

# 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 a) Year in operation, 10 years b) 24 employees c) 3 branch  2. 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  2. 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	:	<p>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)</p>
		<p>2. 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)</p>
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	:	<p><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.</p> <p><b><u>Business to Business (B2B)</u></b></p> <ul style="list-style-type: none"> <li>a) Petronas</li> <li>b) Sime Darby Motor</li> <li>c) UMW Toyota</li> <li>d) Suruhanjaya Koperasi Malaysia (SKM)</li> <li>e) Kementerian Kemajuan Luar Bandar &amp; Wilayah (KKLW)</li> </ul>

	f) Dewan Perniagaan Melayu Malaysia (DPMM)
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## **PART B: PROGRAMME SPECIFICATIONS, TENTATIVE, INSTRUCTIONAL GUIDE & OUTCOMES (60%)**

### **i. PROGRAMME SPECIFICATIONS**

Programme	:	<i>Program Anjakan Minda Keusahawanan Graduan (PANDU) Tahun 2025</i>
Code	:	PANDU
Mode	:	Training
*Level (please stated based on proposed module)	:	Beginner
Duration	:	1 Day (ONLINE) Day 1 : 8.00 am until 5.30 pm
*Learning Objective (s)	:	Min 3, Max 7
Expected Outcomes (s)	:	Min 3, Max 7
*Target Participant	:	1. Malaysian citizen 2. Participant of the PROTÉGÉ – Ready To Work (RTW) Program 3. Graduate 4. Undergraduate student
Module		Fundamentals of Entrepreneurship & Intrapreneurship
Module Content(s)	:	1. 2. 3. 4.

		5. 6. 7.
Details Trainer/Coach/ Highest Academic & social media accounts (Linkedin, FB, & Instagram)		Main Trainer/ Coach  Encik Abu Bin Ali MSc in Supply Chain Management (USM), 1989 Linkedin : Abu Ali Facebook : Info Minda Instagram : Info Minda
*please attached with trainers photo	:	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, <b>why this module is important to entrepreneurs and how it can help/support them to improve their daily operations.</b>  (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

SAMPLE

## PROGRAMME TENTATIVE (1 Day)

TIME	DAY 1
0800-0830 am	REGISTRATION
0830-0900 am	SLOT 1 : Ice Breaking and Business Overview
0900-1000 am	SLOT 2: Fundamental Entrepreneurship
1000-1015 am	MORNING TEA BREAK
1015-1100 am	SLOT 3 : Operation Business
1100-1200 pm	SLOT 4 : Administration Business
1200-0100 pm	SLOT 5 : Marketing Business
0100-0200 pm	LUNCH
0200-0400 pm	SLOT 6 : Financial Business
0400-0415 pm	NOON TEA BREAK
0415-0530 pm	SLOT 7: Fundamental Intrapreneurship
0530 pm	PROGRAMME END

ii. INSTRUCTIONAL GUIDE

SLOT	TIME	DURATION	TITLE	LEARNING OUTCOME	ACTIVITY	MATERIAL
	0800-0830 am		<b>REGISTRATION</b>			
<b>1</b>	0830-0900 am	30 min	<b>SLOT 1 : Ice Breaking and Business Overview</b>	N/A	<ul style="list-style-type: none"> <li>● Video show</li> <li>● Ice Breaking Game</li> <li>● Briefing</li> </ul>	<ul style="list-style-type: none"> <li>● Video</li> <li>● INSKEN slides</li> <li>● Others</li> </ul>
<b>2</b>	0900-1000 am	60 min	<b>SLOT 2: Fundamental Entrepreneurship</b>	Conceptualize the business Fundamental	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Exercise</li> </ul>	<ul style="list-style-type: none"> <li>● Workbook</li> </ul>
	1000-1015 am	15 min	<b>AM TEA BREAK</b>			
<b>3</b>	1015-1100 am	45 min	<b>SLOT 3 : Operation Business</b>	Prepare the Operations Plan	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Case Study</li> </ul>	<ul style="list-style-type: none"> <li>● Workbook</li> </ul>
<b>4</b>	1100-1200 pm	60 min	<b>SLOT 4 : Administration Business</b>	Understand the Administration Business	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Case Study</li> </ul>	<ul style="list-style-type: none"> <li>● Workbook</li> </ul>
<b>5</b>	1200-0100 pm	60 min	<b>SLOT 5 : Marketing Business</b>	Provide framework and calendar for Marketing business	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Exercise</li> </ul>	<ul style="list-style-type: none"> <li>● Workbook</li> </ul>
	0100-0200 pm	60 min	<b>LUNCH</b>			
<b>6</b>	0200-0400 pm	120 min	<b>SLOT 6 : Financial Business</b>	Create effective & efficient financial business	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Exercise</li> </ul>	<ul style="list-style-type: none"> <li>● Workbook</li> </ul>

	0400-0415 pm	15 min	<b>PM TEA BREAK</b>			
<b>7</b>	0415-0530 pm	75 min	<b>SLOT 7: Fundamental Intrapreneurship</b>	Proper projection of raw materials /input and end products	• Dialogue	
	0530 pm	120 min	<b>DINNER</b>			

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

NO	ITEM	COST PER UNIT (RM)	UNIT	TOTAL COST (RM)
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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
<b>Total RM</b>				<b>8,700.00</b>

Note: The costing is subject to further negotiation