

1. BACKGROUND OF INSKEN

INSKEN is an agency under the purview of Ministry of Entrepreneur Development and Cooperatives (MEDAC) that offers entrepreneurship development initiatives through its training and coaching programmes.

In line with INSKEN's tagline; "Growing Tomorrow Entrepreneurs", INSKEN ensures all programmes conducted are based on industry need. The programmes will be executed through smart collaboration with industry practitioners, professionals and government agencies in order to strengthen national entrepreneurship ecosystem.

Vision

Realizing the National Entrepreneurship aspiration through capacity building of entrepreneurs with outcomes

Mission

- Strengthening the entrepreneurial development ecosystem by measuring outcomes;
- Enhancing entrepreneur's ability to be resilient, competitive and global;
- Encouraging collaborations between Ministries, Agencies and Industries;
- Preparing entrepreneurs to be catalysts and leading trends and markets.

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2. Scope of Works

2.1 INSKEN is soliciting proposals from the qualified service provider(s) to develop and conduct INSKEN Business Training (IBT) for start-up, scale-up and large entrepreneurs/business, to create viable and sustainable businesses. It will be focusing on Sales & Marketing (offline & online), Business Operations, Human Resource, Financial, Leadership and with/without industry-specific.

2.2 Please indicate in details:

- i. The level of understanding of the content of your module, whether it is suitable for beginner, intermediate or advanced.
- ii. Specific target group/industry.
- iii. Any pre-requisite to participate in the module.

SALES & MARKETING (CONVENTIONAL)	
CODE	TITLE
SM1	Advertising, Marketing & Promotion (AMP) for Small Business
SM2	Branding, Logo & Trademark Registration for Small Business
SM3	Business Development through Branding and Rebranding
SM4	Creating & Applying a Viral Marketing to Making Sales
SM5	Creating an Effective Sales & Marketing Campaign
SM6	Generating & Converting Leads into Sales in a Small Business

SM7	Getting Sales/ Return from Event Booth (Checklist & Pricing Strategy)
SM8	Managing your Business using Business WhatsApp
SM9	Managing your Customer Database that leads to Sales
SM10	Market Expansion through Distribution Channel: Agent / Stockist / Dropship
SM11	Creating your Dropship Business Programme
SM12	Market Expansion through Licensing
SM13	Market Expansion through Sales Team
SM14	Market Research for Small Business
SM15	Online and Offline Advertising for Small Business
SM16	Outbound & Inbound Marketing for Small Business
SM17	Sales & Marketing (Pricing & Costing Strategy)
SM18	Sales Negotiation
SM19	Sales Prospecting
SM20	Sales Training for Salesman
SM21	Sales / Business Presentation for Salesman
SM22	Sales / Business Presentation for Small Business Owner
SM23	Story Telling for Sales
SM24	Tele-Marketing for Sales
SM25	Other modules related to sales and marketing topics

SALES & MARKETING (SOCMED/ONLINE)	
CODE	TITLE
SM26	FB Ads (Beginner)
SM27	FB Ads (for Sales)
SM28	Instagram (Beginner)
SM29	IG TV for Business
SM30	IG Story for Business
SM31	YouTube (Beginner)
SM32	YouTube for Monetized
SM33	Pinterest for Business
SM34	LinkedIn for Business
SM35	Google Ads
SM36	Google for Small Business
SM37	Search Engine Optimization (SEO)
SM38	E-Marketplace (Lazada & Shopee)
SM39	Digital Poster for Marketing
SM40	Integrated Digital Marketing
SM41	Website Development for Small Business
SM42	Techniques to grow Organic Follower for Social Posting across FB, Instagram & Twitter
SM43	Other modules related to online sales and marketing topics

BUSINESS OPERATIONS	
CODE	TITLE
B001	Business Legal/Contract (for Sales & Marketing)
B002	Business Agreement for Small Business
B003	Business Model Canvas (for Sales & Marketing)
B004	Business Plan (for Start-up)
B005	Creating Customer Loyalty Program
B006	Customer Relationship Management (CRM)
B007	Customer Service for Small Business
B008	Customer Service for High Level Company
B009	Handling Customer Complaints & Objections
B010	Product / Service Validation for Small Business
B011	Product Launching for Small Business
B012	Product Sampling for Retail Products
B013	Other modules related to Business Operations

LEADERSHIP	
CODE	TITLE
L01	Leadership for Small Business
L02	Other modules related to Leadership

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HUMAN RESOURCE	
HR01	Human Resource for Small Business
HR02	Staff Management for Small Business
HR03	Staff Management for High Level Company
HR04	Handling Staff Conflicts for Small Business
HR05	Other modules related to Human Resource

