

**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	:	INSKEN Business Booster
Code	:	IBB01
Mode	:	Consultation & Improvement Work
Tenure	:	Within 8 months
*Learning Objective(s)	:	Min 3 Max 7
Target Participant	:	Based on INSKEN's requirements
Content	:	Proposed area of consulting that you think are important to improve businesses: 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)
Coach, Highest Academic & social media accounts (Linkedin, FB, Twitter & Instagram)	:	Encik Abu Bin Ali MSc in Supply Chain Management (USM) Linkedin : Abu Ali Facebook : Info Minda Twitter : Info Minda Instagram : Info Minda
Make your pitch (Not more than 30 words & avoid generic pitches)		We have 15 years experiences managing consulting. xxx

iii. Programme Specifications – Specific Workshop

Activity	:	Logistics Boost For Your Business
Code	:	IBB01
Mode	:	Classroom Training
Tenure	:	1D1N
Objective	:	1. To equip the entrepreneurs with relevant knowledge, current trends, issues and challenges in the industry 2. Application of the said knowledge
Content	:	Please state the proposed topics/module related: 1. The landscape of logistics around the world 2. xx 3. xx

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 	<ul style="list-style-type: none"> •

PART C : PROPOSED COSTING (20%)

No	Item	Cost Per Unit (RM)	Unit	Total Cost (RM)
Consulting and Consultant Specific Workshop				
1	Gap Analysis – (Max 10 pax)	5,000	10	50,000
2	Consulting & Improvement Work Fee – (Max 8 pax)	15,000	8	120,000
3	Travelling & Accommodation – (To meet all participants at their venue, please estimate travelling in peninsular Malaysia and coaching trip is suggested by region travel)	3,000	5	15,000
4	Delivery – Consultant Specific Workshop (1 day), including Module Development	3,000	1	3,000
5	Stationeries, workbooks and equipment	2,000	1	2,000
6	Misc.			500
Total				190,500

Note: The costing is subject to further negotiation