**INSTITUT KEUSAHAWANAN NEGARA**

**REQUEST FOR PROPOSAL FORMAT**

FOR INSKEN TRAINING PROGRAMME

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

|  |  |  |
| --- | --- | --- |
| Company Name | : | Info Minda Sdn Bhd |
| Registration No | : | IM – 075631 – D |
| Year Incorporated | : | 2013 |
| Type of Business Activity | : | 1. Owner Puteri 7 Restaurant at Batu Pahat, Johor 2. Year in operation, 10 years 3. 24 employees 4. 3 branch 5. Business Consultants for F&B |
| Industry | : | F&B |
| Address & Phone No | : | Info Minda Sdn Bhd  No 8-1, Jalan Usahawan 7,  Pusat Bandar Damansara  50450 Kuala Lumpur  Email : hello@infominda.com  No Tel: 03 – 8314 6666  No Fax: 03 – 8314 7777 |
| Shareholder(s)/ Partner(s) & Highest Academic Qualifications & Working Experience | : | 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) |
| Trainers Line up & Specialisation,  Highest Academic Qualifications & Working Experience | : | 1. Encik Abu Bin Mokhtar   Education : MBA (UTM), 2010  Position : Consultant  Experience : Senior Consultants, SIRIM Berhad (12 years of experienced in Product Development, Supply Chain, Operations Management) |
|  | 1. Encik Azman Bin Johan   Education : BBA Marketing (University of Adelaide), 1999  Position : Consultants  Experience : Senior Sales Manager (15 years of experienced in Business Development, Sales and Client Engagement Management) |
| Last year turnover | : | RM3,456,531.40 |
| Full Employee(s) | : | 15 |
| Experience in industry (consultants & trainers) | : | 21 years |
| Experience in training | : | 5 years |
| Track Record | : | **Business to Consumer (B2C)**  Trained 3,000 participants throughout the country on various topics such as supply chain, operations management, enterprise resource planning etc.  **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) 6. Dewan Perniagaan Melayu Malaysia (DPMM) |

**PART B: PROGRAMME SPESIFICATIONS, TENTATIVE, INSTRUCTIONAL GUIDE & OUTCOMES (60%)**

1. **PROGRAMME SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Programme | : | *Strategi Pemasaran Offline dan Online untuk Bisnes* |
| Code | : | SM01 |
| Mode | : | Training |
| \*Level (please stated based on proposed module) | : | 1. Beginner 2. Intermediate 3. Advanced |
| Duration | : | 2 Days 1 Night (INSKEN TRAINING PROGRAMME)  Day 1 : 8.00 am until 10.00 pm  Day 2 : 8.00 am until 6.00 pm |
| \*Learning Objective (s) | : | Min 3, Max 7 |
| Expected Outcomes (s) | : | Min 3, Max 7 |
| \*Target Participant | : | Level : New/ Start-up/ Scale-up/ Large |
| : | Industry base or Open? |
| \*Pre requisite  (if any) | : | Participants have already attended basic course |
| \*Special requirements? |  | Location should be nearby mall area for selling activity |
| Module Content(s) | : | 1.  2.  3.  4.  5.  6.  7. |
| Details Trainer/Coach/ Highest Academic & social media accounts (Linkedin, FB, & Instagram)  \*please attached with trainers photo |  | Main Trainer/ Coach  Encik Abu Bin Ali  MSc in Supply Chain Management (USM), 1989  Linkedin : Abu Ali  Facebook : Info Minda  Instagram : Info Minda |
| : | 2nd Trainer/ Coach / Assistant  Encik Abu Bin Ali  MSc in Supply Chain Management (USM), 1989  Linkedin : Abu Ali  Facebook : Info Minda  Instagram : Info Minda |
| Number of Team Members | : | Numb of paxs |
| \*Make your pitch, **why this module is important to entrepreneurs and how it can help/support them to improve their daily operations.**  (Not more than 50 words & avoid generic pitches) | : |  |

As a guideline for entrepreneurs, we recommend you to include (in the form of a road map as an example in page 5) to enable participants to see clearly how your module will help them. Also what other related modules that will help them to complete the course

