**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. 6/2023**

**SEBUTHARGA BAGI MENJALANKAN PROGRAM PEMBANGUNAN DAN INTEGRASI PELAN PERALIHAN MIDA (2023-2032)**

Kepada:

Penyebutharga-penyebutharga,

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

**SURAT AKUAN PENYEBUTHARGA**

**Kepada:**

**Ketua Pegawai Eksekutif**

**Lembaga Pembangunan Pelaburan Malaysia**

**MIDA Sentral, No. 5**

**Jalan Stesen Sentral 5**

**Kuala Lumpur Sentral**

**50470 Kuala Lumpur.**

Tuan,

**SEBUTHARGA MIDA BIL: 6/2023**

**SEBUTHARGA BAGI MENJALANKAN PROGRAM PEMBANGUNAN DAN INTEGRASI PELAN PERALIHAN MIDA (2023-2032)**

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 PROGRAM PEMBANGUNAN DAN INTEGRASI PELAN PERALIHAN MIDA (2023-2032)**

**(SEBUTHARGA MIDA NO. 6/2023)**

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 & SKOP KERJA

|  |  |
| --- | --- |
| **STATEMENT** | |
| All *penyebutharga* are required to adhere to the specified mandatory specifications. | |
| **NO.** | **JOB SCOPE ELABORATION / SPECIFICATIONS** |
| **1.0** | **DEVELOPMENT INTERVENTIONS FOR GRADE 13,12 AND 11** |
| **1.1** | **Objectives** |
|  | * To develop 49 officers in Grade 13, 12 and 11 based on Internal Assessment and Development Reports:   + Grade 13 – 11 Candidates   + Grade 12 – 15 Candidates   + Grade 11 – 23 Candidates * The **intervention development programme** will be based on **MIDA Core Values (Appendix 1)** andMIDA leadership competencies requirements, including (but not limited to) the following:   Grade 13   * + Strategic Thinking   + Stakeholder Management   + Global Perspective   + Organisational Insights   + Coaching & Developing Others   Grade 12   * + Strategic Thinking   + Stakeholder Management   + Problem Solving & Decision Making   + Organisational Insights   + Coaching & Developing Others   Grade 11   * + Strategic Thinking   + Team Leadership   + Networking & Relationship Building   + Stakeholder Management   + Problem Solving & Decision Making |
| **1.2** | **Intervention Requirements** |
| **1.2.1** | Successful appointed training provider to devise an overall 1-year programme:   * Grade 13  1. Intervention Programme -    * Module 1 – 2 days    * Module 2 – 2 days    * Report for each module 2. Group Project Management    * Project Management    * Monthly meeting    * Present the project to top management    * Summary of project management report to MIDA management 3. Executive Coaching    * One-on-one session    * 3 coaching sessions    * Individual report by session    * Report on overall session  * Grade 12  1. Intervention Programme    * Module 1 – 2 days    * Module 2 – 2 days    * Module 3 – 2 days    * Report for each module 2. Group Project Management    * Project Management    * Monthly meeting    * Present the project to top management    * Summary of project management report to MIDA management 3. Executive Coaching    * One-on-one session    * 3 coaching sessions    * Individual report by session    * Report on overall session   Grade 11  A) Intervention Programme   * + Module 1 – 2 days   + Module 2 – 2 days   + Module 3 – 2 days   + Module 4 – 2 days   + Report for each module   B) Group Project Management   * + Project Management   + Monthly meeting   + Present the project to top management   + Summary of project management report to MIDA management   C) Group Coaching   * + 3 coaching sessions   + Individual report by session   + Report on overall session   **Summary of Requirements:**   * To organise suitable intervention development programmme (Masterclass / On-the-Job Training / Executive Coaching etc) conducted by a team of experienced coaches who are certified in leadership development, with a minimum of **10 years of experience**. * To provide a summary report after the completion of coaching sessions, including any action plans or recommendations for continued development and progress made. * To provide training materials and resources to support the coaching sessions. * To prepare an executive summary report that summarises the current state of MIDA talent pool, including identifying high potential officers, pinpointing areas of improvement for those who are not yet ready, and offering expert recommendations on the best course of action. * The report should also highlight the progress made by each officer, the changes in their leadership competencies, the satisfaction rate of the coaching sessions, and any feedback provided by the officers. * To manage key strategic projects involves three (3) areas of improvement: revenue generation, process improvement, and cost rationalisation. |
| **1.3** | **Key Outcome** |
|  | To expand MIDA's pool of talent that are ready to step up to major leadership positions in the medium and long term (2023 – 2032) by:   * Attaining improved leadership competencies of the officers * Getting an overall report on action plans and recommendations for continued development as outlined in Para 1.2 * Obtaining 49 individual reports of the progress made by each officer in the project allocated and the changes in their leadership competencies * Acquiring a report of the program’s satisfaction rate and feedback from the officers in order to improve future development programs |
| **2.0** | **DEVELOPMENT INTERVENTIONS FOR JUSA C** |
| **2.1** | **Objectives** |
|  | * To develop 6 potential super skilled grade (JUSA C) officers based on Internal Assessment and Development Reports through Executive Coaching * Help leaders improve their performance and achieve their goals in the project allocated by providing guidance, support and feedback. This can include working on specific skills or competencies, addressing challenges and obstacles and developing strategies for achieving success on the specific project given. |
| **2.2** | **Intervention Requirements** |
| **2.2.1** | * Project Management  1. Monthly meeting 2. Present the project to top management 3. Summary of project management report to MIDA management  * Conduct executive coaching sessions consisting of:   1. 3-month programme; 2 coaching and 1 mentoring session   2. One-on-one session   3. 1 session per month of 1.5 hours   4. Monthly review report   5. Individual report by session   6. Report on overall session * **Summary of Requirements**: * Set development goals and coaching focus at the beginning of the coaching journey * Monitor progress and achievements * Assist in resolving issues & conflicts * To manage key strategic projects involves three (3) areas of improvement: revenue generation, process improvement, and cost rationalisation. |
| **2.2.2** | Selection of Coach:   * Provide a selection of coaches to match with coachee personalities and requirements * The coaches provided must have relevant certifications or accreditations * The coaches must have experience and expertise related to MIDA Management's needs and requirements |
| **2.2.3** | The coach must provide a monthly review report to track progress in Executive Coaching |
| **2.2.4** | Prepare written reports for each candidate after the end of Executive Coaching Programme |
| **2.3** | **Key Outcome** |
|  | By the end of the programme, the coachees shall possess:   * Improved leadership skills * Increased self-awareness and emotional intelligence * Better communication and decision-making abilities * Improved team performance * Managing business effectively   Strengthening their relationships with others  Gaining new insights or perspectives on their situation  Monthly Review Reports  Six (6) reports, consisting of:   * An overall report of the coaching program * Individual reports on each candidate (sic reports) |

