

1. Background

INSKEN is an agency under the purview of Ministry of Entrepreneur Development and Cooperatives (MEDAC) that offer entrepreneurship development initiatives through training and coaching programmes.

In line with INSKEN's tagline; "Growing Tomorrow Entrepreneurs", INSKEN ensures all programmes conducted are based on industry need. The programmes will be executed through smart collaboration with industry practitioners, professional and government agencies in order to strengthen national entrepreneurship ecosystem.

VISION

Realizing the National Entrepreneurship aspiration through capacity building of entrepreneurs with outcomes.

MISSION

- Strengthening the entrepreneurial development ecosystem by measuring outcomes.
- Enhancing entrepreneur's ability to be resilient, competitive and global.
- Encouraging collaborations between Ministries, Agencies and Industries.
- Preparing entrepreneurs to be catalysts and leading trends and markets.

2. Scope of Work – INSKEN Business Booster Pitching Training

INSKEN is soliciting proposals from qualified training provider(s) to deliver and conduct **pitching training segment** for INSKEN Business Booster (IBB). IBB is a specialized development post programme for INSKEN alumni (consisting of small, medium and high performing entrepreneurs), with the objective to improve, upskill and upgrade their businesses.

Through IBB, alumni will undergo consultation and improvement works on the following areas - logistics, finance, branding & retail.

For the purposes of this RFP, “**training**” is defined as ‘organised activities aimed at imparting instruction and/or information to improve trainees’ performance and to help them attain a required level of knowledge or skill for direct applications.

The modules for the above training programmes shall aimed at providing a hands-on and activity based with comprised of technical-business know how focusing on highly viable and sustainable model.

3. INSKEN Secretariat’s Right to Decline

The INSKEN RFP Secretariat may, at its discretion, may discontinue the RFP; decline to accept any proposal or satisfy its requirement separately from the RFP process.

4. Changes to Request For Proposals

The INSKEN RFP Secretariat may, at its discretion, vary the Request for Proposals before the Closing Time. Changes will be posted on the INSKEN website as Revision, beside the original RFP. The service provider(s) is encouraged to regularly monitor the INSKEN website to ensure they access any Revisions that may be released.

