

SEBUTHARGA NO.: SH/11/2024
SCOPE OF WORKS, TECHNICAL SPECIFICATIONS & REQUIREMENTS

ITEM NOS.	CYBERSECURITY MALAYSIA'S SCOPE OF WORKS, TECHNICAL SPECIFICATIONS & REQUIREMENTS	CYBERSECURITY MALAYSIA'S RQMT LEVEL (See Note 1)	PLEASE TICK IF BIDDER COMPLY (See Note 2)	BIDDER'S REMARKS (INCLUDING DETAILS/REASONS AND ATTACHMENT) IF BIDDER DOES NOT COMPLY	BIDDER'S REMARKS IF ANY (INCLUDING DETAILS AND ATTACHMENT) IN SUPPORTING THEIR COMPLIANCE STATEMENT
A	<u>GENERAL REQUIREMENTS</u>				
1.0	<u>SCOPE OF WORKS</u>				
1.1	The bidder MUST fully comply with the scope of work as specified in Bill of Quantities and Price Schedules.	M			
1.2	The <i>Sebutharga</i> covered by these requirements is to engage a professional service for CyberSecurity Malaysia's "Program Galakan Pemerkasaan Keselamatan Siber (PGPKS) Kepada Perusahaan Kecil dan Sederhana (PKS)" Implementation and Project Monitoring for 2024.	M			
1.3	The deliverables of the PGPKS Implementation and Project Monitoring MUST be delivered to CyberSecurity Malaysia, Cyberjaya, Selangor, Malaysia.	M			
1.4	The bidder shall confirm that their proposal is based on the entire provision of the above scope of works. Bidder's partial compliance to the said scope of works shall be disqualified.	M			
2.0	<u>BIDDER'S RESPONSIBILITY</u>				
2.1	The bidder shall review this document and take full responsibility of obtaining information from CyberSecurity Malaysia as may be required to meet the requirements.	I			
2.2	The bidder shall review and fulfill all requirements before committing to signing the purchase agreement.	M			
2.3	The bidder is expected to sign the Non-Disclosure Agreement (NDA) with CyberSecurity Malaysia to ensure unnecessary disclosure of information on the subject area before, during and after delivery of the services.	M			

Note 1 : **CyberSecurity Malaysia's Requirement Level :-**

M – Mandatory Requirement : These are **ESSENTIAL/CRITICAL** requirements that **MUST** be fully complied by Bidder.

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2.4	The bidder is subjected to all existing government guidelines, procedures and regulations pertaining to the procurement and conduct of professional services.	M			
2.5	No media briefings can be undertaken, or press releases issued by the bidder or any of the Project team members.	M			
2.6	Any of the outputs, findings, assessments, and any other documents pertaining to the project shall not be abused or used by the bidder for profit based or otherwise.	M			
2.7	In the interest of national security, all discussions and decisions made will remain confidential and should not be disclosed to any other person or organization.	M			
3.0	<u>BIDDER'S PAST EXPERIENCES</u>				
3.1	The bidder MUST be an experienced team in the implementation and project monitoring and establishment of impact study. The bidder to provide at least three (3) curriculum-vitae (CV) of the personnel.	M			
3.2	The bidder MUST possess a minimum of three (3) years relevant experiences on the provision of the tendered services or relevant services.	M			
3.3	The bidder MUST have at least one (1) previous client which has successfully implemented such implementation planning including of survey, benchmarking, analysis, and output impact assessment. The bidder to provide list of past clients for CyberSecurity Malaysia's reference.	M			

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4.0	<u>DOCUMENTATION REQUIREMENTS</u>				
4.1	All documentation shall be in English. The bidder shall be responsible for any translation cost incurred (if any) in regard to the submission of the documentation required by this tender.	M			
4.2	CyberSecurity Malaysia reserves the right to reproduce all, or part of the document submitted by the bidder for internal and external use.	G			
4.3	All documents, reports or materials prepared or developed by the successful bidder specifically in relation to or for the purpose of this proposal, shall unless otherwise expressly agreed, belong to CyberSecurity Malaysia.	M			
4.4	The bidder MUST provide a timeline and documentation for all activities related to the project specified in Scope of Work.	M			
5.0	<u>DELIVERY REQUIREMENTS</u>				
5.1	The bidder MUST complete the entire scope of works in TWELVE (12) months or earlier upon receipt of Letter of Acceptance (LOA) from CyberSecurity Malaysia.	M			
5.2	The bidder MUST provide timelines for all activities specified in the scope of work.	M			

