

**INSTITUT KEUSAHAWANAN NEGARA BERHAD**  
**REQUEST FOR PROPOSAL FORMAT**  
**FOR ENTREPRENEURSHIP TRAINING PROPOSAL**

**PART A : COMPANY PROFILE (20%)**

|  |  |
|--|--|
| <b>Company/Business Name</b>   | : Info Minda Sdn Bhd   |
| <b>Registration No</b>   | : IM – 075631 – D  |
| <b>Year Incorporated</b>   | : 2013   |
| <b>Address &amp; Phone No</b>  | : Info Minda Sdn Bhd<br>No 8-1, Jalan Usahawan 7,<br>Pusat Bandar Damansara<br>50450 Kuala Lumpur<br>No Tel: 03 – 8314 6666<br>No Fax: 03 – 8314 7777  |
| <b>Shareholder(s)/ Partner(s)<br/>&amp; Highest Academic<br/>Qualifications &amp; Working<br/>Experience</b>           | : a) Encik Abu Bin Ali<br>MSc in Supply Chain Management (USM), 1984,<br>Director of Operation TNB<br><br>b) Puan Fatimah Ahmad<br>Advanced Diploma in Business Studies (Majoring in<br>International Business) (ITM Shah Alam), 1990,<br>Senior Manager (10 years of experienced in<br>customer relationship & corporate serProduct<br>Development, Supply Chain, Operations<br>Management) |
| <b>Trainers Line up &amp;<br/>Specialisation,<br/>Highest Academic<br/>Qualifications &amp; Working<br/>Experience</b> | : a) Encik Abu Bin Mokhtar<br>MBA (UTM), Senior Consultants, SIRIM Berhad (12<br>years of experienced in Product Development,<br>Supply Chain, Operations Management)<br><br>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 (2017) | : | RM3,456,531.40   |
| Full Employee(s)          | : | 15   |
| Experience in industry    | : | 21 years   |
| Experience in training    | : | 5 years  |
| Track Record              | : | <p><b>Business to Consumer (B2C)</b><br/>Trained 3,000 participants throughout the country on various topics such as supply chain, operations management, enterprise resource planning etc.</p> <p><b>Business to Business (B2B)</b></p> <ul style="list-style-type: none"> <li>a) Petronas</li> <li>b) Sime Darby Motor</li> <li>c) UMW Toyota</li> <li>d) Suruhanjaya Koperasi Malaysia (SKM)</li> <li>e) Kementerian Kemajuan Luar Bandar &amp; Wilayah (KKLW)</li> <li>f) Dewan Perniagaan Melayu Malaysia (DPMM)</li> </ul> |

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

### **i. Programme Specifications**

|   |          |  |
|---|----------|--|
| <b>Programme</b>  | <b>:</b> | <b>Operations Management for SMEs</b>  |
| <b>Code</b>   | <b>:</b> | <b>ET_OM2018</b>   |
| <b>Mode</b>   | <b>:</b> | <b>Training</b>  |
| <b>Tenure</b>   | <b>:</b> | <b>2 Days 1 Night<br/>Day 1 : 8.00 am until 10.00 pm<br/>Day 2 : 8.00 am until 6.00 pm</b>   |
| <b>Objective</b>  | <b>:</b> | <b>1. Fit in practical knowledge on Operations Management<br/>2. Application of the said knowledge</b>   |
| <b>Target Participant</b>   | <b>:</b> | <b>1. At least 2 years in the business; with<br/>2. Minimum annual turnover of RM150,000 (or average RM13,000 per month)</b>   |
| <b>Content</b>  | <b>:</b> | <b>1. Introduction of Operations Management<br/>2. Operations Planning<br/>3. Designing Operational Systems and Control<br/>4. Production Planning and Control<br/>5. Productivity Management and Quality Management<br/>6. Economics of Maintenance and Spares Management<br/>7. Summary and Conclusion</b> |
| <b>Submission by &amp; Address</b>  |          | <b>Info Minda Sdn Bhd<br/>No 8-1, Jalan Usahawan 7,<br/>Pusat Bandar Damansara<br/>50450 Kuala Lumpur<br/>No Tel: 03 – 8314 6666<br/>No Fax: 03 – 8314 7777<br/>Contact name : Pn Azizah binti Abu<br/>(012 – 345 6789)</b>  |
| <b>Coach, Highest Academic &amp; social media accounts (Linkedin, FB,</b> | <b>:</b> | <b>Encik Abu Bin Ali<br/>MSc in Supply Chain Management (USM)<br/>Linkedin : Abu Ali<br/>Facebook : Info Minda<br/>Twitter : Info Minda</b>  |

