

# TERM OF REFERENCE FOR REQUEST FOR PROPOSAL (RFP) FOR THE PROGRAM DELIVERY FOR SARAWAK DIGITAL ECONOMY CORPORATION BERHAD, DIGITAL INNOVATION HUB

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## 1. General Information

This Request for Proposal (RFP) is issued to provide the selection process for PROGRAM DELIVERY 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. It is entrusted as the implementing agency to drive the Sarawak Digital Economy initiatives under the Sarawak Digital Economy Strategy (2018 – 2022), and Post Covid Development Strategy (PCDS) 2030.

## 2. Project Description

To deliver training and development programs at in one, more than one or all four Digital Innovation Hubs (DIH) located in the districts listed below:

No	DIH	Address
1	Serian DIH	First Floor and Second Floor of Sublot 14, Lot 1389, First Floor of Sublot 15, Lot 1390, Blk.9 Sstd, Serian Jaya, Jln. Serian By-pass, Serian, Sarawak.
2	Sri Aman DIH	1st & 2nd Floor, Sublot 12, & 1st Floor, Sublot 13, Lot 310, Block 3, Jalan Chung Hua, 95000 Sri Aman, Sarawak.
3	Kapit DIH	5th Floor, Kapit Multistorey Carpark, 96800 Kapit, Sarawak.
4	Lawas DIH	Lot 615, Tingkat 1 & 2, Jalan Datuk Hj. Awang Daud Bin Awang Matusin, 98850 Lawas, Sarawak.

## 3. Scope of Work

For this RFP, the participating vendor is to provide the Program List base on Attachment A and Program Expenses which take into consideration all costs related to the program from start to finish which may include:

- 3.1. Program module development, licensing, delivery/training, certification, reporting, etc.
- 3.2. Trainer travel and accommodation.
- 3.3. Any other expenses that may be incurred before, during, and after the program.

#### 4. Schedule of Events

Submission of participation reply slip	:	On or before Friday, 10 <sup>th</sup> October 2022 at 12 noon
Submission of Proposal		On or before Friday, 17 <sup>th</sup> October 2022 at 12 noon
Project Duration	:	6 months with a provision for a one-year extension, subject to performance appraisal by SDEC Management

#### 5. Right of Rejection

SDEC reserves the right to accept or reject any or all responses to this RFP and to enter 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 it determines best meets its needs.

#### 6. 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 B**

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

ITEM	DESCRIPTION	(✓ or X)
<b>1</b>	<b>Company Profile / Resume</b>	
	Company name, company registration number, and certification.	
	Date of incorporation	
	Registered and business address.	
	Number of Qualified Trainers	
	Trainer Qualification/Certification	
	Similar work experience during the last 1 year	
	To include Company Financial information such as: <ul style="list-style-type: none"><li>• 3 months company bank statement</li><li>• Latest Audited Report</li></ul>	
<b>2</b>	<b>Program/Training Proposal</b>	
	Refer to Attachment A (to be electronically submitted in Excel format)	
<b>3</b>	<b>Cost Estimation</b>	
	Cost per pax for each program. Refer to Attachment A (to be electronically submitted in Excel format)	
	Others	

## Attachment C

### i. Programs Outline and Criteria

- a. Proposed programs shall cater to the respective community surrounding the DIH and are in line with the current State's objective towards the growth of the Digital Economy in Sarawak as stated in the following documents:
  - Digital Innovation & Entrepreneurship Enabler, Sarawak Digital Economy Strategy (2018 – 2022)
  - Innovation Enabler, Post Covid Development Strategy (PCDS) 2030
  
- b. Proposed programs shall positively impact the local communities in:
  - Increasing awareness and adoption of digital tools, technologies, and innovative solutions as part of their day-to-day activities
  - Innovative approaches and methods to leverage on opportunities or address challenges in a sustainable manner
  - Increasing awareness on online safety and able to protect themselves from online threats
  - Extending, complimenting and aligning with current programs conducted at existing Digital Innovation Hubs within the Sarawak Digital Ecosystem
  
- c. The target audience of the proposed program's theme is, but is not limited to: -
  - Tech Talents: at the heart of the innovative culture, tech startups develop and enable sustainable solutions that address the core challenges of our time.
  - Digital Business: focuses on the adoption and utilization of digital tools and technology among the Micro & SMEs in Sarawak, and provides them the right support to sustain, succeed, and scale.
  - Social Enterprise: potential to provide the greatest number of jobs for our communities, as well as the most impact on key socio-economic and environmental concerns.
  - Digital Creatives: entrepreneurs that support digital marketing for businesses, esports, and visual content creation for streaming and even AR/VR.
  
- d. The programs can be divided into two main categories:
  - Awareness & onboarding: short programs, usually lasting up to 1 to 5 days session to create awareness, impart new knowledge and skills, or train participants to adopt and

use digital tools and technology in their business. Example programs include talks and dialogues, seminars, workshops, and bootcamps.

- Incubation programs: semi-long to long-term programs lasting 3, 6 to 12 months to bring participants, usually a startup, entrepreneur, or business from their current level to the next. Support provided throughout the program includes improvement of the business whether in the product, service, marketing, branding, mentoring, investments, and more.

e. The programs can be divided into three levels:

- Beginner level: this level equips participants with all the basics knowledge and skills needed for the program theme.
- Intermediate level: the program is suited for participants who have the basics knowledge and skill of the program theme.
- Advance level: a program for those who have mastered the basics, are familiar with the program theme, and onboarding the similar content of the program.

f. Certification

- Programs that award certification to the participants (recognized by the State, national, or international certification body or agency) is recommended but is not compulsory.

g. Program Delivery Format

- Programs may be delivered in either Physical, Virtual or Hybrid format.
- If one program may be delivered in all three options but has varying number of participants and/or costing, please enter a new line item corresponding to each Program Delivery Format

h. Program / Module Ownership

- SDEC intends to enter into a co-ownership agreement for the selected programs or modules.