**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. 2/2025**

**SEBUT HARGA PEROLEHAN KURSUS *LEADERSHIP DEVELOPMENT PROGRAMME 3.0***

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: 2/2025**

**SEBUT HARGA PEROLEHAN *LEADERSHIP DEVELOPMENT PROGRAMME 3.0***

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 (MIDA).

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**

**SEBUT HARGA PEROLEHAN *LEADERSHIP DEVELOPMENT PROGRAMME 3.0***

**(SEBUTHARGA MIDA NO. 2/2025)**

Saya, ............................................... No. Kad Pengenalan ……………………...... yang mewakili ……………................................. nombor Pendaftaran ………………. dengan ini mengisytiharkan bahawa saya atau mana-mana individu yang mewakili syarikat ini:-

1. tidak akan menawarkan, menjanjikan atau memberikan apa-apa suapan kepada mana-mana orang dalam mana-mana Kementerian/Agensi atau mana-mana orang lain, sebagai suapan untuk dipilih dalam mana-mana perolehan; dan
2. tidak akan melakukan atau terlibat dengan tipuan bida dalam mana-mana perolehan.

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 terlibat dalam pakatan tipuan bida dengan syarikat lain berkenaan perolehan di atas atau menawarkan, menjanjikan atau memberikan apa-apa suapan kepada mana-mana orang dalam MIDA atau mana-mana orang lain sebagai dorongan untuk dipilih dalam perolehan seperti di atas, maka saya sebagai wakil syarikat bersetuju tindakan-tindakan berikut boleh diambil:

2.1 Hilang kelayakan untuk dinilai dan dilantik bagi perolehan di atas; dan

2.2 Lain-lain tindakan undang-undang/tatatertib mengikut undang-undang/peraturan perolehan Kerajaan yang berkuat kuasa.

3. Saya sesungguhnya faham bahawa:

3.1 saya atau mana-mana orang yang berkaitan dengan syarikat boleh didakwa bagi kesalahan\* di bawah Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694] dan Kanun Keseksaan [Akta 574] serta boleh dihukum di bawah undang-undang masing-masing atas kegagalan saya atau mana-mana orang yang mewakili syarikat ini untuk mematuhi perkara (i) dalam surat akuan ini; atau

3.2 tindakan boleh dikenakan ke atas syarikat di bawah Akta Persaingan 2010 [Akta 712] atas kegagalan saya atau mana-mana orang yang mewakili syarikat ini untuk mematuhi perkara (ii) dalam surat akuan ini. Sekiranya syarikat didapati melanggar peruntukan seksyen 4(2)(d) Akta 712, syarikat boleh didenda tidak melebihi sepuluh peratus (10%) daripada pusing ganti (*turn over*) sepanjang tempoh suatu pelanggaran itu berlaku.

4. Sekiranya terdapat mana-mana orang cuba memperolehi atau meminta apa-apa suapan daripada saya atau mana-mana orang yang berkaitan dengan syarikat ini sebagai dorongan untuk dipilih dalam perolehan seperti di atas, maka saya berjanji akan dengan segera melaporkan perbuatan tersebut kepada pejabat Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) atau balai polis yang berhampiran. Saya sedar bahawa kegagalan saya berbuat demikian adalah merupakan suatu kesalahan di bawah seksyen 25 (1) Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694] dan boleh dihukum di bawah seksyen 25(2) akta yang sama, apabila disabitkan boleh didenda tidak melebihi RM100,000 atau penjara selama tempoh tidak melebihi sepuluh tahun atau kedua-duanya.

5. Saya sesungguhnya faham bahawa syarikat melakukan kesalahan jika seseorang yang bersekutu dengan syarikat\*\* memberikan, menjanjikan atau menawarkan suapan untuk memperoleh atau mengekalkan perniagaan atau faedah dalam menjalankan perniagaan di bawah seksyen 17A Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694], apabila disabitkan kesalahan boleh didenda tidak kurang daripada sepuluh kali ganda jumlah atau nilai suapan, atau RM1 juta, atau dipenjarakan selama tempoh tidak melebihi dua puluh tahun atau kedua-duanya.

