

SPESIFIKASI TEKNIKAL

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**

BIL.	BUTIRAN KERJA	PEMATUHAN (Sila √ atau x)	CATATAN				
1.	<i>Registered as Microsoft Certified Partners for Learning Solutions (CPLS);</i>						
2.	<i>Registered with the Ministry of Finance (MOF);</i>						
3.	<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Basic Tools</th> <th style="text-align: center;">Additional Benefits</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <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;</i> <i>and</i> <i>v) Skype for Business.</i> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <i>i) <u>Online support:</u> Digital Literacy, Small Business Academy, Basic Package Training;</i> <i>and</i> <i>ii) <u>In Person:</u> Advanced Package Training, Digital Marketing.</i> </td> </tr> </tbody> </table>	Basic Tools	Additional Benefits	<ul style="list-style-type: none"> <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;</i> <i>and</i> <i>v) Skype for Business.</i> 	<ul style="list-style-type: none"> <i>i) <u>Online support:</u> Digital Literacy, Small Business Academy, Basic Package Training;</i> <i>and</i> <i>ii) <u>In Person:</u> Advanced Package Training, Digital Marketing.</i> 		
Basic Tools	Additional Benefits						
<ul style="list-style-type: none"> <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;</i> <i>and</i> <i>v) Skype for Business.</i> 	<ul style="list-style-type: none"> <i>i) <u>Online support:</u> Digital Literacy, Small Business Academy, Basic Package Training;</i> <i>and</i> <i>ii) <u>In Person:</u> Advanced Package Training, Digital Marketing.</i> 						
4.	<p><i>Able to provide hands-on training on:</i></p> <ul style="list-style-type: none"> <i>• Outlook Customer Manager;</i> <i>• Bookings & Scheduling;</i> <i>• Essential Security; and</i> <i>• Go to Market: Digital.</i> 						
5.	<i>Experience in providing technical consulting services to microenterprises;</i>						

BIL.	BUTIRAN KERJA	PEMATUHAN (Sila \checkmark atau x)	CATATAN
6.	<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>		

Saya / Kami memperakui maklumat yang diberikan adalah benar.

.....
 Nama :

Jawatan :

Tarikh :

Cop Syarikat :