiatives in human resource management with the intention to strengthen its position as the leading IPA in Malaysia.
	3. In addition to that, the Human Resource Management Division (HRMD) of MIDA has developed and implemented an automated Employee Performance Management System (EPMS) and Assessment Development Centre (ADC). The initiatives comprehensively enable the data to be used for other strategic usages such as talent management, individual career planning and succession planning.
	4. To support these initiatives, HRMD proposes developing and implementing a Talent Management Dashboard to enable **live tracking** and **monitoring** of employee career and development.
	5. Currently, there are five (5) systems used by HRMD, namely:
2. *Sistem Pengurusan Personnel Sumber Manusia* (HRClick)
* *Profil Pegawai*
* *Pengurusan Cuti*
* *Penilaian Prestasi*
* *Rekod Perkhidmatan*
* *Perjawatan*
* *Perubatan*
1. Sistem Rekod Latihan (SiRL) – recording of training courses attended.
2. Employee Performance Management System (EPMS)
* Recording of KPIs, competency and achievement
1. *Sistem e-Jawatan – online job application*
2. Corporate Management System (CMSys)
* Recording of time attendance

The 5 disintegrated systems provide basic administrative service to MIDA staff with limited utilisation of data generated.

* 1. Consequently, in Panel Pembangunan Sumber Manusia (PPSM) Meeting No. 4/2021, the committee agreed for HRMD **to engage a consultant to undertake a diagnostic exercise** with theaims to **identify strengths and constraints in the existing Human Resource Management systems as well as recommendations for system improvements covering strategies, processes, technology and talent capabilities in maintaining talent management**.
1. **OBJECTIVE OF STUDY**
	1. The objective of this study is **to conduct a diagnostic of existing HRM systems** and recommend the best solution for **developing talent management dashboard**.
2. **SCOPE AND OUTPUT OF STUDY**
	1. The study of diagnostic Talent Management shall include:
		1. Assess MIDA’s talent management maturity level.
		2. Review MIDA’s human resource strategy, talent management related strategy, processes, and technology. The dashboard is able to provide the level of competency and development required by each employee for career advancement in MIDA.
		3. Conduct interview/focus group with HRM, top management and directors of divisions.
		4. Identify key strengths and gaps in MIDA’s internal talent management and practices.
		5. Recommend talent management tools, technology and process improvement to facilitate in implementation Talent Management Dashboard.
		6. Propose integration solutions for the existing HR system with Talent Management Dashboard.
	2. The setting up diagnostic of Talent Management Dashboard will take into account the following elements (but not limited to):
3. **Human Resources current systems**
4. **Strategy**
5. **Technology**
6. **Process**
7. **Talent/People**
8. **EXPECTED OUTCOME**
	1. This diagnostic must be done from Grade 1 to JUSA positions.
	2. Assess MIDA’s talent management maturity level.
	3. Identify and evaluate the strengths and gaps in the existing HRM systems as well as recommendations for improvement covering strategies, processes, technology and talent capabilities in developing Talent Management Dashboard.
	4. Study the integration of the existing HRM systems in developing the Talent Management Dashboard.
	5. Analyse issues and challenges faced in implementing Talent Management Dashboard.
	6. Recommend areas of improvement in implementing the Talent Management Dashboard and way forward.
	7. The diagnostic must include the solution in integrating the existing HR system with Talent Management Dashboard.
9. **ORGANISATION OF THE STUDY**
	1. The study of diagnostic shall be coordinated by Project Management Office (PMO) Committee under HRMD and assisted by Information Technology System Development Division and *Majlis Bersama Jabatan* (MBJ).
	2. The PMO Committee will provide direction, guidance and assistance to the consultant in conducting the diagnostic and shall make a decision at relevant stages to ensure that there is no deviation from the study’s objectives and scope.
10. **DURATION OF STUDY**

The study shall commence from the date of appointment of the consultant and shall be completed within 6 weeks.

1. **REPORTS**

The consultant shall submit the following reports according to the following schedule of submission:

|  |  |  |
| --- | --- | --- |
| **NO** | **REPORT** | **DURATION** |
| (i) | Acceptance of Inception Report  | 1 week |
| (ii) | Acceptance of Interim Report  | 2 weeks |
| (iii) | Acceptance of Draft Report  | 2 weeks |
| (iv) | Acceptance of Final Report  |  1 week |
|  **TOTAL** | **6 weeks** |

1. **BUDGET**
	1. Payment will be processed upon completion of the project.
2. **COPYRIGHT / INTELLECTUAL PROPERTY RIGHTS**
	1. All material/ content shared with the company pertaining to the exercise is to be treated as HIGHLY CONFIDENTIAL and cannot be shared/ disclosed to external parties.
	2. MIDA reserves the ownership and copyright for all deliverables, and all development sources files produces during this project unless agreed otherwise in writing.
	3. The appointed company must ensure that no part of the work and deliverables are infringing any intellectual property of another party.
3. **FINDINGS DISSEMINATION**

The findings are to be presented to the relevant committees for further direction and action. All database, information and findings of this study are to be treated CONFIDENTIAL and for MIDA’s use only.

1. **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**

**BORANG JADUAL HARGA**

**PEROLEHAN MENJALANKAN *DIAGNOSTIC MIDA***

***TALENT MANAGEMENT PRACTICES***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | ***Scope of Work/ Description*** | **Unit** | **Amount(RM)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| ***Total Price (RM)*** |  |
| ***SST 6%*** |  |
| ***Grand Amount (RM)*** |  |

**BAB 4**

1. **PENGALAMAN/PROFIL SYARIKAT**

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

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

1. **PROJEK YANG SEDANG DILAKSANAKAN**

Senarai projek :-

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

**BAB 5**

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

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

1. **MAKLUMAT AM**

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

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

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

Nota : Sila lampirkan salinan sijil pendaftaran.

* 1. Struktur Modal Syarikat :

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

**B. KEWANGAN**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Tahun Kewangan:** | **2019(RM)** | **2020****(RM)** | **2021****(RM)** |
| * Jumlah Aset
* Aset Semasa
* Jumlah Tanggungan
* Tanggungan Semasa
* Nilai Bersih
* Modal Kerja
 |  |  |  |

* + 1. Bank-bank Utama:

|  |  |  |
| --- | --- | --- |
| **No.** | **Nama Bank & Alamat** | **Jenis Akaun** |
| 1.2.3. |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Jenis Kemudahan Kredit** | **Bank/Institusi Kewangan** | **Jumlah (RM)** |
| 1.2.3. |  |  |  |

**Nota:**

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

**LAMPIRAN SEMAKAN**

**SENARAI SEMAKAN**

**SEBUTHARGA BAGI MENJALANKAN *DIAGNOSTIC MIDA TALENT MANAGEMENT PRACTICES***

**SEBUTHARGA MIDA BIL: 24/2022**

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) |  |  |
|  | 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 4) |  |  |
|  | Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat (Bab 5) |  |  |
| 10. | Penyatan Kewangan Bagi 3 tahun terakhir |  |  |
| 11. | Penyata Bulanan Akaun bagi 3 bulan terakhir |  |  |
| 12. | 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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|  |
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| **PENGESAHAN OLEH MIDA** |
| Jawatankuasa Pembuka Sebut Harga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil. .......................................... (jika ada) :- |
|

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

 |