Our Ref.   : SDEC/PD/RFP/21-18
Date   : 16 September 2021

Dear Sir/Madam,

REQUEST FOR PROPOSAL (RFP)
SUPPLY, END USER TRAINING AND LOGISTICS OF IT HARDWARE AND SOFTWARE

Sarawak Digital Economy Corporation (SDEC) Berhad is a company wholly owned by the Sarawak Government which have been entrusted to lead the implementation of Sarawak's Digital Economy initiatives.

Therefore, we would like to invite your esteemed organization to participate in the **'Request for Proposal for Supply, End User Training and Logistics of IT Hardware and Software'**. The terms and conditions are as follows:

Objective	To assist with the digitalisation of MSMEs across Sarawak by actualising the digitalisation efforts of the State Government
Project Brief	To provide and manage the supply, end user training and logistic of both hardware and software throughout Sarawak to selected participants.
Deliverables	Supply, End User Training and Logistics of IT Hardware and Software
Proposed Equipment Specification	Refer to the Terms of Reference (TOR): Request for Proposal for Supply, End User Training and Logistics of IT Hardware and Software
Scope of Work	For the purpose of this RFP, the participating Vendors is to provide a **Supply, End User Training and Logistics Proposal for Hardware and Software as listed in Item 4.2 and 4.3 of the Terms of Reference (TOR).** Vendors may **choose** to develop the proposal based on the items listed in 4.2 and 4.3 **either partially or entirely.** The proposal will take into consideration **all cost related** to the project from start to finish which includes: a. Providing a quotation for each or any part of the items especially for bulk purchases. b. Providing a quotation for the logistics of delivering the equipment throughout Sarawak. c. Providing a quotation for the end user basic training for each equipment quoted. d. Supplying of equipment for both hardware and software based on the specifications requested.

SARAWAK DIGITAL ECONOMY CORPORATION BHD (1265203-A)
(A wholly owned subsidiary of the State Government of Sarawak)
Lot 3759 & 3760, Blok 9, Jalan Sultan Tengah, Rampangi, 93050 Kuching, Sarawak, Malaysia
Tel: +6082 846 005 Fax: +6082 846 004 Email: hello@sdec.com.my
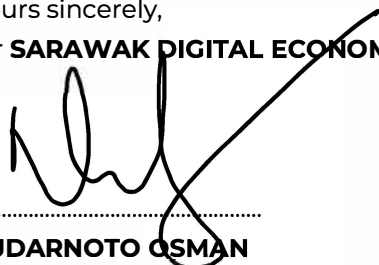
	e. Manage the logistics by delivering the equipment throughout Sarawak and liaising with the MSMEs for the logistics of the equipment f. Providing the end user training based on the equipment quoted. g. Managing the maintenance based on the warranty provided. h. Liaising with all relevant authorities, and other parties needed for the completion of the above scope of work.
RFP Briefing	**21 September 2021 (Tuesday) at 2:00PM** (Link will be emailed to participating vendors before the scheduled briefing)
Submission of RFP	**1 October 2021 (Friday), by 12:00 noon** Submission email to procurement@sdec.com.my *All proposals are to be marked as **[RFP] Request for Proposal for Supply, End User Training and Logistics of IT Hardware and Software** on the email subject.

The Vendor whose proposal is accepted shall be required to enter a formal contract with SDEC for the execution of the Work. SDEC reserves the right to accept any proposal as a whole or in part and SDEC may, at its option, reject any Proposal or accept any Proposal, which in SDEC's sole judgement, is the most advantageous to SDEC and is not obliged to explain the reasons thereof.

We look forward to receiving positive participation from your organisation. Should you wish to participate in the above execution of work, kindly indicate your interest by replying to the **Participation Reply Form** attached together with the company profile to us at **procurement@sdec.com.my by Monday, 20th September 2021, by 12:00 noon.**

Thank you and warmest regards.

Yours sincerely,
for **SARAWAK DIGITAL ECONOMY CORPORATION BERHAD**

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SUDARNOTO OSMAN
Chief Executive Officer
Encls.