Yang benar,

Tandatangan : ..................................................................

Nama : ..................................................................

No. KP : ..................................................................

Tarikh : ..................................................................

Cap Syarikat : ..................................................................

Catatan:

1. \*termasuk kesalahan ditetapkan dalam Jadual (Perenggan 3 (a), takrif "kesalahan ditetapkan") Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694] yang boleh dihukum di bawah Kanun Keseksaan [Akta 574].
2. \*\*seseorang yang bersekutu dengan syarikat merujuk kepada seksyen 17A (6) Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694], iaitu seseorang itu bersekutu dengan organisasi komersial jika dia seorang pengarah, pekongsi atau pekerja organisasi komersial itu atau dia ialah orang yang melaksanakan perkhidmatan untuk atau bagi pihak organisasi komersial itu.
3. Surat Akuan ini hendaklah dikemukakan bersama surat perwakilan kuasa.
4. Takrifan perusahaan di bawah Akta 712 merangkumi syarikat yang terlibat dengan perolehan Kerajaan.

**BAB 2**

**SPESIFIKASI TEKNIKAL**

**SEBUT HARGA PEROLEHAN *LEADERSHIP DEVELOPMENT PROGRAMME 3.0***

***DEVELOPMENT AND INTERVENTION PROGRAMME FOR MIDA SUCCESSION PLAN 2025 - 2032***

|  |  |
| --- | --- |
| **STATEMENT** | |
| All *penyebutharga* are required to adhere to the specified mandatory specifications. | |
| **NO.** | **JOB SCOPE ELABORATION / SPECIFICATIONS** |
| **1.0** | **DEVELOPMENT INTERVENTIONS FOR GRADE 10, 11,12 AND 13** |
| **1.1** | **Objectives** |
|  | 1. To transform the business through the development of projects that cover four (4) main elements; Learning & Growth, Business, Financial and Process acumen trough Project Management Office (PMO). 2. To provider proper coaching and leadership development for the potentials. 3. To provide Real-Work-Based project related to transformation of MIDA to improve business process. 4. To prepare guidance and support to carry the Real-Work-Based project related to transformation of MIDA. 5. To prepare succession plan as well as talent readiness for the next position. 6. To accelerate MIDA’s transformation projects |
| **1.2** | **Job Scope/Work Specification** |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | a) | **No. of Participants** | : | 35 pax | | b) | **Target Participants** | : | Grade 10, 11, 12 & 13 | | c) | **Fees** | : | 1. Professional fees for 1:1 and Group Coaching session 2. Professional fees for Project Management facilitators – on facilitation work and reporting to steering committee | | d) | **Leadership Skills** | : | 1. By Grade:  * Grade 10 – 8 days * Grade 11 – 9 days * Grade 12 – 9 days * Grade 13 – 8 days | |  |  |  | 1. Training sessions are conducted by combining participants from various grades that **share similar competencies**. | | e) | **PMO Skills** | : | Objectives:   * Effectively manage **7 strategic projects** * Proposed projects – Real-Work-Based project related to transformation of MIDA   The plan outlines the key activities, resources, timelines, and deliverables for each project, ensuring successful execution and alignment with organisational goals. | |  |  |  | Duration: 6 months | |  |  |  | Approach:   * 6 days of training on PMO to implement the above 7 **initiatives**. * Topic covers: * project planning * effective execution/project implementation * project monitoring   project closing | |  |  |  | Consulting, Coaching & Facilitation for the Real-Work-Based project related to transformation of MIDA   * Grouping of 35 participants into 7 groups. * Group presentation and review of project management processes and improvement – **6 times** for each group. * Progress report and recommendation – **6 times** * Steering committee presentation.   