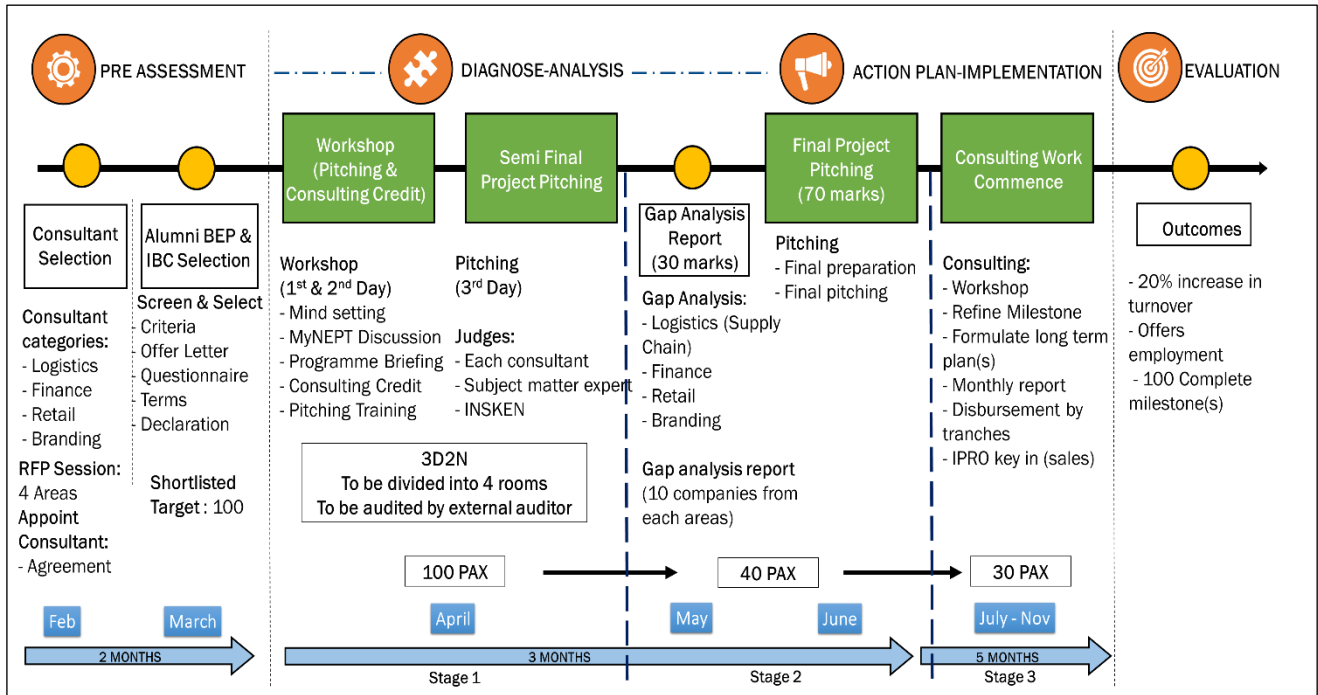
5. Qualified Service Providers

Experienced service provider(s), from industry players and professionals, trade associations, NGOs or cooperatives with proven track record in entrepreneurship training and business coaching/ advisor. The service provider(s) proposed to conduct the workshops are required to have sufficient industry and/ or professional experience and are required to be available to do follow-up consultations as and when needed.

6. Copyright of Products and/or Deliverables

Training provider(s) shall acknowledge and agree that any products and/or deliverables created for the purpose of 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 in the case of products and/or deliverable developed and funded by INSKEN. Training provider(s) shall be prohibited from disseminating products and/or deliverables developed and funded under this programme to other parties without prior written consent from INSKEN.

7. Overall Programme Framework & Timeline



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8. Timeline

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

| No | Activity | Date |
|----|---------------------------------------|------------------------------------------------|
| 1 | Issuance of RFP document | 17 th February 2020 |
| 2 | Deadline to register for RFP briefing | 25 th February 2020 |
| 3 | Briefing on RFP document | 27 th February 2020 |
| 4 | Deadline for submission for proposal | 10 th March 2020 |
| 5 | Selection of Service Providers (s) | 11 th – 12 th March 2020 |
| 6 | Proposal Pitching | 13 th March 2020 |
| 7 | Appointment of Service Provider (s) | 23 rd March 2020 |
| 8 | Professional work commences | 24 th March 2020 |

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

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9. Content of the Proposals

All proposals must include the following information:

| | |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part A | <p>Company profile & credentials, and content developers, trainer(s) & coaches' profile including team's profile.</p> <p>(Please limit maximum 2 pages)</p> |
| Part B | <p>Detailed modules and program specifications including :</p> <ul style="list-style-type: none"> i. Target participants ii. Learning objective (what we want to achieve in this module? iii. Min 3, max 7 objectives) iv. Module KPI (at the end of the program what are the outcomes that participants will bring back for immediate application in their day-to-day business. v. Modules content in details vi. Instructional guide <p>(Please limit maximum 6 pages)</p> |
| Part C | <p>Costing breakdown by components covering training delivery, programme evaluation and management.</p> <p>(Please limit maximum 1 page per workshop)</p> |

Total Maximum page for RFP: 9 pages ONLY

Note: Training provider(s) 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:

- RFP2020/AP/IBB/PitchingTraining

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10. Review and Selection

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

| No | Criteria | Percentage |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | <p>Organisational Information</p> <p>Experience of the organisations, and consultants in development of entrepreneurship training and coaching programmes, 2019 turnover company, manpower and it success stories (testimony and contact)</p> | 20% |
| 2 | <p>Training/Workshop Programmes Information & Expected Outcomes</p> <p>Detailed information on modules for training approaches and <u>methodologies, implementation plans</u> and <u>outcome-based KPI</u></p> | 60% |
| 3 | <p>Budget</p> <p>Detailed cost information to support the proposed programmes (All matters pertaining to the logistic such as accommodations for trainer & assistant (twin sharing), flight ticket/ transportation, will be borne by INSKEN)</p> | 20% |
| TOTAL | | 100% |

Only shortlisted training provider(s) will be contacted and may be required to present their proposals to the selection panel.

11. Administrative matters

Training provider(s) interested in participating in the Request for proposal (RFP) process **must attend a briefing session on 27th February 2020** in Kuala Lumpur/Putrajaya/Cyberjaya. Depending on the numbers of interested training providers, we may organise briefing sessions in Kuching and Kota Kinabalu.

In order to register and receive the invitation to the briefing session, please email rfp@insken.gov.my before 5.00 pm, 25th February 2020. Please state your name, company, phone number and mention your interest to attend the briefing session.

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.

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