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5.3	The successful bidder to clarify any queries related to the implementation and project monitoring requirements and deliverables with CyberSecurity Malaysia prior to commencement of the project.	M			
5.4	The bidder shall be responsible for any incidence, errors or omission occurred during the development of the project.	M			
5.5	The bidder shall describe the project management methodology to be undertaken in the project to ensure the time is met as scheduled as well as meeting the requirements of the project. The project management methodology shall include the tasks and activities involved as listed below: i) Project team structure ii) Point of contact iii) Implementation schedule based on proposed project delivery which indicating: a) Key milestone, dates, and deliverables. b) Number of manpower involved and resumes.	M			
5.6	Upon completion of the project, the bidder is required to submit: i) Executive Summary of ' Laporan Pelaksanaan dan Pemantauan Projek Program Galakan Pemerkasaan Keselamatan Siber Kepada Perusahaan Kecil dan Sederhana ' ii) Full Report of ' Laporan Pelaksanaan dan Pemantauan Projek Program Galakan Pemerkasaan Keselamatan Siber Kepada Perusahaan Kecil dan Sederhana ' <i>Note:</i> i) All documents, reports or materials prepared/developed by the bidder specifically in relation to or for the purpose of this proposal, shall unless otherwise expressly agreed, belong to CyberSecurity Malaysia (CSM). ii) Once the bidder/party agrees to the terms of the proposed project, a separate term will be negotiated between the parties for the development, then the deliverables shall be transferred to CSM once payment has been made.	M			

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B 1.0 1.1 1.2	<p><u>TECHNICAL REQUIREMENT</u></p> <p><u>PURPOSE</u></p> <p>The objective of this provision is to engage a professional service for CyberSecurity Malaysia's "Program Galakan Pemerkasaan Keselamatan Siber (PGPKS) Kepada Perusahaan Kecil dan Sederhana (PKS)" Implementation and Project Monitoring for 2024.</p> <p>The PGPKS implementation and project monitoring for 2024 are required to address the implementation of cyber security health check to small and medium enterprises (SME) and it shall cover.</p> <p>1. SME Management for PGPKS 2024. 2. PGPKS Implementation & Project Management Operation for 2024. 3. Project Documentation and Final Report.</p>	<p align="center">I</p> <p align="center">I</p>			
2.0 2.1	<p><u>SCOPE OF SERVICES</u></p> <p>The bidder to provide professional services and the proposal MUST be able to comply with all the requirements below:</p> <p>Phase 1: SME Management. Phase 2: Implementation & Project Management Operation. Phase 3: Project Documentation and Final Report.</p>	<p align="center">M</p>			

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2.2	<p><u>PHASE 1: SME MANAGEMENT</u></p> <p>i) SME tiering process from the answered questionnaire. ii) To provide necessary onboarding documentation such as invitation letters, offer letters, LOU, and other documents. iii) Preparation and submission of SME management report.</p>	M			
2.3	<p><u>PHASE 2: IMPLEMENTATION & PROJECT MANAGEMENT OPERATION</u></p> <p>i) To perform project management in assisting CyberSecurity Malaysia to onboarding SMEs and project monitoring of PGPKS throughout the year 2024. ii) To develop and propose related implementation documentation e.g., matching process, process flow, questionnaires, scoring marks, minutes, and reports. iii) Revise / refine the timeline to perform the PGPKS health check for 104 SMEs. iv) Coordinating and monitoring of six (6) PGPKS Authorized Partner progress and performance in implementing PGPKS for 104 SMEs v) Monitoring of implementation for the ease of coordinating, monitoring, and reporting. vi) Maintaining of individual services scoring for each SMEs. vii) Preparation and submission of progress report on fortnightly and monthly basis.</p>	M			
2.4	<p><u>PHASE 3: PROJECT DOCUMENTATION AND FINAL REPORT</u></p> <p>i) To prepare the implementation documentation i.e., forms, letters, informational documents, design, and prospectus. ii) To update and report to CyberSecurity Malaysia all related activities pertaining PGPKS. iii) To provide final reports for each phase. iv) To prepare the early and final report of PGPKS implementation and project monitoring to CyberSecurity Malaysia.</p>	M			

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