**INSTITUT KEUSAHAWANAN NEGARA BERHAD**

**REQUEST FOR PROPOSAL FORMAT**

**FOR EVENT MANAGEMENT GRAND GRADUATION DINNER 2019**

**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) | : | 1. Encik Abu Bin Ali   MSc in Supply Chain Management (USM), 1984, Director of Operation TNB   1. 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) |
| Last year turnover (2018) | : | RM3,456,531.40 |
| Full Employee(s) | : | 15 |
| Experience in industry | : | 21 years |
| Track Record | : | **Business to Consumer (B2C)**  Managed more than 20 prestigious events (dinner, wedding, conference and many more).  **Business to Business (B2B)**   1. Petronas 2. Sime Darby Motor 3. UMW Toyota 4. Suruhanjaya Koperasi Malaysia (SKM) 5. Kementerian Kemajuan Luar Bandar & Wilayah (KKLW) |

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

1. **Programme Specifications – Event Management**

|  |  |  |
| --- | --- | --- |
| Programme | : | INSKEN Grand Graduation Dinner |
| Mode | : | Dome/Buffet Style Dinner Event |
| Tenure | : | Within 3 hour |
| Objective | : | 1. To ensure the Grand Graduation Dinner is professionally and smoothly organized. 2. To ensure flow of graduation (stage) smooth and well managed. |
| Target Participant | : | Based on INSKEN’s requirements  (400pax) |
| Content | : | Proposed area of event that you think important to Grand Graduation Dinner 2019: *(refer attachment of itinerary)*   1. xx 2. xx |
| Submission by & Address |  | 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  Contact name : Pn Azizah binti Abu  (012 – 345 6789) |
| Make your pitch (Not more than 30 words & avoid generic pitches) | : | We have 15 years experiences managing event. xxx |

**PROPOSED EVENT TENTATIVE**

**ATURCARA MAJLIS GRADUASI**

**IBC AND BEP GRAND GRADUATION DINNER 2019**

Tarikh: TBC

Hari: TBC

Tempat: TBC

|  |  |
| --- | --- |
| **MASA** | **PROGRAM** |
| 7.30 pm – 8.00 pm | PENDAFTARAN PESERTA |
| 8.00 pm – 8.10 pm | **Ketibaan Tetamu Kehormat** |
| 8.15 pm | Bacaan Doa |
| 8.15pm – 8.30 pm | Ucapan Pembukaan  **YBRS. EN. MUHD FIRDAUS HAJI AZHARUDDIN**  Ketua Pegawai Eksekutif  Institut Keusahawan Negara Berhad (INSKEN) |
| Montaj – Video IBC/BEP |
| 8.30pm – 8.45pm | Ucapan Perasmian Graduasi  **YB DATUK SERI MOHD REDZUAN BIN YUSOF**  Menteri Pembangunan Usahawan |
| 8.45pm – 9.15pm | **PERSEMBAHAN & JAMUAN MAKAN MULA** |
| 9.15pm – 10.15 pm | Penyampaian Sijil Penyertaan Peserta  *Program INSKEN Business Coaching*  **Ecotourism │ Bakery │ Car Workshop │Tailoring**  **Wedding Planner I Café Restaurant I BEP** |
| SESI BERGAMBAR |
| 10.30 pm | **BERSURAI** |

\**Note: For Simple Only*

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

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Total Cost (RM)** |
| **Delivery for 400 pax, INSKEN Grand Graduation Dinner 2019** | | |
| 1 | Venue management & P/A systems and lighting | 30,000.00 |
| 2 | Participants on-site management (tagging, registration, ushering & etc) | 5,000.00 |
| 3 | Performance – *(refer discussion with INSKEN)* | 7,000.00 |
| 4 | Stage and hall decoration works (based on theme) | 15,000.00 |
| 5 | Banners, buntings | 5,000.00 |
| 6 | Backdrop main stage/LED Screen | 10,000.00 |
| 7 | Photo Booth/Event Photo Wall | 4,000.00 |
| 8 | Emcee during event | 3,000.00 |
| 9 | Full video recording and photography of event | 11,000.00 |
| **Total Overall** | | **95,000.00** |

Note: The costing is subject to further negotiation *(for sample ONLY)*