

1. Background

Institut Keusahawan Negara Berhad (INSKEN) is an entity under the purview of Ministry of Entrepreneur 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) with sound experience as an Event Management for our Grand Graduation Dinner INSKEN Business Coaching (IBC) & Business Enhancement Programme (BEP) 2019.

The areas of expertise and work must cover the following:

- a) Overall event management**
- b) Venue management & P/A systems and lighting**
- c) Participants on-site management**
- d) Performance - Artist**
- e) Stage and hall decoration works (based on theme)**
- f) On-site collaterals including event banners, buntings**
- g) Emcee**
- h) Full video recording and photography of event**
- i) Others, related to event**

3. Qualified Service Providers

The applicants must be able to deliver the scopes of works as append above with credible and sound experience with sufficient industry and/or professional experience in event management.

- The remainder of this page is intentionally left blank –

4. Copyright of Products and/or Deliverables

Applicants 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.

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

5. Timeline

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

No	Activity	Date
1	Issuance of RFP document	1 st November 2019
2	Deadline to register for RFP briefing	11 th November 2019
3	Briefing on RFP document	15 th November 2019
4	Deadline for submission of proposal(s)	21 th November 2019
5	Selection of Service Provider(s)	25 th November 2019
6	Proposal Pitching	27 th November 2019
7	Appointment of Service Provider(s)	13 th December 2019
8	Professional work commences	06 th January 2020

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

- The remainder of this page is intentionally left blank -

6. Content of the Proposals

All proposals must include the following information:

Part A	Company profile & credentials, and content developers, (whichever applies). (Please limit maximum 2 pages)
Part B	Detailed breakdown by components covering all components in the scopes of work. (Please limit maximum 4 pages)
Part C	Costing breakdown by components covering all components in the scopes of work. (Please limit maximum 1 page per workshop)

Total Maximum page for RFP: 7 pages ONLY

Note: Industries players 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/BA/GRAND DINNER

- The remainder of this page is intentionally left blank –

7. 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 organising and managing a professional conference/events/projects/etc	20%
2	Scopes of work components information Detailed information on the components of the scopes of work.	60%
3	Budget Detailed cost information to support the proposed programmes	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 -

8. Administrative matters

Industry players interested in participating in the Request for proposal (RFP) process **must attend a briefing session on 15th November 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, 11th November 2019. 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.

END OF DOCUMENT