REFERENCE NO.: SDEC/PD/RFP/21-18

To:	Procurement Secretariat Sarawak Digital Economy Corporation (SDEC) Berhad
Title of Project:	**REQUEST FOR PROPOSAL FOR SUPPLY, END USER TRAINING AND LOGISTICS OF IT HARDWARE AND SOFTWARE**
Acknowledgement:	The undersigned hereby acknowledge receipt of the above letter (a copy of which has been retained) and having understood the content therein, do hereby agree to the above terms and conditions.
Authorised Signatory:	
Name:	
Designation:	
Date:	
Official Stamp:	

Note: Kindly indicate your interest by replying to the Participation Reply Form attached together with the company profile to us at **procurement@sdec.com.my by Monday, 20th September 2021, by 12.00 noon.**

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TERM OF REFERENCE: REQUEST FOR PROPOSAL FOR SUPPLY, END USER TRAINING AND LOGISTICS OF IT HARDWARE AND SOFTWARE.

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1. **General Information**

   This Request for Proposal (RFP) is issued to provide the selection process for the **SUPPLY, END USER TRAINING AND LOGISTICS** services for the project named above.

   Sarawak Digital Economy Corporation Berhad (SDEC) is a company wholly owned by the Sarawak Government through State Financial Secretary Inc. under the Ministry of Finance and Economic Planning which has been entrusted as the implementing agency to drive the Sarawak Digital Economy initiatives.

2. **Project Description**

   To provide and manage the supply, end user training and logistic of both hardware and software throughout Sarawak to selected participants.

3. **Scope of Work**

   For the purpose of this RFP, the participating Vendors is to provide a **Supply, End User Training and Logistics Proposal for Hardware and Software as listed in Item 4.2 and 4.3.** Vendors may **choose** to develop the proposal based on the items listed in 4.2 and 4.3 **either partially or entirely.** The proposal will take into consideration **all cost related** to the project from start to finish which includes:

   3.1. Providing a quotation for each or any part of the items especially for bulk purchases.

   3.2. Providing a quotation for the logistics of delivering the equipment throughout Sarawak.

   3.3. Providing a quotation for the end user basic training and certified training (if any) for each equipment quoted.

   3.4. Supplying of equipment for both hardware and software based on the specifications requested.

   3.5. Manage the logistics by delivering the equipment throughout Sarawak and liaising with the MSMEs for the logistics of the equipment

   3.6. Providing the end user training based on the equipment quoted.

3.7. Managing the maintenance based on the warranty provided.

3.8. Liaising with all relevant authorities, and other parties needed for the completion of the above scope of work.

4. Supply of Hardware and Software Guidelines

The supply and logistic guidelines serve as the ideal condition which is required for the coordination of the project. However, participating vendors may suggest additional components that is not specified in the guideline that complements or enhances the coordination of the project.

4.1. Vendors are expected to provide the individual price of each hardware and software and the bulk pricing of each items based on these quantities:

4.1.1. 1 Units

4.1.2. 10 Units

4.1.3. 50 Units

4.1.4. 100 Units and more (Subject to further negotiation)

4.2. **Hardware**

Category	Type	Specification
1. Computer - Laptop	High Spec	For digital content creation (video, image, coding etc) • Processor: Latest Intel i7/Ryzen 7 • RAM: Up to 16gb • Storage: Up to 1TB SSD • Graphics: up to RTX3070/RX6700-XT or equivalent
	Medium Spec	For daily use by MSMEs • Processor: Latest Intel i5/Ryzen 5 • RAM: Up to 8gb • Storage: Up to 500GB SSD
2. Computer – Desktop	High Spec	For digital content creation (video, image, coding etc) • Processor: Latest Intel i7/Ryzen 7 • RAM: Up to 16gb

