

PROPOSAL TITLE :

**INSTITUT KEUSAHAWANAN NEGARA
REQUEST FOR PROPOSAL FORMAT
FOR ADVANCE PROGRAMME PROPOSAL**

PART A : COMPANY PROFILE (20%)

Company/Business Name	:	Info Minda Sdn Bhd
Registration No	:	IM - 075631 - D
Year Incorporated	:	2013
Address & Phone No	:	Info Minda Sdn Bhd No 8-1, Jalan Usahawan 7, Pusat Bandar Damansara 50450 Kuala Lumpur No Tel: 03 - 8314 6666 No Fax: 03 - 8314 7777
Shareholder(s)/ Partner(s) & Highest Academic Qualifications & Working Experience	:	a) Encik Abu Bin Ali MSc in Supply Chain Management (USM), 1984, Director of Operation TNB b) Puan Fatimah Ahmad Advanced Diploma in Business Studies (Majoring in International Business) (ITM Shah Alam), 1990, Senior Manager (10 years of experienced in customer relationship & corporate serProduct Development, Supply Chain, Operations Management)
Team members line up & Specialisation, Highest Academic Qualifications & Working Experience	:	a) Encik Abu Bin Mokhtar MBA (UTM), Senior Consultants, SIRIM Berhad (12 years of experienced in Product Development, Supply Chain, Operations Management) b) Encik Azman Bin Johan BBA Marketing (University of Adelaide), Senior Sales Manager (15 years of experienced in Business Development, Sales and Client Engagement Management)

Last year turnover (2019)	:	RM3,456,531.40
Full Employee(s)	:	15
Experience in consulting	:	21 years
Experience in training	:	5 years
Track Record	:	<p><u>Business to Consumer (B2C)</u> Trained 3,000 participants throughout the country on various topics such as supply chain, operations management, enterprise resource planning etc.</p> <p><u>Business to Business (B2B)</u> a) Petronas b) Sime Darby Motor c) UMW Toyota d) Suruhanjaya Koperasi Malaysia (SKM) e) Kementerian Kemajuan Luar Bandar & Wilayah (KKLW) f) Dewan Perniagaan Melayu Malaysia (DPMM)</p>

**PART B: PROGRAMME SPECIFICATIONS, TENTATIVE & INSTRUCTIONAL GUIDE
(60%)**

i. Programme Specifications

Programme	:	
Code	:	
Mode	:	Training
*Level (please stated based on proposed module)	:	1. Beginner 2. Intermediate 3. Advanced
Duration	:	1 Day 1 Night Day 1 : 8.00 am until 10.00 pm
*Learning Objective (s)	:	Min 3, Max 7
Expected Outcomes (s)	:	Min 3, Max 7
*Target Participant	:	Level : New/ Start-up/ Scale-up/ Large
Coach, Highest Academic & social media accounts (Linkedin, FB, Twitter & Instagram)	:	Industry base or Open?
*Pre requisite (if any)	:	
*Special requirements?	:	
Module Content(s)	:	1. 2. 3. 4. 5. 6. 7. 8.
Details Trainer/Coach/		Main Trainer/ Coach

<p>Highest Academic & social media accounts (Linkedin, FB, & Instagram)</p> <p>*please attached with trainers photo</p>	<p>Encik Abu Bin Ali MSc in Supply Chain Management (USM), 1989 Linkedin : Abu Ali Facebook : Info Minda Instagram : Info Minda</p>
	<p>: 2nd Trainer/ Coach / Assistant</p> <p>Encik Abu Bin Ali MSc in Supply Chain Management (USM), 1989 Linkedin : Abu Ali Facebook : Info Minda Instagram : Info Minda</p>
<p>Number of Team Members</p>	<p>: Numb of paxs</p>
<p>*Make your pitch, why this module is important to entrepreneurs and how it can help/support them to improve their daily operations.</p> <p>(Not more than 50 words & avoid generic pitches)</p>	<p>:</p>

As a guideline for entrepreneurs, we recommend you to include (in the form of a road map as an example in page 5) to enable participants, to see clearly how your module will help them. Also what other related modules that will help them to complete the course.

ii. Programme Tentative

Time	Day 1
08.00 – 09.00 am	Slot 1 : Registration, Ice Breaking & Introduction of the Programme
09.00 – 10.00 am	Slot 2 : CEO Mindsetting
10.00 – 10.30 am	Morning Tea Break
10.30 – 1.00 pm	Slot 3 : Proposed Topic
1.00 – 2.15 pm	Lunch Break
2.15 – 3.30 pm	Slot 4 : Proposed Topic
3.30 – 04.00 pm	Afternoon Tea Break
04.00 – 06.00 pm	Slot 5 : Proposed Topic
06.00 – 08.00 pm	Dinner Break
08.00 – 10.30 pm	Slot 6 : Summary, Wrap Up & Conclusion

iii) Instructional Guide

Slot	Time	Duration	Title	Learning Outcome	Activity	Material
1	8.30 – 9.00 am	30 min	Slot 1 : Registration, Ice Breaking & Introduction of the Programme	N/A	<ul style="list-style-type: none"> • Video show • Ice Breaking Game • Briefing 	<ul style="list-style-type: none"> • Video • INSKEN slides • Others
2	9.00 – 10.00 am	60 min	Slot 2 : CEO Mindsetting	N/A		
	10.00 – 10.15 am	15 min	AM TEA BREAK			
3	10.15 – 1.00 pm	195 min	Slot 3 : Proposed Topic	xx	<ul style="list-style-type: none"> • Pre Test • Case Study • Exercise 	<ul style="list-style-type: none"> • Workbook
	1.00 – 2.15 pm	75 min	LUNCH			
4	2.15 – 3.30 pm	75 min	Slot 4 : Proposed Topic	xx	<ul style="list-style-type: none"> • Lecture • Exercise 	<ul style="list-style-type: none"> • Workbook
	3.30 – 3.45 pm	15 min	PM TEA BREAK			
5	3.45 – 6.00 pm	135 min	Slot 5 : Proposed Topic	xx	<ul style="list-style-type: none"> • Dialogue 	
	6.00 – 8.00 pm	120 min	DINNER			
6	8.00 – 10.30 pm	150 min	Slot 6 : Summary, Wrap Up & Conclusion	N/A	<ul style="list-style-type: none"> • Post Test • Evaluation Form 	

PART C : PROPOSED COSTING (20%) (for 100 participants, 1 day workshop)

NO	ITEM	COST PER UNIT (RM)	UNIT	TOTAL COST (RM)
1	Training Delivery Fee (RM8,000 x 1 day)	8,000.00	1	8,000.00
2	Assistant (RM600 x 1 day x 2 pax)	600.00	2	1,200.00
3	Stationeries, workbooks and equipment	1,000.00	100	1,000.00
4	Programme Venue, will be provided by INSKEN	N/A		N/A
5	Food & Beverages For 1 Trainer and 1 Assistant, will be borne by INSKEN throughout the training session (exclude lunch and dinner for early check-in)	N/A		N/A
6	Accommodation For Trainer & Assistant, will be borne by INSKEN (twin sharing). With the exception of trainers and assistants of different genders (single rooms) are provided for each.	N/A		N/A
7	Transportation For Trainer & Assistant optional either (car pool, mileage at flat rate and toll) or return flight tickets (economy class), will be borne by INSKEN for 1 trainer and 1 assistant.	N/A		N/A
		Total RM		10,200.00

Note: The costing is subject to further negotiation