

1. Background

Institut Keusahawanan Negara Berhad (INSKEN) is an entity under the purview of Ministry of Entrepreneurs Development (MED).

INSKEN envisions to be the Leading Agency for National Entrepreneurship Development and Resource Centre, aiming to develop highly knowledgeable, resilient and capable entrepreneurs to compete in the global arena.

To achieve this, INSKEN is committed to achieve the following missions:

INSKEN's Missions:

- i. Establish a National Entrepreneurship Ecosystem in creating sustainable, competent and competitive entrepreneurs*
- ii. Spark innovation in entrepreneurship areas through agencies collaborations*
- iii. Ensure high impact return towards national economy and/or to the well-being of the community*
- iv. To ensure the entrepreneurs are equipped with technology based knowledge to compete in the global arena*

- The remainder of this page is intentionally left blank -

2. Scope of Work

INSKEN is soliciting proposals from qualified service provider(s) to develop an online platform for psychometric testing tool to be used by entrepreneurs undergo any trainings or programmes under MED agencies. The system will be called **National Entrepreneur Psychometric Test** and aims to measure the entrepreneurial attributes and competencies among entrepreneurs in Malaysia. The scope of the online psychometric test will cover the following features:

1. Data Entry
2. Personalized Individual Report
3. Consolidated Report
4. Management Dashboard

For the purposes of this RFP, “online platform” is defined as a platform for gathering data, collecting responses from respondents and must be able to produce reports based on the requirements by the ministry or management on real-time basis.

Duration of the development of the online system is eight (8) weeks commencing from the letter of awards for appointment as vendor. The system also must be able to update related data and to churn out reports on real-time basis.

- The remainder of this page is intentionally left blank -

3. Qualified Service Providers

Experienced ICT companies with proven track record in system development of online platforms for psychometrics or web-based solutions are eligible to be the service provider. The service provider also are required to provide full service in terms of system development and maintenance until the system is ready to be implemented and use by entire ministry.

4. Copyright of Products and/or Deliverables

Service providers shall acknowledge and agree that any products and/or deliverables designed/created for the purpose of this RFP shall be considered as a “work made for hire” and all rights to the said products and/or deliverables shall belong exclusively to INSKEN.

The training providers shall be prohibited from disseminating products and/or deliverable developed and funded under this programme to other parties without prior written consent of INSKEN.

- The remainder of this page is intentionally left blank -

6. Timeline

The RFP process will be conducted as per the following schedule:

No	Activity	Date
1	Issuance of RFP document	20 th March 2019
2	Deadline to register for RFP briefing	29 th March 2019
3	Briefing on RFP document	2 nd April 2019
4	Deadline for submission of proposal (s)	12 th April 2019
5	Selection of Service Providers (s)	16 th April 2019
6	Proposal Pitching	19 th April 2019
7	Appointment of Service Providers (s)	22 nd April 2019
8	Professional work commences	25 th April 2019

Should the training providers did not receive any response from INSKEN within three (3) months from the submission date, the application is deemed to be unsuccessful.

- The remainder of this page is intentionally left blank -

7. Content of the Proposals

All proposals must include the following information:

Part A	Company profile & credentials, and team profile (Please limit maximum 2 pages)
Part B	Detailed modules and specifications for the system including timeline and user instructional guide. (Please limit maximum 4 pages)
Part C	Costing breakdown by components covering system development and maintenance. (Please limit maximum 1 page per workshop)

Total Maximum page for RFP : 7 pages ONLY

Note: Training providers are requested to refer to “Sample of Proposal” to be submitted to INSKEN.

The “Sample of Proposal” can be downloaded at the following link, www.insken.gov.my/rfp. Please submit your proposal via online submission using the provided template and email to rfp@insken.gov.my with the header as follows:

- RFP2019/NEPT

- The remainder of this page is intentionally left blank -

8. Review and Selection

The selection panel will review the proposals based on the following criteria:

No	Criteria	Percentage
1	Organisational information Experience of the organisations, and consultants in system development with proven track records.	20%
2	System Development Detailed information on the system and how it works such as; but not limited to:- I. Proposed technology used, II. Process flow of the system, III. Database management system, that includes: a. Database design b. Logical design c. ER diagram IV. Time line (Gantt Chart)	60%
3	Budget Detailed cost information to support the proposed system development.	20%
TOTAL		100%

Only shortlisted training providers will be contacted and may be required to present their proposals to the selection panel.

- The remainder of this page is intentionally left blank -

9. Administrative matters

Service providers interested in participating in the Request for proposal (RFP) process must attend a briefing session on **2nd April 2019** in Kuala Lumpur/Putrajaya/Cyberjaya.

In order to register and receive the invitation to the briefing session, please email rfp@insken.gov.my before 5.00 pm, 29th March 2019.

INSKEN will not entertain inquiries via email or phone calls. All questions will be answered during the briefing sessions only.

INSKEN reserves the right to accept or reject any or all proposals received, to negotiate with any qualified proposer, or to cancel in part or in its entirety this RFP process if it is in its best interest to do so without giving any reason whatsoever. This RFP does not commit INSKEN to award funding or pay any cost incurred in the preparation of the proposals.

END OF DOCUMENT