

COMPANY'S BACKGROUND

Institut Keusahawanan Negara Berhad (INSKEN) is an agency under the purview of Ministry of Entrepreneur Development and Cooperatives (KUSKOP) that provides entrepreneurship development initiatives through multiple training and coaching and special programmes with the key objective of assisting entrepreneurs in expanding their businesses and making it profitable.

In line with INSKEN's tagline; "Growing Tomorrow's Entrepreneurs", INSKEN will always ensure that all of the programmes conducted are based on the industry needs. The programmes will be executed through smart collaboration with industry practitioners, professional and various agencies in order to strengthen national entrepreneurship ecosystem in Malaysia.

VISION

Realising the National Entrepreneurship aspiration through capacity building of entrepreneurs with outcomes.

MISSION

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

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1. SCOPE OF WORK – SATU DAERAH SATU INDUSTRI (SDSI) DEVELOPMENT PROGRAMME

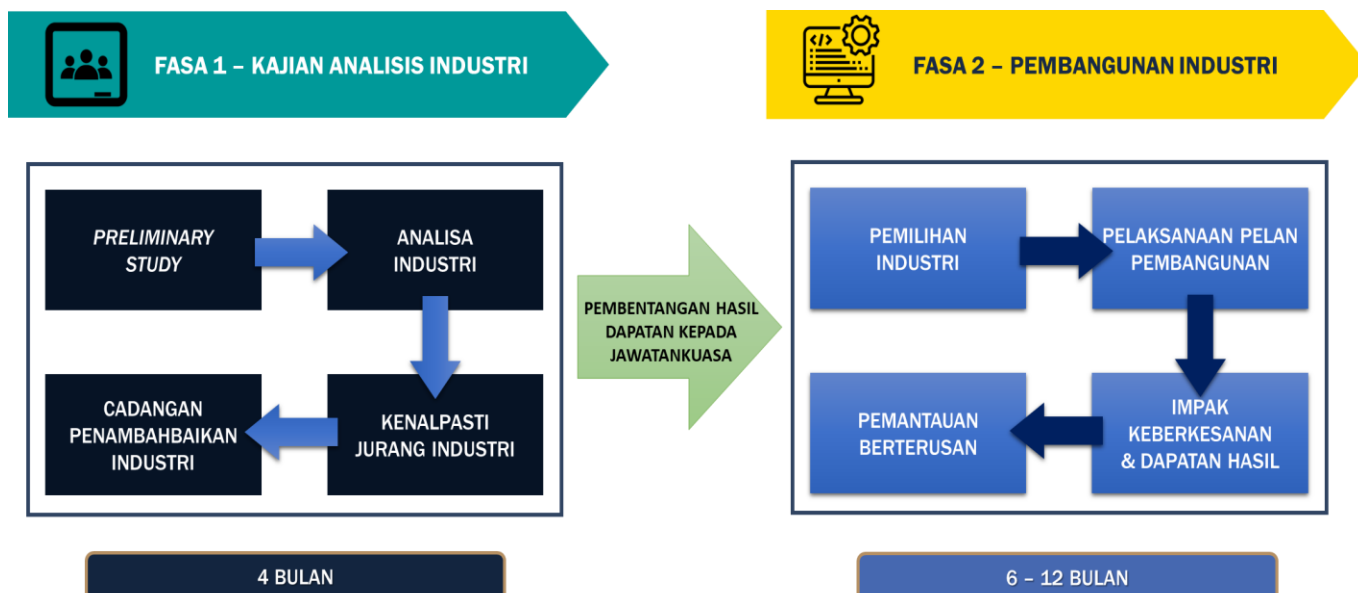
INSKEN is soliciting proposals from the qualified service provider to assist and guide identified entrepreneurs under the SDSI Development Programme to get JAKIM's Malaysian Halal certification. The service provider is expected to assist the entrepreneurs in arranging and preparing the list of documentation as required by the governing body. The service provider must also conduct internal Halal audit before entrepreneurs submit their Halal certification application through the electronic Halal website to ensure that all Halal requirements are met and entrepreneurs can successfully obtain JAKIM's Malaysia Halal certification.

a) Overview of Satu Daerah Satu Industri (SDSI) Development Programme

Satu Daerah Satu Industri (SDSI) Development Programme is a dedicated bridging programme for highly potential local entrepreneurs to promote local products as a viable industry both locally and globally under the following aspects:

- I. Entrepreneurs – Creating a group of creative and innovative entrepreneurs through community-based socio-economic activities.
- II. Industry – Establishment of SME-level industry that is commercially oriented towards a resilient and viable business model and has an economic value chain.
- III. Product – Development of a unique product that is very specific and niche to the region.

