

# INSTITUT KEUSAHAWANAN NEGARA BERHAD

## REQUEST FOR PROPOSAL FORMAT FOR INSKEN BUMIPUTERA BUSINESS COACHING PROGRAMME (IBBC)

### **PART A : COMPANY PROFILE (20%)**

Company/Business Name	:	Info Minda Sdn. Bhd.
Registration Number	:	IM - 075631 - D
Year Incorporated	:	2013
Address & Phone Number	:	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)/Patner(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 service, Product Development, Supply Chain, Operations Management)
Team Members Line Up & Specialisation, Higshet 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 (2017)	:	RM 3,456,531.40
Full Time Employee(s)	:	15 employees
Experience in Industry	:	21 years
Experience in Training	:	5 years

<b>Track Record</b>	: <b><u>Business to Consumer (B2C)</u></b> Trained 3,000 participants throughout the country on various topics such as supply chain, operations management, enterprise resource planning etc.  <b><u>Business to Business (B2B)</u></b> 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)
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SAMPLE

## **PART B : PROGRAMME SPESIFICATIONS, TENTTATIVE & INSTRUCTIONAL GUIDE (60%)**

### **I. PROGRAMME SPECIFICATIONS – COACHING**

<b>Programme</b>	<b>:</b>	<b>INSKEN BUMIPUTERA BUSINESS COACHING (SPA)</b>
<b>Code</b>	<b>:</b>	<b>BA_SV02 - SPA</b>
<b>Mode</b>	<b>:</b>	<b>Coaching</b>
<b>Tenure</b>	<b>:</b>	<b>Within 4 months</b>
<b>Objective</b>	<b>:</b>	<b>1. To guide entrepreneurs to start their business accordingly through coaching by the industry player (as a coach) for them to achieve their business goals and promoting growth.</b> <b>2. To ensure entrepreneurs learn and apply business technical know-how in their business to be sustainable and more resilient.</b> <b>3. To equip entrepreneurs with relevant knowledge and understanding on current trends, issues and challenges in order to be sustainable within the industry.</b>
<b>Target Participant</b>	<b>:</b>	<b>Based on INSKEN's requirements</b>
<b>Content</b>	<b>:</b>	<b>Proposed area of coaching that you think important to scale-up business :</b> <b>1. xxx</b> <b>2. xxx</b>
<b>Submission by &amp; Address</b>	<b>:</b>	<b>Info Minda Sdn. Bhd.</b> <b>No. 8-1, Jalan Usahawan7</b> <b>Pusat Bandar Damansara</b> <b>50450 Kuala Lumpur</b> <b>No. Tel : 03 – 8314 6666</b> <b>No. Fax : 03 – 8314 7777</b> <b>Contact Name : Puan Azizah Binti Abu (012 – 345 6789)</b>
<b>Coach, Highest Academic &amp; Social Media Accounts (LinkedIn, Facebook, Twitter &amp; Instagram)</b>	<b>:</b>	<b>Encik Abu Bin Ali</b> <b>MSc in Supply Chain Management (USM)</b> <b>LinkedIn : Abu Ali</b> <b>Facebook : Info Minda</b> <b>Twitter : Info Minda</b> <b>Instagram : Info Minda</b>
<b>Make Your Pitch (not more than 30 words &amp; avoid generic pitches)</b>	<b>:</b>	<b>We have 15 years' experience in managing and operating multiple chain of restaurants.</b>

## II. PROGRAM SPECIFICATIONS – INDUSTRY SPECIFIC WORKSHOP

Activity	:	Industry Specific Workshop
Code	:	BA_SV02 - SPA
Mode	:	Sharing Session (Business Talk)
Tenure	:	3 days
Objective	:	<p>1. To equip the entrepreneurs with relevant knowledge, current trends, issues and challenges in the industry.</p> <p>2. Application of the said knowledge.</p>
Content	:	<p>Please state the proposed topics/module related :</p> <p>1. Example : The landscape of spa industry around the world</p> <p>2. xxx</p>

## III. PROGRAMME TENTATIVE (WORKSHOP)

TIME	DAY 1	DAY 2	DAY 3	
7.00 – 8.30 am		Breakfast		
8.30 – 10.30 am		Industry Fundamental by Industry Coach  Slot 2: <b>Proposed Topic</b>	Slot 7: Benchmark Visit	
10.30 – 11.00 am		Morning Break		
11.00 – 1.00 pm		Industry Fundamental by Industry Coach  Slot 3: <b>Proposed Topic</b>	Slot 8: Discussion on Visit / Inspiration	
1.00 – 2.00 pm		Lunch Break		
2.00 – 3.30 pm		Registration	Industry Fundamental by Industry Coach  Slot 4: <b>Proposed Topic</b>	Slot 9: General Q&A / Sharing
3.30 – 4.00 pm		Tea Break		
4.00 – 5.30 pm		Briefing of INSKEN IPRO & MyNEPT	Industry Fundamental by Industry Coach  Slot 5: <b>Proposed Topic</b>	Slot 10: Wrap Up Session – Vision & Goals
5.30 – 8.00 pm		Dinner Break		
8.00 – 10.00 pm		Slot 1: Ice Breaking Session	Industry Fundamental by Industry Coach  Slot 6: <b>Proposed Topic</b>	