|  |   |
|--|---|
| Twitter & Instagram)   | Instagram : Info Minda  |
| Make your pitch (Not more than 30 words & avoid generic pitches) | We have 15 years experiences to serve several entrepreneurs, GLCs, MNCs and Agencies. Currently, I run my own training business to focus on Operations and Supply Chain Management. |

SAMPLE

**ii) Programme Tentative**

| <b>Time</b>         | <b>Day 1</b>  | <b>Day 2</b>   |
|---------------------|---|--|
| 08.00 –<br>09.00 am | Slot 1 : Registration, Ice<br>Breaking & Introduction of the<br>Programme | Slot 7 : Productivity Management<br>and Quality Management                 |
| 09.00 –<br>10.00 am | Slot 2 : Introduction of Operations<br>Management                         | Slot 8 : Productivity Management<br>and Quality Management<br>(Continued)  |
| 10.00 –<br>10.30 am | Morning Tea Break   |  |
| 10.30 –<br>1.00 pm  | Slot 3 : Operations Planning  | Slot 9 : Economics of Maintenance<br>and Spares Management                 |
| 1.00 – 2.15<br>pm   | Lunch Break   |  |
| 2.15 – 3.30<br>pm   | Slot 4 : Designing Operational<br>Systems and Control                     | Slot 10 : Economics of<br>Maintenance and Spares<br>Management (Continued) |
| 3.30 –<br>04.00 pm  | Afternoon Tea Break   |  |
| 04.00 –<br>06.00 pm | Slot 5 : Production Planning and<br>Control                               | Slot 11 : Summary, Wrap Up &<br>Conclusion                                 |
| 06.00 –<br>08.00 pm | Dinner Break  | End of the Session   |

|                     |   |  |
|---------------------|---|--|
| 08.00 –<br>10.30 pm | Slot 6 : Group and Personal<br>Coaching |  |
|---------------------|---|--|

SAMPLE

iii) **Instructional Guide**

| Slot | Time             | Duration | Title  | Learning Outcome   | Activity  | Material   |
|------|------------------|----------|--|--|---|--|
| 1    | 8.30 – 9.00 am   | 30 min   | <b>Slot 1 : Registration, Ice Breaking &amp; Introduction of the Programme</b> | N/A  | <ul style="list-style-type: none"> <li>• Video show</li> <li>• Ice Breaking Game</li> <li>• Briefing</li> </ul> | <ul style="list-style-type: none"> <li>• Video</li> <li>• INSKEN slides</li> <li>• Others</li> </ul> |
| 2    | 9.00 – 10.00 am  | 60 min   | <b>Slot 2 : Introduction of Operations Management</b>                          | Conceptualize the business operations                      | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Exercise</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Workbook</li> </ul>   |
|      | 10.00 – 10.15 am | 15 min   | <b>AM TEA BREAK</b>  |  |   |  |
| 3    | 10.15 – 1.00 pm  | 195 min  | <b>Slot 3 : Operations Planning</b>  | Prepare the Operations Plan                                | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case Study</li> <li>• Exercise</li> </ul>           | <ul style="list-style-type: none"> <li>• Workbook</li> </ul>   |
|      | 1.00 – 2.15 pm   | 75 min   | <b>LUNCH</b>   |  |   |  |
| 4    | 2.15 – 3.30 pm   | 75 min   | <b>Slot 4 : Designing Operational Systems and Control</b>                      | Provide framework for system operations and control        | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Exercise</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Workbook</li> </ul>   |
|      | 3.30 – 3.45 pm   | 15 min   | <b>PM TEA BREAK</b>  |  |   |  |
| 5    | 3.45 – 6.00 pm   | 135 min  | <b>Slot 5 : Production Planning and Control</b>                                | Proper projection of raw materials /input and end products | <ul style="list-style-type: none"> <li>• Dialogue</li> </ul>  |  |
|      | 6.00 – 8.00 pm   | 120 min  | <b>DINNER</b>  |  |   |  |

