

COMPANY'S BACKGROUND

Institut Keusahawanan Negara Berhad (INSKEN) is an agency under the purview of Ministry of Entrepreneur Development and Cooperatives (MEDAC) 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; "Membangun Usahawan MADANI", 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 – EVENT MANAGER

INSKEN is soliciting proposal & quotation from qualified Event Manager to provide service to INSKEN in managing the *Majlis Graduasi Program Bimbingan* INSKEN for the year 2024. Job scope of the event manager is to ensure the **smooth execution and success of the graduation by managing and coordinating all aspects of the event from start to finish, including planning, logistics, vendor coordination, budget management, and effective stakeholder engagement.**

a) Overview of the Majlis Graduasi Program Bimbingan INSKEN for 2024

Majlis Graduasi Program Bimbingan INSKEN is an event held to celebrate entrepreneurs who have successfully increased their sales across various fields. This ceremony is attended by entrepreneurs, agencies that have collaborated with INSKEN, agencies under the Ministry of Entrepreneur Development and Cooperatives (KUSKOP), media representatives, and others.

The key objective of the Majlis Graduasi Program Bimbingan INSKEN for 2024 are as follows:

- i. **Celebration of Achievement:** To honor entrepreneurs who have successfully completed the INSKEN guidance program and acknowledge their hard work and dedication.
- ii. **Recognition of Success:** To highlight and appreciate the entrepreneurs who have significantly increased their sales and improved their businesses.
- iii. **Networking Opportunities:** To provide a platform for entrepreneurs to connect with one another, share experiences, and build relationships with agencies under the Ministry of Entrepreneur and Cooperatives Development (KUSKOP)
- iv. **Inspiration and Motivation:** To inspire attendees by showcasing success stories, encouraging ongoing growth and development in their entrepreneurial journeys.
- v. **Strengthening Partnerships:** To reinforce collaborations between INSKEN, entrepreneurs, and relevant agencies to foster a supportive ecosystem for business growth.

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b) Programme Date, Venues, Output & Outcome

The programme date and venue will be held as per details below:

Majlis Graduasi Program Bimbingan INSKEN 2024	6th December 2024
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c) Programme Tentative

LAMPIRAN A

Aturcara Majlis Graduasi Program Bimbingan INSKEN 2023

Tarikh : 2 Disember 2023
Tempat : Tenera Hotel, Bangi (Grand Ballroom, Level 1)
Masa : 2.00 pm – 4.00 pm (Raptal Peserta)
 7.00 pm – 10.30 pm (Majlis Graduasi)
Tema : "Formal Black Tie Event"

MASA	PROGRAM
7.00 – 7.30 malam	PENDAFTARAN PESERTA /PERSIAPAN
7.30 – 7.45 malam	Ketibaan Jemputan dan Tetamu Kehormat
7.45 -7.50 malam	Ketibaan YB Senator Puan Saraswathy Kandasami Timbalan Menteri Kementerian Pembangunan Usahawan dan Koperasi (KUSKOP)
7.50 – 8.00 malam	Ketibaan YB Menteri Datuk Ewon Benedick Menteri Pembangunan Usahawan & Koperasi (KUSKOP)
8.00 – 8.10 malam	Nyanyian Lagu Negaraku & Bacaan Doa
8.10 – 8.30 malam	Pembentangan Prestasi YBrs. Enck Muhd Firdaus Bin Azharuddin Ketua Pegawai Eksekutif Institut Keusahawanan Negara Berhad (INSKEN)
8.30 – 8.45 malam	Video Montaj Program Bimbingan INSKEN Ucapan Perasmian oleh YB Menteri Datuk Ewon Benedick Menteri Pembangunan Usahawan & Koperasi (KUSKOP)
8.45 – 9.15 malam	Jamuan Makan dan Persembahan
9.15 - 10.15 malam	Penyampaian Sijil kepada Peserta, <i>Industry Coach</i> & Biskaunselor Program Bimbingan INSKEN 2023 1. Start-Up Coaching Program Café Restaurant Industry Cohort 2/ 2023 2. Start-Up Coaching Program Café Restaurant Industry Cohort 3/ 2023 3. Start-Up Coaching Program Postnatal Industry Cohort 4/ 2023 4. Start-Up Coaching Program Tailor Industry Cohort 5/ 2023 5. Start-Up Coaching Program Spa Industry Cohort 6/ 2023 6. IBBC Aircond & Related Services 2023 7. IBBC Postnatal Care 2023 8. IBBC Tailoring & Fashion Cohort 2 AIM Negeri Sembilan/ Melaka 2023 9. IBBC Bakery Cohort 2 AIM Selangor/ KL 2023 10. IBBC Jualan Pasaraya AIM Johor 2023 11. IBBC Tailoring & Fashion Cohort 1 AIM Kedah 2023 12. IBBC Catering AIM Pulau Pinang/ Perlis 2023 13. IBBC Grocery Store Cohort 1 AIM Perak 2023 14. IBBC Café Restaurant Cohort 4 AIM Terengganu 2023 15. IBBC Café Restaurant Cohort 5 AIM Kelantan 2023 16. IBBC Café Restaurant Cohort 3 AIM Pahang 2023 17. Program Bimbingan Keuntungan Menu AIM Perak 2023 18. Program Bimbingan Keuntungan Menu AIM Negeri Sembilan/ Melaka 2023
10.30 malam	BERSURAI