\* Industry Coach need to change and edit on the "Proposed Topic" area only

#### IV. INSTRUCTIONAL GUIDE : (DAY 1)

SLOT	TIME	DURATION	TITLE	OUTCOME	AKTIVITY	MATERIAL
1	2.00 – 3.30 pm	90 minutes	Registration	Not Applicable	Not Applicable	Not Applicable
2	3.30 – 4.00 pm	30 minutes	Tea Break			
3	4.00 – 5.30 pm	90 minutes	Briefing of INSKEN IPRO & MyNEPT	-	-	Slides
4	5.30 – 8.00 pm	180 minutes	Dinner Break			
5	8.00 – 10.00 pm	120 minutes	Slot 1: Ice Breaking Session	-	Ice Breaking Games	-

#### INSTRUCTIONAL GUIDE : (DAY 2)

SLOT	TIME	DURATION	TITLE	OUTCOME	AKTIVITY	MATERIAL
1	7.00 – 8.30 am	90 minutes	Breakfast			
2	8.30 – 10.30 am	120 minutes	Slot 2: Proposed Topic			
3	10.30 – 11.00 am	30 minutes	Morning Break			
4	11.00 – 1.00 pm	120 minutes	Slot 3: Proposed Topic			
5	1.00 – 2.00 pm	60 minutes	Lunch Break			
6	2.00 – 3.30 pm	90 minit	Slot 4: Proposed Topic			
7	3.30 – 4.00 pm	90 minit	Tea Break			
8	4.00 – 5.30 pm	90 minit	Slot 5: Proposed Topic			
9	5.30 – 8.00 pm	30 minit	Dinner Break			
10	8.00 – 10.00 pm	60 minit	Slot 6: Proposed Topic			

**INSTRUCTIONAL GUIDE : (DAY 3)**

<b>SLOT</b>	<b>TIME</b>	<b>DURATION</b>	<b>TITLE</b>	<b>OUTCOME</b>	<b>AKTIVITY</b>	<b>MATERIAL</b>
1	7.00 – 8.30 am	90 minutes	<b>Breakfast</b>			
2	8.30 – 10.30 am	120 minutes	<b>Slot 7: Benchmark Visit</b>	-	-	-
3	10.30 – 11.00 am	30 minutes	<b>Morning Break</b>			
4	11.00 – 1.00 pm	120 minutes	<b>Slot 8: Discussion on Visit / Inspiration</b>	<b>Dialogue</b>	-	<b>Workbook</b>
5	1.00 – 2.00 pm	60 minutes	<b>Lunch Break</b>			
6	2.00 – 3.30 pm	90 minit	<b>Slot 9: General Q&amp;A / Sharing</b>	<b>Q&amp;A on matters pertaining respective</b>	<b>- Lecture - Case Study - Exercise</b>	<b>Workbook</b>
7	3.30 – 4.00 pm	90 minit	<b>Tea Break</b>			
8	4.00 – 5.30 pm	90 minit	<b>Slot 10: Wrap Up Session – Vision &amp; Goals</b>	-	<b>- Post Test - Evaluation Form</b>	<b>Workbook</b>

## V. PROGRAM TENTATIVE (4X COACHING)

<b>TIME</b>	<b>COACHING SESSION 1</b>	<b>TIME</b>	<b>COACHING SESSION 2</b>
<b>1<sup>st</sup> Hour</b>	<b>REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants)</b>	<b>1<sup>st</sup> Hour</b>	<b>REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants)</b>
<b>2<sup>nd</sup> Hour</b>	<b>MODULE 1 MODULE 2</b>	<b>2<sup>nd</sup> Hour</b>	<b>MODULE 3 MODULE 4</b>
<b>TIME</b>	<b>COACHING SESSION 3</b>	<b>TIME</b>	<b>COACHING SESSION 4</b>
<b>1<sup>st</sup> Hour</b>	<b>REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants)</b>	<b>1<sup>st</sup> Hour</b>	<b>REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants)</b>
<b>2<sup>nd</sup> Hour</b>	<b>MODULE 5 MODULE 6</b>	<b>2<sup>nd</sup> Hour</b>	<b>MODULE 7 MODULE 8</b>

*\*This programme tentative is just a guide and may differ according to programme. Any changes are subject to your actual module delivery*

**VI. INSTRUCTIONAL GUIDE (4X COACHING)**

<b>SESSION</b>	<b>DURATION</b>	<b>TITLE/TOPIC</b>	<b>LEARNING OUTCOME</b>	<b>ACTIVITY</b>	<b>MATERIAL</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					



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

<b>Delivery for 30 pax (Coaching and Industry Specific Workshop)</b>				
<b>NO.</b>	<b>ITEM</b>	<b>COST PER UNIT (RM)</b>	<b>UNIT</b>	<b>TOTAL COST (RM)</b>
1	Coaching Fee – (30 pax, 4 times)	5,000	4	20,000
2	Traveling & Accommodation – (Coaching to meet all participants at their venue, please estimate traveling in peninsular Malaysia and coaching trip is suggested by region travel)	3,000	4	12,000
3	Delivery – Industry Specific Workshop (2 days), including Module Development	3,000	1	3,000
4	Stationeries, workbooks and equipment	1,500	1	1,500
5	Miscellaneous			500
			<b>TOTAL</b>	<b>37,000</b>

*\*Note: The costing is subject to further negotiation*