BUSINESS FINANCIAL	
CODE	TITLE
F01	Financial Record & Management for Penjaja/ Peniaga Kecil
F02	Book-keeping for Small Business
F03	Cash Flow Management for Small Business
F04	Business Budgeting
F05	Pricing & Costing Strategy for Small Business
F06	Budget Projection & Management for Small Business
F07	Financial Report for Small Business
F08	Taxation for Small Business
F09	Financial Risk Analysis for Small Business
F10	Fund Raising for Small Business
F11	Other modules related to Financial Module

- 2.3 For the purpose of this RFP, “training” is defined as ‘organised activities aimed at imparting instruction and/or information to improve trainees’ performance and to help them attain a required level of knowledge or skill for **direct applications**.
- 2.4 The modules for the above training programmes shall aimed at providing a **hands-on and activity** based with comprised of technical-business know how focusing on highly viable and sustainable model.
- 2.5 Service provider(s) may propose additional relevant programmes within the segments as mentioned above. Duration of the programmes is two (2) days. The workshops must be **actionable and problem-solving** with relevant real-life experience derived from practitioners and **clear measurable outcomes**.

3. INSKEN Secretariat’s Right to Decline

The INSKEN RFP Secretariat may, at its discretion, may discontinue the RFP; decline to accept any proposal or satisfy its requirement separately from the RFP process.

4. Changes to Request For Proposals

The INSKEN RFP Secretariat may, at its discretion, vary the Request for Proposals before the Closing Time. Changes will be posted on the INSKEN website as Revision, beside the original RFP. The service provider(s) is encouraged to regularly monitor the INSKEN website to ensure they access any Revisions that may be released.

5. Qualified Service Providers

Experienced service provider(s), from industry players and professionals, trade associations, NGOs or cooperatives with proven track record in entrepreneurship training and business coaching / advisor. The service provider(s) proposed to conduct the workshops are required to have **sufficient industry and/ or professional experience** and are required to be available to do follow-up consultations as and when needed.

6. Copyright of Products and/or Deliverables

6.1 Service provider(s) shall acknowledge and agree that any product(s) and/or deliverable(s) created for the purpose of this RFP shall be considered as a “work made for hire” and all rights to the said product(s) and/or deliverable(s) shall belong exclusively to INSKEN.

6.2 In the case of product(s) and/or deliverable(s) developed and funded by INSKEN, the appointed consultant(s) shall be prohibited from disseminating it to other parties without getting written consent from INSKEN.

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7. Key Dates and Details

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

NO	ACTIVITY	DATES/MONTHS
1	Issuance of RFP document	17 December 2021
2	Closing date for proposal (s) submission	14 January 2022
3	Method to Submit Proposal	<p>Proposals must be submitted in electronic copy, indicating the proposal header. Eg. RFP2022/ET/IBT/F08</p> <p>Training Providers are requested to refer to “Sample of Proposal” (downloadable through: www.insken.gov.my/rfp)</p> <p>The proposal (in PDF format) is ONLY to be submitted to rfp@insken.gov.my</p> <p>Proposals submitted in any manner other than as detailed in this paragraph, or are submitted after the deadline shall be deemed to be invalid and may be excluded from consideration.</p>
4	Selection of Training Provider(s)	10 January 2022
5	Proposal Pitching	Starting from 11 January 2022 onwards
6	Appointment of Training Provider(s)	January 2022 onwards
7	Expected Training Work Commences	February 2022 onwards

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

8. Content of the Proposals

All proposals must include the following information:

PART	REQUIREMENTS
A	Company profile and credentials, trainers and coaches' profile. (Please limit maximum 2 pages)
B	Please specify on <ul style="list-style-type: none"> • Specific target group / industry • Suitability for the module (was developed) for beginner, intermediate or advanced • Any pre-requisite to participate in the module (Please limit maximum 1 page)
C	Detailed modules and program specifications including: <ul style="list-style-type: none"> • Target participants • Learning objective (<i>what we want to achieve in this module? Min 3, max 7 objectives</i>) • Module KPI (at the end of the program what are the outcomes that participants will bring back for immediate application in their day-to-day business. • Modules content in details • Instructional guide (Please limit maximum 6 pages)
D	Costing breakdown by components covering training delivery, programme evaluation and management. (Please limit maximum 1 page per workshop)

Total Maximum page for RFP : 10 pages ONLY

9. Evaluation of Proposals

9.1 The evaluation panel will evaluate proposals to determine the most an appropriate content and outcomes. The panel will consist of members appointed at the INSKEN RFP Secretariat's discretion.