To present the project to MIDA Top Management. | | f) | Coaching Skills | : | Mode:   1. Grade 10 & 11  * Group Coaching * 1 to 1.5 hours per group * 3 times  1. Grade 12  * one-on-one * 1 hour per pax * 3 times  1. Grade 13 (Potential JUSA C)  * one-on-one * 1 to 1.5 hours per pax * 6 times | | g) | Assessment |  | Assessment of participants by consultants and Leadership Coach based on personal performance and group performance during LDP session. | | f) | 360-degree assessment |  | to gather comprehensive feedback from various sources, including peers, subordinates, supervisors, and self-evaluations. | | i) | Duration |  | 6 months | |
| **1.3** | **Expected Outcome** |
|  | 1. To expand MIDA’s pool of talent that are ready to set up to major leadership positions in the medium and long term (2023 – 2032) by:    * 1. Developing and strengthening officers’ leadership skills      2. Getting an overall report on action plans and recommendations for continued development      3. Obtaining 35 individual reports of the progress made by each officer in the project allocated and the changes in their leadership competencies      4. Acquiring a report of the program’s satisfaction rate and feedback from the officers in order to improve future development programs      5. Implementing a Real-Work-Based project that integrates MIDA's organisational transformation initiatives, with Executive Directors serving as Project Sponsors, to drive practical leadership development.      6. Assessing the return on investment (ROI) of the program by measuring its impact on leadership development, organizational transformation, and overall performance improvement.      1. Program gaps shall be identified and rectified fortnightly throughout the running of the program. 2. Recognize potential challenges and gaps to serve as input for future succession planning purposes. |
| **1.4** | **Duration of The Programme** |
|  | 1. The program shall commence from the date of appointment of the consultant and shall be completed within 6 months. 2. If otherwise required, necessary extensions can be discussed by both parties. |
| **1.5** | **Programme Reports** |
|  | The consultant shall submit the following reports according to the following schedule of submission:   |  |  |  | | --- | --- | --- | | **No.** | **Report** | **Deadline** | | 1. | Acceptance of Inception Report | On the 1st week | | 2. | Acceptance of Progress Report | On the 3rd until 5th month | | 3. | Acceptance of Final Report | On the 6th month | | **Total** | | **6 months** | |
| **1.6** | **Estimated Budget** |
|  | 1. Estimated cost for the study is RM350,000.00 inclusive of SST at 8% rate. 2. Payment will be processed upon the completion of each phase of the program (staggered payment by phase). |
| **1.7** | **Copyright / Intellectual Property Rights** |
|  | 1. All material/ content shared with the consultant pertaining to the program is to be treated as HIGHLY CONFIDENTIAL and the framework cannot be shared / disclosed to external parties. 2. MIDA exclusively reserves the ownership and copyright for all deliverables, and all development source files produced during this program unless agreed otherwise in writing. 3. The appointed consultant must ensure that no part of the work and deliverables are infringing any intellectual property of another party. |
| **1.8** | **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. |
| **1.9** | **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 MAKLUMBALAS TEKNIKAL DAN JADUAL HARGA**

