

1. COMPANY'S BACKGROUND

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

In line with INSKEN's tagline; "Membangun Usahawan MADANI", INSKEN ensures all programmes conducted are based on industry needs. Programme are executed through smart collaboration with industry practitioners, professionals and government agencies in order to strengthen the national entrepreneurship ecosystem.

VISION

Realizing 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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2. SCOPE OF WORK – INSKEN COMPANY TRAVELLING

INSKEN is soliciting proposals from the qualified Vendors to provide services for INSKEN staff, Biskaunselors, Industry Coaches and Trainers to travel for their programmes, site visits, and for corporate purposes.

Selected vendors will manage INSKEN Travelling in term of Airlines ticket purchasing, provide information and Airlines ticket rate for INSKEN Travelling plan.

i. Expectation on the vendor

The appointed vendor is expected to assist on INSKEN team travelling to ensure the travelling going smooth. Besides that, the vendor is expected to advise INSKEN team the best practices, raise concerns and provide suggestions wherever they think the best for INSKEN. The areas of expertise to cover:

- a) Able to give Airlines rate on our requested time and date
- b) Able to give proposed a better rate and time for travelling
- c) Provide information on promotions given by airlines
- d) Able to assist INSKEN Team in last minute request
- e) Able to give the best benefits from Airlines

3. PROPOSED TIMELINE:

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

No	Activity	Proposed Timeline
1	Issuance of RFP document	29 th November 2024
2	Deadline to register for RFP briefing	20 th December 2024
3	Briefing on RFP document	24 th December 2024
4	Deadline for submission of proposal(s)	31 st December 2024
5	Selection of services providers	2 nd January 2025
6	Proposal pitching	8 th January 2025
7	Appointment of service provider	15 th January 2025
8	Professional work commences	1 st February 2025

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

4. CONTENT OF THE PROPOSALS:

All proposals must include the following information:

Part A	Company Profile (Please limit to maximum of 4 pages)
Part B	Process Flow, Panel Airlines list and benefits (Please limit to maximum of 4 pages)
Part C	Costing (Please limit to maximum of 2 pages)

Total Maximum page for RFP : 10 pages ONLY

Based on the above requirement, kindly submit your proposals to Institut Keusahawanan Negara (INSKEN) (via email to rfp@insken.gov.my by 31st December 2024, 5.30 pm).

Should you have any further clarification regarding this RFP do not hesitate to contact Encik Muhammad Naeem at 03 – 8314 8851 or 011 – 3316 3771.

- **RFP2024/CS/INSKEN2024/INSKENCompanyTravelling**

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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	30%
2	Process Flow, Panel Airlines list and benefits Detailed process flow from our request, ticket purchased and payment process. List of vendors panel Airlines and benefits vendors can provide.	50%
3	Budget Detailed cost information to support the proposal	20%
TOTAL		100%

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

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6. ADMINISTRATIVE MATTERS

Any interested vendors **must attend a briefing session on 24th December 2024** virtually via Google meet or physically in Cyberjaya. (subject to the briefing session mode set up by INSKEN)

In order to register and receive the invitation to the briefing session, please email rfp@insken.gov.my before **5.00 pm, 20th December 2024**. Please state your:

- a) **name,**
- b) **company,**
- c) **phone number and**
- d) **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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