**PROGRAMME TENTATIVE (2 Days, 1 Night)**

|  |  |  |
| --- | --- | --- |
| **TIME** | **DAY 1** | **DAY 2** |
| 0830-0900 am | **REGSITRATION** |  |
| 0900-1000 am | SLOT 1 : Ice Breaking and Business/Industry Overview | SLOT 8 : Productivity Management and Quality Management |
| 1000-1015 am | MORNING TEA BREAK | MORNING TEA BREAK |
| 1030-1130 am | SLOT 2 : Business/ Industry Compliance | SLOT 9 : cont. Productivity Management and Quality Management |
| 1130-1230 nn | SLOT 3 : Operations Planning | SLOT 10 : Economics of Maintenance and Spares Management |
| 1230-0100 pm | SLOT 4: Designing Operational Systems and Control | SLOT 11: Case study |
| 0100-0215 pm | LUNCH | LUNCH |
| 0215-0400 pm | SLOT 5: cont. Designing Operational Systems and Control | SLOT 12: cont. Economics of Maintenance and Spares Management |
| 0400-0415 pm | NOON TEA BREAK | NOON TEA BREAK |
| 0415-0530 pm | SLOT 6: Production Planning and Control | SLOT 13: Summary, Wrap Up & Conclusion  Certificate giving |
| PROGRAMME END |
| 0700-0800 pm | DINNER |
| 0800-1030 pm | SLOT 7: cont. Production Planning and Control |
| 1030-1100 pm | SUPPER/ END DAY 1 |

1. **INSTRUCTIONAL GUIDE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SLOT** | **TIME** | **DURATION** | **TITLE** | **LEARNING OUTCOME** | **ACTIVITY** | **MATERIAL** |
|  | 0830-0900 am |  | **REGISTRATION** | | | |
| **1** | 0830-0900 am | 30 min | **Slot 1** : Registration, Ice Breaking & Introduction of the Programme | N/A | * Video show * Ice Breaking Game * Briefing | * Video * INSKEN slides * Others |
| **2** | 0900-1000 am | 60 min | **Slot 2** : Introduction of Operations Management | Conceptualize the business operations | * Lecture * Exercise | * Workbook |
|  | 1000-1015 am | 15 min | **AM TEA BREAK** | | | |
| **3** | 1015-0100 pm | 195 min | **Slot 3** : Operations Planning | Prepare the Operations Plan | * Lecture * Case Study | * Workbook |
|  | 0100-0215 pm | 75 min | **LUNCH** |  |  |  |
| **4** | 0215-0330 pm | 75 min | **Slot 4** : Designing Operational Systems and Control | Provide framework for system operations and control | * Lecture * Exercise | * Workbook |
|  | 0330-0345 pm | 15 min | **PM TEA BREAK** | | | |
| **5** | 0345-0530 pm | 135 min | **Slot 5** : Production Planning and Control | Proper projection of raw materials /input and end products | * Dialogue |  |
|  | 0700-0800 pm | 120 min | **DINNER** | | | |
| **6** | 0800-1030 pm | 150 min | **Slot 6** : cont Production Planning and Control | Q&A on matters pertaining respective participants business operations | * Lecture * Case Study * Exercise | * Workbook |
| **7** | 0830-0900 am | 30 min | **Slot 7** : Productivity Management and Quality Management | Create effective & efficient production of end products | * Lecture * Case Study * Exercise | * Workbook |
| **8** | 0900-1000 am | 60 min | **Slot 8** : Productivity Management and Quality Management (Continued) | -ditto- | * Lecture * Case Study * Exercise | * Workbook |
|  | 1000-1015 am | 15 min | **AM TEA BREAK** |  |  |  |
| **9** | 1030-0100 pm | 180 min | **Slot 9** : Economics of Maintenance and Spares Management | Proper plan of maintenance of equipment | * Lecture * Case Study * Exercise | * Workbook |
|  | 0100-0215 pm | 75 min | **LUNCH** |  |  |  |
| **10** | 0215-0330 pm | 75 min | **Slot 10** : Economics of Maintenance and Spares Management (Continued) | -ditto- | * Lecture * Case Study * Exercise | * Workbook |
|  | 0330-0345 pm | 15 min | **PM TEA BREAK** |  |  |  |
| **11** | 0345-0530 pm | 135 min | **Slot 11** : Summary, Wrap Up & Conclusion | N/A | * Pre Post Test * Evaluation Form |  |
| End of the Session | N/A |  |  |

**PART C : PROPOSED COSTING (20%)** (for 30 participants, 2 days workshop)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NO | ITEM | COST PER UNIT (RM) | UNIT | TOTAL COST (RM) |
| 1 | Training Delivery Fee (RM3,500 x 2 days) | 3,500.00 | 1 | 7,000.00 |
| 2 | Assistant (RM600 x 2 days) | 600.00 | 1 | 1,200.00 |
| 3 | Stationeries, workbooks, cover module and equipment | 500.00 | 30 | 500.00 |
| 4 | Programme Venue, will be provided by INSKEN | N/A |  | N/A |
| 5 | Food & Beverages  For 1 Trainer and 1 Assistant, will be borne by INSKEN throughout the training session (exclude lunch and dinner for early check-in) | N/A |  | N/A |
| 6 | Accommodation  For Trainer & Assistant, will be borne by INSKEN (twin sharing) only. | N/A |  | N/A |
| 7 | Transportation  For Trainer & Assistant optional either. Transportation allowance will be determine by INSKEN based on location of programme (case to case basis). | N/A |  | N/A |
| **Total RM** | | |  | **8,600.00** |

Note: The costing is subject to further negotiation