**JADUAL MAKLUMBALAS TEKNIKAL**

***DEVELOPMENT AND INTERVENTION PROGRAMME FOR MIDA SUCCESSION PLAN 2025 - 2032***

|  |  |  |  |
| --- | --- | --- | --- |
| ***STATEMENT*** | | ***YES/NO*** | ***PROPOSAL*** |
| *All penyebutharga are required to adhere to the specified mandatory specifications.* | |
| ***NO.*** | ***JOB SCOPE ELABORATION / SPECIFICATIONS*** |  |  |
| ***1.0*** | ***DEVELOPMENT INTERVENTIONS FOR GRADE 10, 11,12 AND 13*** |  |  |
| ***1.1*** | ***Objectives*** |  |  |
|  | 1. *To transform the business through the development of projects that cover four (4) main elements; Learning & Growth, Business, Financial and Process acumen trough Project Management Office (PMO).* 2. *To provider proper coaching and leadership development for the potentials.* 3. *To provide Real-Work-Based project related to transformation of MIDA to improve business process.* 4. *To prepare guidance and support to carry the Real-Work-Based project related to transformation of MIDA.* 5. *To prepare succession plan as well as talent readiness for the next position.* 6. *To accelerate MIDA’s transformation projects* |  |  |
| ***1.2*** | ***Job Scope/Work Specification*** |  |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | *a)* | ***No. of Participants*** | *:* | *35 pax* | | *b)* | ***Target Participants*** | *:* | *Grade 10, 11, 12 & 13* | | *c)* | ***Fees*** | *:* | 1. *Professional fees for 1:1 and Group Coaching session* 2. *Professional fees for Project Management facilitators – on facilitation work and reporting to steering committee* | | *d)* | ***Leadership Skills*** | *:* | 1. *By Grade:*  * *Grade 10 – 8 days* * *Grade 11 – 9 days* * *Grade 12 – 9 days* * *Grade 13 – 8 days* | |  |  |  | 1. *Training sessions are conducted by combining participants from various grades that* ***share similar competencies****.* | | *e)* | ***PMO Skills*** | *:* | *Objectives:*   * *Effectively manage* ***7 strategic projects*** * *Proposed projects – Real-Work-Based project related to transformation of MIDA*   *The plan outlines the key activities, resources, timelines, and deliverables for each project, ensuring successful execution and alignment with organisational goals.* | |  |  |  | *Duration: 6 months* | |  |  |  | *Approach:*   * *6 days of training on PMO to implement the above 7* ***initiatives****.* * *Topic covers:* * *project planning* * *effective execution/project implementation* * *project monitoring*   *project closing* | |  |  |  | *Consulting, Coaching & Facilitation for the Real-Work-Based project related to transformation of MIDA*   * *Grouping of 35 participants into 7 groups.* * *Group presentation and review of project management processes and improvement –* ***6 times*** *for each group.* * *Progress report and recommendation –* ***6 times*** * *Steering committee presentation.*   *To present the project to MIDA Top Management.* | | *f)* | *Coaching Skills* | *:* | *Mode:*   1. *Grade 10 & 11*  * *Group Coaching* * *1 to 1.5 hours per group* * *3 times*  1. *Grade 12*  * *one-on-one* * *1 hour per pax* * *3 times*  1. *Grade 13 (Potential JUSA C)*  * *one-on-one* * *1 to 1.5 hours per pax* * *6 times* | | *g)* | *Assessment* |  | *Assessment of participants by consultants and Leadership Coach based on personal performance and group performance during LDP session.* | | *f)* | *360-degree assessment* |  | *to gather comprehensive feedback from various sources, including peers, subordinates, supervisors, and self-evaluations.* | | *i)* | *Duration* |  | *6 months* | |  |  |
| ***1.3*** | ***Expected Outcome*** |  |  |
|  | 1. *To expand MIDA’s pool of talent that are ready to set up to major leadership positions in the medium and long term (2023 – 2032) by:* 2. *Developing and strengthening officers’ leadership skills* 3. *Getting an overall report on action plans and recommendations for continued development* 4. *Obtaining 35 individual reports of the progress made by each officer in the project allocated and the changes in their leadership competencies* 5. *Acquiring a report of the program’s satisfaction rate and feedback from the officers in order to improve future development programs* 6. *Implementing a Real-Work-Based project that integrates MIDA's organisational transformation initiatives, with Executive Directors serving as Project Sponsors, to drive practical leadership development.* 7. *Assessing the return on investment (ROI) of the program by measuring its impact on leadership development, organizational transformation, and overall performance improvement.*      1. *Program gaps shall be identified and rectified fortnightly throughout the running of the program.* 2. *Recognize potential challenges and gaps to serve as input for future succession planning purposes.* |  |  |
| ***1.4*** | ***Duration of The Programme*** |  |  |
|  | 1. *The program shall commence from the date of appointment of the consultant and shall be completed within 6 months.* 2. *If otherwise required, necessary extensions can be discussed by both parties.* |  |  |
| ***1.5*** | ***Programme Reports*** |  |  |
|  | *The consultant shall submit the following reports according to the following schedule of submission:*   |  |  |  | | --- | --- | --- | | ***No.*** | ***Report*** | ***Deadline*** | | *1.* | *Acceptance of Inception Report* | *On the 1st week* | | *2.* | *Acceptance of Progress Report* | *On the 3rd until 5th month* | | *3.* | *Acceptance of Final Report* | *On the 6th month* | | ***Total*** | | ***6 months*** | |  |  |
| ***1.6*** | ***Estimated Budget*** |  |  |
|  | 1. *Estimated cost for the study is RM350,000.00 inclusive of SST at 8% rate.* 2. *Payment will be processed upon the completion of each phase of the program (staggered payment by phase).* |  |  |
| ***1.7*** | ***Copyright / Intellectual Property Rights*** |  |  |
|  | 1. *All material/ content shared with the consultant pertaining to the program is to be treated as HIGHLY CONFIDENTIAL and the framework cannot be shared / disclosed to external parties.* 2. *MIDA exclusively reserves the ownership and copyright for all deliverables, and all development source files produced during this program unless agreed otherwise in writing.* 3. *The appointed consultant must ensure that no part of the work and deliverables are infringing any intellectual property of another party.* |  |  |
| ***1.8*** | ***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.* |  |  |
| ***1.9*** | ***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 (SAMBUNGAN)**