9.2 The criteria for evaluation will be assessed according to the criteria outlined as follow:

NO	CRITERIA	%
1	ORGANISATIONAL INFORMATION Experience of the organisations, and consultants in development of entrepreneurship training and coaching programmes, 2019 turnover company, manpower and it success stories (testimony and contact)	20%
2	TRAINING/ WORKSHOP PROGRAMMES INFORMATION AND EXPECTED OUTCOMES Detailed information on training/ coaching approaches and <u>methodologies, implementation plans & outcome-based KPI</u>	60%
3	BUDGET Detailed cost information to support the proposed programmes <i>(All matters pertaining to the logistic such as accommodations for trainer & assistant (twin sharing), flight ticket/ transportation, will be borne by INSKEN)</i>	20%
	TOTAL	100%

Only shortlisted Service provider(s) will be contacted and may be required to present their proposals to the selection panel.

10. Submission

10.1 All documentation submitted as part of the Proposal must be in English.

10.2 Service provider(s) are required to include all information specified in this RFP in their Proposal. Service provider(s) accept that their failure to provide all information required, in the format specified may result in their Proposal being considered as a non-confirming proposal and liable to rejection.

11. No Contract or Undertaking

Nothing in this RFP will be construed to create any binding contract (express or implied) between INSKEN RFP Secretariat and any Service provider(s) until a written Contract, if any, is entered into by the parties.

12. Conflict of Interest

12.1 Conflict of interest can be defined as any situation in which an individual or organisation is in a position to exploit his/her professional or official capacity in some way for personal or corporate benefit.

12.2 Service provider(s) must notify the INSKEN RFP Secretariat immediately if any actual, potential or perceived conflict of interest arises after submission of a proposal (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised).

12.3 If any actual or potential conflicts of interest arise for a Service provider(s), the INSKEN RFP Secretariat may:

- (a) enter into discussions to seek to resolve such conflict of interest;
- (b) disregard the Proposal submitted by such a Service provider(s) ; or
- (c) take any other action that INSKEN considers appropriate.

13. References

As part of the evaluation of proposal process, the INSKEN RFP Secretariat, at its discretion, may request from the Service provider(s) information on past experience claimed in their proposal, including contact details for referees.

14. Administrative matters

14.1 Service provider(s) interested in participating in the Request for Proposal (RFP) process **must read this RFP document**.

14.2 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.

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RFP FREQUENTLY ASKED QUESTIONS

NO	QUESTION	ANSWER
1	Can we submit more than one application/module?	Yes. Please submit your Part A once only. But for the details on Part B, C and D must be submitted based on the module, separately.
2	Can we submit an RFP with the similar contents of a module that we've delivered at another agency?	Yes. But we give priority to the topics and module contents not offered by other agencies/market and meet the needs of entrepreneurs.
3	Will INSKEN hold the copyrights of our module content?	No. We do not hold any copyrights of the module and you may use the module for other agencies.
4	Can I submit an RFP in another format?	No. Strictly, submit your proposal on the template provided. Please download "sample of proposal at www.insken.gov.my/rfp .

5	Do I need to submit our RFP in hardcopy?	No need to send in hardcopy. We accept an RFPs (in PDF format), sent to rfp@insken.gov.my
6	Will INSKEN contact me after receiving my RFP?	Yes. We will send you a notice upon receipt of your RFP document.
7	How long does an RFP filtering and selection process take?	Please refer to item 6 (an RFP timeline), in an RFP document.
8	If I am an existing provider at INSKEN, do I need to resubmit an RFP?	Yes. You are encouraged to resubmit an RFP by enhancing the contents of the module based on feedback received from participants and INSKEN.
9	If we are selected, do we have to attend with the trainer for an RFP Session?	Yes, that's right. Trainers are required to attend an RFP session as scheduled because questions will be asked based on the module. Strictly, an RFP session will be cancelled, if the trainer is not present.

10	Can we reject the offer if it doesn't meet our expectations or overlapping with other commitments?	<p>Yes, you can.</p> <p>We will not blacklist your company for future applications.</p>
11	How INSKEN make an evaluation and selection for your provider?	<p>The selection is made based on the score rating on module contents, module outcomes, trainer experience and knowledge and fee by the assessment panel.</p>
12	What is an RFP presentation format?	<p>The format of an RFP presentation are as follows</p> <ul style="list-style-type: none"> • 10 minutes: presentation • 05 minutes: question & answer • 05 minutes: break before to the next presentation
13	Can an industry player with no basis for training/ coaching/ mentoring, submit an RFP?	<p>Yes.</p> <p>We value the experience of the industry players in the industry for the benefit of entrepreneurs.</p>

14	Is it mandatory for us to have 'train-the-trainers' certification?	No. But if there is, it will be an advantage to you.
15	What is the range that INSKEN will pay us?	It is based on the strength of the content of the module and the results that the participants will achieve other than trainer's knowledge and experience.
16	For the fee, what are the other costs we should incur?	The trainer fee for module delivery, the cost of printing the training material and the cost of the trainer assistant for administrative work pre, during and post program. The number of assistants is subject to the requirements of the module.

END OF DOCUMENT