*Tentatif Program Akan Bertukar Mengikut Arahan Dari Semasa Ke Semasa

***d) Programme Requirement for Majlis Graduasi Program Bimbingan
INSKEN 2024***

Requirements for the Majlis Graduasi Program Bimbingan INSKEN 2024:

- 1) Creative Design
 - Graphic & 3D Designer

- 2) AV/ Venue Management
 - Video System
 - Sound System
 - Lighting System
 - Ballroom
 - Foyer (Brighten & Ambience Lighting)
 - Main Stage (Size based on venue)
 - Rostrum (from venue)
 - Foamboard with sticker
 - Potted plants & fresh flower for stage
 - Ladder for OKU (to confirm with INSKEN)

- 3) Professional Services
 - Photographer (2 person)
 - Emcee (1 person)
 - Performance: Special appearance artist
 - Accommodation for artist
 - F&B for artist

- 4) Multi Camera Production & LED Screen Content Production
 - MCP System
 - Video Highlights
 - Video highlight recording (3-4 minutes) give to INSKEN 1 week after event
 - Raw footages recording after event

- 5) LED Screen Content Video Production
- 6) Photo-op Wall Backdrop
- 7) Magazine Photo Booth
- 8) 360 Spin Photobooth
- 9) 10 gifts for lucky draw
- 10) VIP gift
- 11) MACP License (600 pax)
- 12) Venue pre setup, Floor Manager & Crew

2. QUALIFIED SERVICE PROVIDERS

The appointed service provider must first and foremost have a valid licensed to act as advocate and solicitor in Malaysia and will be able to deliver the scope of works as append above with credible and sufficient professional experience in winning previous similar cases.

3. RFP/RFQ TIMELINE

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

No.	Activity	Proposed Dates
1	Issuance of RFP document	30 th October 2024
2	Deadline to register for RFP document	12 th November 2024
3	Briefing on RFP document	15 th November 2024
4	Deadline for submission of proposal (s)	20 th November 2024
5	Selection of Service Provider (s)	22 nd November 2024
6	Proposal Pitching	27 th November 2024
7	Appointment of Service Provider (s)	29 th November 2024
8	Professional work commences	6 th December 2024 onward

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 quotations for reference purposes.

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4. CONTENT OF THE PROPOSAL/QUOTATION

All proposal/quotations must include the following information:

Part A	Company profile & credentials, Event Manager profile including team's profile & task. (Please limit maximum of 2 pages)
Part B	Proposed Planning and Implementation (Timeline, Milestones & Deliverables). (Please limit maximum of 2 pages)
Part C	Costing breakdown by components covering each activity. The costing should be inclusive of all components including taxes, duties, levies etc. to be charged (Please limit maximum of 1 page)

Total Maximum page: 5 pages ONLY

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

- RFP RFQ2024/CS/GRAND/GRADUATION

Should you have any further clarification regarding this RFQ do not hesitate to contact Puan Nurhidayati 03-8314 8817 OR 019-4501675 for further information.

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5. 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.	20%
2	Proposed Plan Detailed planned on the approaches and 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 plan. To include all matters pertaining to the logistic such as accommodations, flight ticket and/or transportation (if any).	20%
TOTAL		100%

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

6. ADMINISTRATIVE MATTERS

For any interested service provider, please register to attend the briefing session via email to rfp@insken.gov.my **before 5.30 pm, 12th November 2024**. Please state your **name, company, phone number and mention your interest to attend the briefing session** Event Manager for Majlis Graduasi Program Bimbingan INSKEN FOR 2024.

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 RFQ process if it is in its best interest to do so without giving any reason whatsoever. This RFQ does not commit INSKEN to award funding or pay any cost incurred in the preparation of the proposals.

END OF DOCUMENT

INSTITUT KEUSAHAWANAN NEGARA BERHAD

Request for Proposal (RFP): Event Manager for Majlis Graduasi
Program Bimbingan INSKEN 2024