**JADUAL MAKLUMBALAS HARGA**

***DEVELOPMENT AND INTERVENTION PROGRAMME FOR MIDA SUCCESSION PLAN 2025 - 2032***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***STATEMENT*** | | ***YES/NO*** | ***PROPOSAL*** | ***HARGA (RM)*** |
| *All penyebutharga are required to adhere to the specified mandatory specifications.* | |
| ***NO.*** | ***JOB SCOPE ELABORATION / SPECIFICATIONS*** |  |  |  |
| ***1.0*** | ***DEVELOPMENT INTERVENTIONS FOR GRADE 10, 11,12 AND 13*** |  |  |  |
| ***1.1*** | ***Objectives*** |  |  |  |
|  | 1. *To transform the business through the development of projects that cover four (4) main elements; Learning & Growth, Business, Financial and Process acumen trough Project Management Office (PMO).* 2. *To provider proper coaching and leadership development for the potentials.* 3. *To provide Real-Work-Based project related to transformation of MIDA to improve business process.* 4. *To prepare guidance and support to carry the Real-Work-Based project related to transformation of MIDA.* 5. *To prepare succession plan as well as talent readiness for the next position.* 6. *To accelerate MIDA’s transformation projects* |  |  |  |
| ***1.2*** | ***Job Scope/Work Specification*** |  |  |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | *a)* | ***No. of Participants*** | *:* | *35 pax* | | *b)* | ***Target Participants*** | *:* | *Grade 10, 11, 12 & 13* | | *c)* | ***Fees*** | *:* | 1. *Professional fees for 1:1 and Group Coaching session* 2. *Professional fees for Project Management facilitators – on facilitation work and reporting to steering committee* | | *d)* | ***Leadership Skills*** | *:* | 1. *By Grade:*  * *Grade 10 – 8 days* * *Grade 11 – 9 days* * *Grade 12 – 9 days* * *Grade 13 – 8 days* | |  |  |  | 1. *Training sessions are conducted by combining participants from various grades that* ***share similar competencies****.* | | *e)* | ***PMO Skills*** | *:* | *Objectives:*   * *Effectively manage* ***7 strategic projects*** * *Proposed projects – Real-Work-Based project related to transformation of MIDA*   *The plan outlines the key activities, resources, timelines, and deliverables for each project, ensuring successful execution and alignment with organisational goals.* | |  |  |  | *Duration: 6 months* | |  |  |  | *Approach:*   * *6 days of training on PMO to implement the above 7* ***initiatives****.* * *Topic covers:* * *project planning* * *effective execution/project implementation* * *project monitoring*   *project closing* | |  |  |  | *Consulting, Coaching & Facilitation for the Real-Work-Based project related to transformation of MIDA*   * *Grouping of 35 participants into 7 groups.* * *Group presentation and review of project management processes and improvement –* ***6 times*** *for each group.* * *Progress report and recommendation –* ***6 times*** * *Steering committee presentation.*   *To present the project to MIDA Top Management.* | | *f)* | *Coaching Skills* | *:* | *Mode:*   1. *Grade 10 & 11*  * *Group Coaching* * *1 to 1.5 hours per group* * *3 times*  1. *Grade 12*  * *one-on-one* * *1 hour per pax* * *3 times*  1. *Grade 13 (Potential JUSA C)*  * *one-on-one* * *1 to 1.5 hours per pax* * *6 times* | | *g)* | *Assessment* |  | *Assessment of participants by consultants and Leadership Coach based on personal performance and group performance during LDP session.* | | *f)* | *360-degree assessment* |  | *to gather comprehensive feedback from various sources, including peers, subordinates, supervisors, and self-evaluations.* | | *i)* | *Duration* |  | *6 months* | |  |  |  |