**APPENDIX I**

**MIDA CORE VALUES (MICCCA)**

****

**BAB 3**

**BORANG MAKLUM BALAS TEKNIKAL**

|  |  |  |
| --- | --- | --- |
| **STATEMENT** | | **DELIVERABLES**  **(please indicate)** |
| All *penyebutharga* are required to adhere to the specified mandatory specifications. | |  |
| **NO.** | **JOB SCOPE ELABORATION / SPECIFICATIONS** |  |
| **1.0** | **DEVELOPMENT INTERVENTIONS FOR GRADE 13,12 AND 11** |  |
| **1.1** | **Objectives** |  |
|  | * To develop 49 officers in Grade 13, 12 and 11 based on Internal Assessment and Development Reports:   + Grade 13 – 11 Candidates   + Grade 12 – 15 Candidates   + Grade 11 – 23 Candidates * The **intervention development programme** will be based on **MIDA Core Values (Appendix 1)** andMIDA leadership competencies requirements, including (but not limited to) the following:   Grade 13   * + Strategic Thinking   + Stakeholder Management   + Global Perspective   + Organisational Insights   + Coaching & Developing Others   Grade 12   * + Strategic Thinking   + Stakeholder Management   + Problem Solving & Decision Making   + Organisational Insights   + Coaching & Developing Others   Grade 11   * + Strategic Thinking   + Team Leadership   + Networking & Relationship Building   + Stakeholder Management   + Problem Solving & Decision Making |  |
| **1.2** | **Intervention Requirements** |  |
| **1.2.1** | Successful appointed training provider to devise an overall 1-year programme:   * Grade 13  1. Intervention Programme    * Module 1 – 2 days    * Module 2 – 2 days    * Report for each module 2. Group Project Management  * Project Management * Monthly meeting * Present the project to top management * Summary of project management report to MIDA management  1. Executive Coaching    * One-on-one session    * 3 coaching sessions    * Individual report by session    * Report on overall session  * Grade 12  1. Intervention Programme    * Module 1 – 2 days    * Module 2 – 2 days    * Module 3 – 2 days    * Report for each module 2. Group Project Management  * Project Management * Monthly meeting * Present the project to top management * Summary of project management report to MIDA management  1. Executive Coaching    * One-on-one session    * 3 coaching sessions    * Individual report by session    * Report on overall session  * Grade 11  1. Intervention Programme    * Module 1 – 2 days    * Module 2 – 2 days    * Module 3 – 2 days    * Module 4 – 2 days    * Report for each module 2. Group Project Management    * Project Management    * Monthly meeting    * Present the project to top management    * Summary of project management report to MIDA management 3. Group Coaching    * 3 coaching sessions    * Individual report by session    * Report on overall session   **Summary of Requirements:**   * To organise suitable intervention development programmme (Masterclass / On-the-Job Training / Executive Coaching etc) conducted by a team of experienced coaches who are certified in leadership development, with a minimum of **10 years of experience**. * To provide a summary report after the completion of coaching sessions, including any action plans or recommendations for continued development and progress made. * To provide training materials and resources to support the coaching sessions. * To prepare an executive summary report that summarises the current state of MIDA talent pool, including identifying high potential officers, pinpointing areas of improvement for those who are not yet ready, and offering expert recommendations on the best course of action. * The report should also highlight the progress made by each officer, the changes in their leadership competencies, the satisfaction rate of the coaching sessions, and any feedback provided by the officers. * To manage key strategic projects involves three (3) areas of improvement: revenue generation, process improvement, and cost rationalisation. |  |
| **1.3** | **Key Outcome** |  |
|  | To expand MIDA's pool of talent that are ready to step up to major leadership positions in the medium and long term (2023 – 2032) by:   * Attaining improved leadership competencies of the officers * Getting an overall report on action plans and recommendations for continued development as outlined in Para 1.2 * Obtaining 49 individual reports of the progress made by each officer in the project allocated and the changes in their leadership competencies * Acquiring a report of the program’s satisfaction rate and feedback from the officers in order to improve future development programs |  |
