TERM OF REFERENCE FOR REQUEST FOR PROPOSAL (RFP) FOR THE PROGRAM DELIVERY FOR SARAWAK DIGITAL ECONOMY CORPORATION BERHAD, DIGITAL VILLAGE ACCELERATOR (DIVA) PROGRAM

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 DIVA Program; an end-to-end service from proposal, marketing, selection process of the DiVA resident and execution of the program, together with all the documentation needed.

DiVA Program is a flagship program under Sarawak Digital & Innovation Ecosystem – mature and growth stage of startup - that has 2 cohorts each year with 6 residents for each Cohort, targeting local startups to accelerate their growth and maturity with emphasis on increased revenue generation, market expansion and investment potential with RM 150,000 seed fund in form of Grant or Investment.

3. Scope of Work

For this RFP, the participating vendor is to provide the Activity List based 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. Develop the criteria, assist with the screening, and compile reports of the applicants.

3.2. To develop the valuation formula and conduct the valuation of the selected applicants.

3.3. To assist SDEC in developing the agreements and documentations relevant to the program.

3.4. Program module development, licensing, delivery/training, certification, reporting, etc (to be owned SDEC).

3.5. Mentor travel and accommodation.

3.6. Develop a marketing material and promotion plan for the program, which includes video production for each startups and the program.

3.7. To assist SDEC in looking for partners, services and programs that could add value to DiVA. (AWS Credits, Microsoft Azure Credits, etc)

3.8. Administration and secretarial work for the program; registration of applicants, reporting, etc

3.9. Any other expenses that may be incurred before, during, and after the program.

3.10. Any outsourcing shall only be contracted to Local SMEs in Sarawak owned by Sarawakian, based on further discussion with project owner.

3.11. Local presence for the duration of the Program.

As there will be 2 cohorts every year, the participating vendor will need to include the costing for 2 cohorts of the 6-months DiVA Program.

4. Schedule of Events

Submission of participation reply slip	:	Monday 10 October 2022 @ 12 noon
RFP Briefing		Friday 7 October 2022 @ 2.30pm
Submission of Proposal	:	Monday 17 October 2022 @ 12 noon
Proposal Validity	:	3 months after proposal submission
Project Duration	:	6 months + 6 months after award, based on performance of 1st Cohort.

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 Proposal

All expenses incurred in the preparation of proposal 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.

7. Intellectual Property

All the assets that are used and developed for this program is to be wholly owned by SDEC.

Attachment A

(Please refer excel file enclosed)

Attachment B

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

ITEM	DESCRIPTION	(✔ or ✗)
1	**Company Profile / Resume**	
	Company name, company registration number, and SSM form.	
	Date of incorporation	
	Registered and business address.	
	Number of Qualified Mentors	
	Mentor Qualification/Certification	
	Similar work experience past 2 years	
	Financial Information i. Latest Audited Report ii. 3 months Bank Statement	
2	**Program/Training Proposal**	
	Refer to Attachment A (to be electronically submitted in Excel format)	
3	**Cost Estimation**	
	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 Technology Startup across Sarawak 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 Technology Startup with the objectives of:

- To accelerate their growth and maturity with emphasis on increased revenue generation, market expansion and investment potential.
- Capacity building, technology transfer and exposure of the market to further develop maturity and potential.
- Should be complementary or in line with national and state objectives.

      c.   The suggestion for the proposed program's theme is, but is not limited to: -

- Agriculture
- Digital Government
- Health
- Tourism
- Smart City
- Industry 4.0
- Education
- Any themes that are relevant to current trends in Sarawak or Malaysia

      d.   The scope and types of programs may range from or in combination of the following:

- Mentorship
- Demo Day
- Launch Pad to International Market Opportunities
- Business Matching Opportunities
- Networking Opportunities
- Investment facilitation

- Pitch Deck Stress Test
- Workshops/Trainings/Courses/Sharing Sessions
- Formulation, execution, and monitoring of Strategic Action Plan for Startups
- Auxiliary services; Legal, Secretariat, Administration, Intellectual property, etc
- Any relevant global best practice for accelerator content

e. Program Delivery Format
- Programs may be delivered in either Physical, Virtual or Hybrid format. There must be at least a minimum of 3 physical session for the program.
- 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.

f. Account Management Team
- The operator should include dedicated team to manage this project exclusively to ensure smooth operation and to manage any changes needed.

g. Outcome of the Program
- The proposal should include methods to measure the growth of the startups within the period of the program.
- The proposal should also include methods to measure the overall performance of the program.
- The outcome of the program should be measurable both quantitatively and qualitatively