| ***1.3*** | ***Expected Outcome*** |  |  |  |
|  | 1. *To expand MIDA’s pool of talent that are ready to set up to major leadership positions in the medium and long term (2023 – 2032) by:* 2. *Developing and strengthening officers’ leadership skills* 3. *Getting an overall report on action plans and recommendations for continued development* 4. *Obtaining 35 individual reports of the progress made by each officer in the project allocated and the changes in their leadership competencies* 5. *Acquiring a report of the program’s satisfaction rate and feedback from the officers in order to improve future development programs* 6. *Implementing a Real-Work-Based project that integrates MIDA's organisational transformation initiatives, with Executive Directors serving as Project Sponsors, to drive practical leadership development.* 7. *Assessing the return on investment (ROI) of the program by measuring its impact on leadership development, organizational transformation, and overall performance improvement.*      1. *Program gaps shall be identified and rectified fortnightly throughout the running of the program.* 2. *Recognize potential challenges and gaps to serve as input for future succession planning purposes.* |  |  |  |
| ***1.4*** | ***Duration of The Programme*** |  |  |  |
|  | 1. *The program shall commence from the date of appointment of the consultant and shall be completed within 6 months.* 2. *If otherwise required, necessary extensions can be discussed by both parties.* |  |  |  |
| ***1.5*** | ***Programme Reports*** |  |  |  |
|  | *The consultant shall submit the following reports according to the following schedule of submission:*   |  |  |  | | --- | --- | --- | | ***No.*** | ***Report*** | ***Deadline*** | | *1.* | *Acceptance of Inception Report* | *On the 1st week* | | *2.* | *Acceptance of Progress Report* | *On the 3rd until 5th month* | | *3.* | *Acceptance of Final Report* | *On the 6th month* | | ***Total*** | | ***6 months*** | |  |  |  |
| ***1.6*** | ***Estimated Budget*** |  |  |  |
|  | 1. *Estimated cost for the study is RM350,000.00 inclusive of SST at 8% rate.* 2. *Payment will be processed upon the completion of each phase of the program (staggered payment by phase).* |  |  |  |
| ***1.7*** | ***Copyright / Intellectual Property Rights*** |  |  |  |
|  | 1. *All material/ content shared with the consultant pertaining to the program is to be treated as HIGHLY CONFIDENTIAL and the framework cannot be shared / disclosed to external parties.* 2. *MIDA exclusively reserves the ownership and copyright for all deliverables, and all development source files produced during this program unless agreed otherwise in writing.* 3. *The appointed consultant must ensure that no part of the work and deliverables are infringing any intellectual property of another party.* |  |  |  |
| ***1.8*** | ***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.* |  |  |  |
| ***1.9*** | ***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.* |  |  |  |
| **JUMLAH (RM)** | | | |  |
| **SST 8% (JIKA ADA)** | | | |  |
| **JUMLAH KESELURUHAN (RM)** | | | |  |

Saya bagi pihak syarikat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mengesahkan bahawa tawaran di atas adalah benar.