| **2.0** | **DEVELOPMENT INTERVENTIONS FOR JUSA C** |  |
| **2.1** | **Objectives** |  |
|  | * To develop 6 potential super skilled grade (JUSA C) officers based on Internal Assessment and Development Reports through Executive Coaching * Help leaders improve their performance and achieve their goals in the project allocated by providing guidance, support and feedback. This can include working on specific skills or competencies, addressing challenges and obstacles and developing strategies for achieving success on the specific project given. |  |
| **2.2** | **Intervention Requirements** |  |
| **2.2.1** | * Conduct executive coaching sessions consisting of:   1. 3-month programme; 2 coaching and 1 mentoring session   2. One-on-one session   3. 1 session per month of 1.5 hours   4. Monthly review report   5. Individual report by session   6. Report on overall session * **Summary of Requirements**: * Set development goals and coaching focus at the beginning of the coaching journey * Monitor progress and achievements * Assist in resolving issues & conflicts * To manage key strategic projects involves three (3) areas of improvement: revenue generation, process improvement, and cost rationalisation. |  |
| **2.2.2** | Selection of Coach:   * Provide a selection of coaches to match with coachee personalities and requirements * The coaches provided must have relevant certifications or accreditations * The coaches must have experience and expertise related to MIDA Management's needs and requirements |  |
| **2.2.3** | The coach must provide a monthly review report to track progress in Executive Coaching |  |
| **2.2.4** | Prepare written reports for each candidate after the end of Executive Coaching Programme |  |
| **2.3** | **Key Outcome** |  |
|  | By the end of the programme, the coachees shall possess:   * Improved leadership skills * Increased self-awareness and emotional intelligence * Better communication and decision-making abilities * Improved team performance * Managing business effectively   Strengthening their relationships with others  Gaining new insights or perspectives on their situation  Monthly Review Reports  Six (6) reports, consisting of:   * An overall report of the coaching program * Individual reports on each candidate (sic reports) |  |

**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**

**BORANG JADUAL HARGA**

**PEROLEHAN MENJALANKAN PROGRAM PEMBANGUNAN DAN INTEGRASI PELAN PERALIHAN MIDA (2023-2032)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | ***Scope of Work/ Description*** | **Cost / Officer**  **(RM)** | **Amount (RM)** |
| 1. | ***DEVELOPMENT INTERVENTIONS FOR GRADE 13,12 AND 11***  ***(49 officers)*** |  |  |
| 2. | ***DEVELOPMENT INTERVENTIONS FOR JUSA C***  ***(6 officers)*** |  |  |
| 3. | ***Misc. (If Any)*** |  |  |
| ***Total Price (RM)*** | | |  |
| ***SST 6%*** | | |  |
| ***Grand Amount (RM)*** | | |  |

**BAB 6**

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

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

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:** | **2020 (RM)** | **2021**  **(RM)** | **2022**  **(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 PROGRAM PEMBANGUNAN DAN INTEGRASI PELAN PERALIHAN MIDA(2023-2032)**

**SEBUTHARGA MIDA BIL: 6/2023**

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 Teknikal (Bab 3) |  |  |
|  | Pengalaman & Profil Syarikat (Bab 4) |  |  |
|  | Jadual Harga (Bab 5) |  |  |
|  | Butir-Butir Penyebutharga & Maklumat Kewangan Syarikat (Bab 6) |  |  |
| 10. | Penyata Bulanan Akaun bagi 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** |
| Jawatankuasa Pembuka Sebutharga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil. .......................................... (jika ada) :- |
| |  |  |  | | --- | --- | --- | | Tandatangan | : | ..................................................................................... | | Nama | : | ..................................................................................... | | Jawatan | : | ..................................................................................... | | Tarikh | : | ..................................................................................... | |