

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.

- The remainder of this page is intentionally left blank -

1. SCOPE OF WORK – VENDOR FOR TRAINING KIT

INSKEN is soliciting proposal & quotation from qualified Vendors to provide services to INSKEN in providing and managing the training kits for INSKEN's Programme in 2025. The job scope of the vendor as per below:

a) Design and Customization:

- Collaborate with INSKEN to design the training kit items (e.g., books, pens, t-shirts, etc.) according to the programmes branding and requirements.
- Ensure that the items are tailored to the target audience and meet quality standards.

b) Procurement of Materials:

- Source high-quality materials for each item in the training kit, ensuring durability and functionality.
- Ensure that all items meet INSKEN's specifications, such as print quality, fabric material for t-shirts, or paper quality for books.

c) Production and Assembly:

- Oversee the manufacturing and production of each item.
- Package the training kits in an organized and presentable manner, ready for distribution.
- Provide options for customization, such as including programme-specific branding.

d) Stock Management:

- Manage the supply chain to ensure the timely availability of the training kits before programme sessions.

e) Delivery and Logistics:

- Ensure that the training kits are delivered on time and in the correct quality's quantities for each programme.

f) Quality Control:

- Conduct thorough quality checks to ensure all items meet the standards set by INSKEN.
- Address any issues or discrepancies in the training kits before distribution.

g) Reporting and Feedback:

- Provide regular updates on the production, inventory, and delivery progress.
- Gather feedback from INSKEN regarding the quality of the training kits for continuous improvement.

h) Post-Event Support:

- Offer after-sales support in case of any issues or defects with the items distributed.
- Handle returns or exchanges if necessary.

2. ITEM FOR TRAINING KIT

NO.	ITEM
1	INSKEN T-Shirt
2	Pen
3	Notebook
4	Lanyard
5	Woven Bag
6	INSKEN Bunting (White)
7	INSKEN Bunting (Blue)
8	Rekod Tunai Saya (RTS)
9	Certificate
10	Certificate Holder
11	Module Cover
12	Lanyard Holder
13	INSKEN Bunting (Coaching)

3. 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.

4. 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	16 th January 2025
2	Deadline to register for RFP document	31 st January 2025
3	Briefing on RFP document	5 th February 2025
4	Deadline for submission of proposal (s)	14 th February 2025
5	Selection of Service Provider (s)	18 th February 2025
6	Proposal Pitching	27 th February 2025
7	Appointment of Service Provider (s)	28 th February 2025
8	Professional work commences	28 th February 2025

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.

- The remainder of this page is intentionally left blank -

5. 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:

- RFPRFQ2025/CS/TRAINING_KIT

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.

- The remainder of this page is intentionally left blank

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.	20%
2	Proposed Plan Detailed planned on the approaches and implementation plans, design, 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 delivery and so on.	20%
TOTAL		100%

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

- The remainder of this page is intentionally left blank -

7. 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, 31st January 2025. Please state your name, company, phone number and mention your interest to attend the briefing session on Training Kit for 2025

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