Tandatangan :

Nama :

Jawatan :

Cop Rasmi Syarikat :

## **BAB 4**

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 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. Sijil Pematuhan Cukai [*Tax Compliance Certificate (TCC)*]: sila lampirkan salinan sijil
  2. 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:** | **2022 (RM)** | **2023**  **(RM)** | **2024**  **(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 PEROLEHAN *KURSUS LEADERSHIP DEVELOPMENT PROGRAMME 3.0***

**SEBUTHARGA MIDA BIL: 2/2025**

Sila tandakan **( √ )** bagi dokumen-dokumen yang dikemukakan kepada MIDA:

| **Bil.** | **Perkara / Dokumen** | **Semakan oleh Syarikat** | **Semakan oleh**  **MIDA** |
| --- | --- | --- | --- |
|  | Surat Akuan Petender |  |  |
|  | Surat Akuan Pembida |  |  |
|  | Maklumat SSM (Salinan sijil disertakan) |  |  |
|  | Berdaftar dengan SSM dan tempoh pendaftaran masih berkuatkuasa |  |  |
|  | 1. No. Sijil Pendaftaran (sila nyatakan) |  |  |
|  | 1. Tempoh Sahlaku Sijil Pendaftaran (nyatakan) |  |  |
|  | Syarikat berdaftar dengan Kementerian Kewangan (MOF) dalam gred, kategori dan pengkhusuan berikut (dan tempoh pendaftaran masih berkuatkuasa):  Kelayakan:  **221101 Kakitangan Ikhtisas (*Profesional*) tidak termasuk khidmat perundingan; atau**  **221102 Kakitangan Separa Ikhtisas (Semi Profesional) tidak termasuk khidmat; atau**  **221110 Khidmat latihan, tenaga pengajar dan *moderator/negotiator.*** |  |  |
|  | * + - * 1. No. Sijil Akuan Pendaftaran (nyatakan) |  |  |
|  | * + - * 1. Tempoh Sahlaku Sijil Pendaftaran (nyatakan) |  |  |
|  | * + - * 1. Salinan Sijil disertakan |  |  |
|  | * + - * 1. Sijil Akuan Pendaftaran Bumiputera (jika ada) |  |  |
|  | * + - * 1. Peratus Penyertaan Bumiputera (nyatakan, jika ada) |  |  |
|  | Maklumbalas Teknikal *(Hardcopy & Softcopy)* |  |  |
|  | 1. Surat litup *(cover letter)* syarikat/penyebutharga |  |  |
|  | 1. Pengalaman syarikat |  |  |
|  | Maklumbalas Harga *(Hardcopy & Softcopy)* |  |  |
|  | 1. Ringkasan Sebutharga dan Borang Jadual Harga |  |  |
|  | 1. Penyata Kewangan untuk 3 tahun terakhir |  |  |
|  | 1. Penyata Bank untuk 3 bulan terakhir |  |  |
|  | Syarikat mengemukakan Sijil Pematuhan Cukai (TCC) |  |  |
|  | Lain-lain dokumen - profil syarikat, katalog, contoh kerja-kerja/perkhidmatan yang seumpamanya. |  |  |

|  |
| --- |
| **PENGESAHAN OLEH SYARIKAT** |
| Dengan ini saya mengesahkan bahawa saya telah membaca dan memahami semua syarat-syarat dan terma yang dinyatakan di dalam dokumen sebut harga. Semua maklumat yang dikemukakan adalah benar. |
| |  |  |  | | --- | --- | --- | | Tandatangan | : | ..................................................................................... | | Nama | : | ..................................................................................... | | Jawatan | : | ..................................................................................... | | Tarikh | : | ..................................................................................... | |

|  |
| --- |
| **PENGESAHAN OLEH MIDA** |
| Jawatankuasa Pembuka Sebut Harga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil. .......................................... (jika ada) :- |
| |  |  |  | | --- | --- | --- | | Tandatangan | : | ..................................................................................... | | Nama | : | ..................................................................................... | | Jawatan | : | ..................................................................................... | | Tarikh | : | ..................................................................................... | |