

**TAWARAN HARGA**  
**SEBUTHARGA BIL. 15/2017 :**

**PERKHIDMATAN PEMASANGAN DAN LATIHAN DI BAWAH PROGRAM MICRO ENTERPRISE**  
**DIGITAL TRANSFORMERS STARTER PACK**

**1. OBJECTIVE**

*To encourage ICT adoption among micro enterprises (MEs) in getting access to technology, thus able to contribute to better business management as well as increase productivity and market accessibility.*

**2. BACKGROUND**

*The project is a collaborative effort between SME Corp. Malaysia and Microsoft Malaysia. The idea is to enable MEs to use basic Microsoft Office applications in managing their daily operations i.e. stock management, booking schedule, emails and access to cloud servers for data storage.*

*This facilitation will not only ease the burden of MEs who are new in the business to properly record their day-to-day sales and operations, but also give them greater access to market and information.*

**3. IMPLEMENTATION PERIOD**

*May 2017 – April 2018*

**4. TARGET PARTICIPATION**

*700 MEs throughout Malaysia*

**Perkhidmatan Pemasangan dan Latihan di bawah Program**  
***Micro Enterprise Digital Transformers Starter Pack***

<b>BIL.</b>	<b>BUTIRAN KERJA</b>	<b>HARGA (RM)</b>	<b>CATATAN</b>				
1.	<p><i>Fit and proper with relevant skillsets, to install and train microenterprises under the Micro Enterprise Digital Transformers Starter Pack, a comprehensive package in providing basic tool for microenterprises, comprises of:</i></p> <table border="1"> <thead> <tr> <th><b>Basic Tools</b></th> <th><b>Additional Benefits</b></th> </tr> </thead> <tbody> <tr> <td> <i>i) 5x installation of Basic MS Office 365 (Word, Excel, PowerPoint, Outlook, Access);</i>  <i>ii) Real-time communication with Microsoft Teams;</i>  <i>iii) 1TB Cloud Storage;</i>  <i>iv) 50GB business emails; and</i>  <i>v) Skype for Business.</i> </td> <td> <i>i) <u>Online support:</u> Digital Literacy, Small Business Academy, Basic Package Training; and</i>  <i>ii) <u>In Person:</u> Advanced Package Training, Digital Marketing.</i> </td> </tr> </tbody> </table>	<b>Basic Tools</b>	<b>Additional Benefits</b>	<i>i) 5x installation of Basic MS Office 365 (Word, Excel, PowerPoint, Outlook, Access);</i> <i>ii) Real-time communication with Microsoft Teams;</i> <i>iii) 1TB Cloud Storage;</i> <i>iv) 50GB business emails; and</i> <i>v) Skype for Business.</i>	<i>i) <u>Online support:</u> Digital Literacy, Small Business Academy, Basic Package Training; and</i> <i>ii) <u>In Person:</u> Advanced Package Training, Digital Marketing.</i>		
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2.	<p><i>Able to provide hands-on training on:</i></p> <ul style="list-style-type: none"> <li>• <i>Outlook Customer Manager;</i></li> <li>• <i>Bookings &amp; Scheduling;</i></li> <li>• <i>Essential Security; and</i></li> <li>• <i>Go to Market: Digital.</i></li> </ul>		
3.	<p><i>Experience in providing technical consulting services to microenterprises;</i></p>	-	
4.	<p><i>Demonstrates high level or professionalism.</i></p> <p><i>Note:</i></p> <p><i>Service Provider will be required to be available for a pitching session in determining the successful procurement of the project</i></p>	-	
<b>Jumlah Harga (RM)</b>			
<b>GST (6%)</b>			
<i>*Sila kemukakan bersama salinan surat pendaftaran GST dengan Kastam</i>			
<b>JUMLAH KESELURUHAN</b>			

**Saya / Kami memperakui maklumat yang diberikan adalah benar.**

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Nama :

Jawatan :

Tarikh :

Cop Syarikat :