			• Storage: Up to 1TB SSD
			• Graphics: up to RTX3070/RX6700-XT or equivalent
			• Monitor, Keyboard and Mouse
			• WiFi and Bluetooth enabled
		Medium Spec	For daily use by MSMEs • Processor: Latest Intel i5/Ryzen 5 • RAM: Up to 8gb • Storage: Up to 500GB SSD • Monitor, Keyboard and Mouse • WiFi and Bluetooth enabled
3.	Digital Camera	High Spec	For semiprofessional photography • Form Factor: Mirrorless Interchangeable-Lens Camera • Megapixels: 24.2 • Video Resolution: 4k HDR
		Medium Spec	For amateur photography (MSMEs) • Form Factor: Compact Camera • Megapixels: 20.1 • Video Resolution: 4k HDR
4.	Tablet	Hardware	• IOS Tablet • Android Tablet
5.	Printer	Hardware	• A4 Black and White Laser Multifunction Printer, Perfect for Business • Print, Scan and Copy • Print speed up to 19 ppm (black) • Optional - USB, Wi-Fi
6.	ePos System	Hardware	For MSMEs • IOS/Android based • Single device printer and cash drawer

		• Hybrid on device and cloud-based data storage
7. Monitor	High Spec	For video editing color calibration • Resolution up to 4k
	Medium Spec	For graphic designs • Resolution up to 4k
8. Data Storage	Hardware	• Network Attached Storage (NAS) • Up to 8 Terabyte
9. Internet of Things	Hardware	IoT devices for: • Agriculture • Bakeries
10. Drone	Hardware	Drones for: • Agriculture • Mapping • Scanning • Monitoring
11. Additive Manufacturing	Hardware	• Industrial standard mini 3D Printer • 100% reliable performance • Various 3D Printing material
12. Graphic Drawing Pen Display Tablet	Hardware	• Up to 8,192 levels of pressure sensitivity • Supports low activation force and tilt recognition. • Up to 22 inches with screen resolution up to 1920 x 1080 (Full HD) • Includes Pen

4.3. **Software**

Category	Type	Specification
1. Data Storage	Software	• Cloud Storage for One Year • Unlimited Storage • 3 Users

2. Cloud Business Management System – Accounting System)	Software	• Multi currencies support • Send 1500 emails/m • Extract 600 receipts/m • Unlimited users • 15GB storage • Premium software support
3. Cloud Business Management System – Human Resource System	Software	• Online clock in and out • Leave • Payroll • Claim System
4. Graphic Design Tools	Software	• Creative Cloud by Adobe for one year
5. Office Suite	Software	• Microsoft Office Once off license

4.4. **Logistics**

To propose the cost of equipment delivery - based on the vendors capacity - to multiple division and all areas within that division in Sarawak as shown below:

4.4.1. Kuching

4.4.2. Samarahan

4.4.3. Serian

4.4.4. Betong

4.4.5. Sri Aman

4.4.6. Sarikei

4.4.7. Sibu

4.4.8. Mukah

4.4.9. Kapit

4.4.10. Bintulu

4.4.11. Miri

4.4.12. Limbang

4.4.13. Lawas

5. Timeline

5.1. To propose the lead time from purchase of the equipment to delivery and end user training.

5.2. The validity of the proposal/quotation is up to one (1) year from the date of submission.

6. Other Items

6.1. To provide the warranty type and period of each equipment listed and proposed price of additional warranty extension including the warranty claims process.

6.2. Free or basic and certified (if any) end user training of each proposed equipment.

6.3. All of the equipment and software must be original from the manufacturer, in the event that the vendor delivers an unlicensed hardware of software, they are responsible for any damages occurred and to exchange/replace it with the original items.

7. Right of Rejection

SDEC reserves the rights to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Participating Vendors, if such action is in the best interest of SDEC. Furthermore, SDEC has the right, in its sole and absolute discretion, to select the proposal or proposals that is determined best meets its needs.

8. Cost of Proposals

All expenses incurred in the preparation of proposals in response to this RFP are the Participating Vendors sole responsibility. SDEC assumes no responsibility for payment of any expenses incurred by any Proposing Form as part of the RFP process.

Attachment A

Proposals submitted must include, but are not limited to the following items:

ITEM	DESCRIPTION	(✔ or ✗)
1	**Company Profile**	
	Company name and company registration number	
	Date of incorporation	
	Registered and business address.	
	Directors and shareholder's profile	
	Number/Experience of Company Staff	
	Company size and capability	
	Financial information	
	Previous project(s)	
3	**Timeline**	
4	**Proposal**	
	Hardware	
	Software	
	Training	
	Logistics	
	Others	