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b) Framework of Satu Daerah Satu Industri (SDSI) Development Programme**c) Summary of Industries involved:**

Industry	District / State	Product	Halal Certification Scheme
Kuih Bakar	Alor Gajah (Melaka)	F&B – Kuih Bakar	Product F&B
Belimbing Buluh Rebus	Jerantut (Pahang)	F&B – Belimbing Buluh Rebus	Product F&B
Sarang Burung Walit	Pitas (Sabah)	F&B – Sarang Burung Walit	Product F&B

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d) Expectation on the Service Provider

The appointed service provider is expected to provide end-to-end guidance and assistance to the selected entrepreneurs on the preparation and compliance of documents and checklist before submitting their Halal certification application through the electronic Halal website. Besides that, the service provider is expected to advise Coaching Development Team on the best practices, raise concerns and provide suggestions wherever they think could be beneficial to the entrepreneurs. The areas of expertise and scope of work to cover the following:

- I. Create awareness on the importance of getting Halal Certification.
- II. Manage the end-to-end process of getting Halal Certification according to regulation standard and requirement.
- III. Conduct, inspect and ensure business operations are complied with all relevant regulator, customer, legislative and requirement before submitting for the Halal Certification.
- IV. Provide technical consultation and coaching for Halal Certification.
- V. Give advice on financing assistance for investments in Malaysia especially relating to Halal matters.
- VI. Others, related to programme needs.

2. Qualified Service Providers

The appointed service provider must be able to deliver the scope of works as append above with credible and sound experience with sufficient industry and/or professional experience in system development which include other relevant services needed.

3. Copyright of Products and/or Deliverables

The appointed service provider shall acknowledge and agree that any design/deliverables created for the purpose of this RFP shall be considered as a “work made for hire” and all rights to the said design/deliverables shall belong exclusively to INSKEN.

The appointed service provider shall be prohibited from disseminating all data and/or deliverables developed and funded under this programme to other parties without prior written consent of INSKEN.

4. Timeline

The Request for Proposal (RFP) / Request for Quotation process will be conducted as per the schedule below:

No.	Activity	Date
1	Issuance of RFP document	16 th August 2023
2	Deadline to register for RFP briefing	24 th August 2023
3	Briefing on RFP document	4 th September 2023
4	Deadline for submission of proposal (s)	8 th September 2023
5	Selection of Service Providers (s)	15 th September 2023
6	Proposal Pitching	25 th September 2023
7	Appointment of Service Providers (s)	2 nd October 2023
8	Professional work commences	9 th October 2023 onwards

Should the service provider did not receive any response from INSKEN within three (3) months from the submission date, the application is considered to be unsuccessful. INSKEN however reserve to hold the submitted proposal for reference purposes.

5. Content of the Proposals

All proposals must include the following information:

Part A	Company profile & credentials, and content developers, industry player (s) & team member's profile including team's profile. (Please limit maximum of 2 pages)
Part B	Consultation / Coaching Work – Proposed Activities, Implementation Timeline, Milestones & Deliverables. (Please limit maximum of 4 pages)
Part C	Costing breakdown by components covering each activities. (Please limit maximum of 1 page)

Total Maximum page for RFP: 7 pages ONLY

Note: Service Provider(s) are requested to refer to "Sample of Proposal" to be submitted to INSKEN.

Based on the above requirement, kindly submit your proposals to Institut Keusahawanan Negera (INSKEN) Please submit your proposal using the provided template and email to rfp@insken.gov.my with the header as follows:

- RFP2023/CDEV/INSKEN2022/SDSI/HALAL

Should you have any further clarification regarding this RFP do not hesitate to contact Encik Allan (012-3678953) or Puan Norliana (012-6716375) for further information.

6. Review and Selection

The selection panel will review the proposals based on the following criteria:

No.	Criteria	Percentage
1	Organisational Information Experience and testimonials of the company, background and capacity/capability of taking up similar projects, able to provide maintenance and support	20%
2	Proposed Consulting /Coaching Work Detailed planned on the consulting and coaching approaches and methodologies, implementation plans, timeline, milestones & deliverables. Able to complete expected deliverables based on timeline set out.	60%
3	Budget Detailed cost information to support the proposed programmes. To include all matters pertaining to the logistic such as accommodations, flight ticket and/or transportation	20%
TOTAL		100%

Only shortlisted service provider will be contacted and may be required to present their proposals to the selection panel.

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7. Administrative Matters

All proposals must include the following information:

For any interested service provider, please register to attend the briefing session via email to rfp@insken.gov.my **before 5.30 pm, 31st August 2023**. 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.

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