|           |                  |         |   |   |   |  |
|-----------|------------------|---------|---|---|---|--|
| <b>6</b>  | 8.00 – 10.30 pm  | 150 min | <b>Slot 6 : Group &amp; Personal Coaching</b>                               | Q&A on matters pertaining respective participants business operations | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case Study</li> <li>• Exercise</li> </ul> | <ul style="list-style-type: none"> <li>• Workbook</li> </ul> |
| <b>7</b>  | 8.30 – 9.00 am   | 30 min  | <b>Slot 7 : Productivity Management and Quality Management</b>              | Create effective & efficient production of end products               | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case Study</li> <li>• Exercise</li> </ul> | <ul style="list-style-type: none"> <li>• Workbook</li> </ul> |
| <b>8</b>  | 9.00 – 10.00 am  | 60 min  | <b>Slot 8 : Productivity Management and Quality Management (Continued)</b>  | -ditto-   | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case Study</li> <li>• Exercise</li> </ul> | <ul style="list-style-type: none"> <li>• Workbook</li> </ul> |
|           | 10.00 – 10.15 am | 15 min  | <b>AM TEA BREAK</b>   |   |   |  |
| <b>9</b>  | 10.30 – 1.00 pm  | 180 min | <b>Slot 9 : Economics of Maintenance and Spares Management</b>              | Proper plan of maintenance of equipment                               | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case Study</li> <li>• Exercise</li> </ul> | <ul style="list-style-type: none"> <li>• Workbook</li> </ul> |
|           | 1.00 – 2.15 pm   | 75 min  | <b>LUNCH</b>  |   |   |  |
| <b>10</b> | 2.15 – 3.30 pm   | 75 min  | <b>Slot 10 : Economics of Maintenance and Spares Management (Continued)</b> | -ditto-   | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case Study</li> <li>• Exercise</li> </ul> | <ul style="list-style-type: none"> <li>• Workbook</li> </ul> |
|           | 3.30 – 3.45 pm   | 15 min  | <b>PM TEA BREAK</b>   |   |   |  |
| <b>11</b> | 3.45 – 5.30 pm   | 135 min | <b>Slot 11 : Summary, Wrap Up &amp; Conclusion</b>                          | N/A   | <ul style="list-style-type: none"> <li>• Pre Post Test</li> <li>• Evaluation Form</li> </ul>          |  |
|           | 6.00 – 8.00 pm   | 120 min | <b>End of the Session</b>   | N/A   |   |  |



**PART C : PROPOSED COSTING (20%)**

**(for 30 participants, 2 days workshop)**

| No  | Item                                  | Cost Per Unit (RM) | Unit | Total Cost (RM) |
|---|---------------------------------------|--------------------|------|-----------------|
| <b>Delivery for 30 pax, workshop mode</b> |                                       |                    |      |                 |
| 1   | Module Development                    | 3,000              | 1    | 3,000           |
| 2   | Training Delivery Fee                 | 6,500              | 1    | 6,500           |
| 3   | Assistant                             | 1,000              | 1    | 1,000           |
| 4   | Stationeries, workbooks and equipment | 1,500              | 1    | 1,500           |
| 5   | Misc                                  |                    |      |                 |
|   |                                       | <b>Total</b>       |      | <b>12,000</b>   |

Cost per head RM300

Note: The costing is subject to further negotiation