

INSTITUT KEUSAHAWANAN NEGARA BERHAD
CONSULTANT REVIEW SESSION FORMAT FOR EVENT MANAGERS/ VENDORS
FOR *ANUGERAH USAHAWAN MADANI INSKEN 2025 (AUMI) 2025*
AND *MAJLIS GRADUASI PROGRAM BIMBINGAN INSKEN 2025*

PART A: COMPANY PROFILE

| | | |
|---|---|---|
| Company/Business Name | : | |
| Registration No. | : | |
| Year Incorporated | : | |
| Type of Business Activity | : | |
| Industry | : | |
| Address & Phone No | : | |
| Shareholder(s)/ Partner(s) & Highest Academic Qualifications & Working Experience | : | <div>1. Name</div> <div>Education</div> <div>Position</div> <div>Experience</div> |
| Lead Consultant, Assistant Consultants Line up & Specialisation, Highest Academic Qualifications & Consultancy Experience | : | <div>2. Name</div> <div>Education</div> <div>Position</div> <div>Experience</div> |
| | : | <div>3. Name</div> <div>Education</div> <div>Position</div> <div>Experience</div> |
| Last year turnover (2024) | : | RM XXXX |
| Full Employee(s) | : | XX employees |
| Experience in industry | : | XX years |
| Experience in consultancy services | : | XX years |
| Track Record | : | <i>Please include both government and private entities</i> |

PART B: SCOPE OF WORK DELIVERY

Please outline, with technicalities, on the proposed approach and delivery of each scope of work as stipulated in the table below. Please utilize table format to ensure information are concise for ease of reference.

| No. | Item | Remark |
|------------|---|--|
| 1 | <i>Anugerah Usahawan Madani Inskén 2025 (AUMI25)</i> | List of Awards: <i>i. Anugerah Usahawan MADANI (5 Awards)</i> <i>ii. Anugerah Usahawan Gemilang (5 Awards)</i> <i>iii. Anugerah Usahawan Harapan (5 Awards)</i> <i>iv. Anugerah Legasi Usahawan (5 Awards)</i> |
| 2 | <i>Majlis Graduasi Program Bimbingan Inskén 2025</i> | List of Awards: <i>i. Peserta Terbaik (5 Awards)</i> <i>ii. Anugerah Perkhidmatan Profesional (3 Awards)</i> |
| 3 | INSKEN Publication Release (Books/Magazines) | A publication will be officially launched during the programme feature all selected award winners to highlight how INSKEN had assisted them in growing their business through various initiatives and programmes they have previously participated. |
| 4 | Scope of Work (SOW) | 1. Venue & Setup Event Coordination & Management <ul style="list-style-type: none">- Graphic & 3D Designer – to design all event visuals- Floor Manager – on-site coordinator to manage event flow- Robe distribution and collection Lightng System/ AV/ Venue Management <ul style="list-style-type: none">- Sound System – PA system sufficient coverage for the entire venue |

| No. | Item | Remark |
|-----|------|---|
| | | <ul style="list-style-type: none"> - Lighting System (stage wash, ambient lighting, spot lighting) - LED Screen (main stage backdrop) - TV 43" x 2 units (for foyer and on-stage display) <p>Main Stage</p> <ul style="list-style-type: none"> - Rostrum 2 units (for emcee and speaker) - Stage decoration with 2-tier Potted Plants/ Fresh Floral arrangements - Wireless Microphones for Emcee, Speaker and performers <p>Usahawan Pop-up Booth</p> <ul style="list-style-type: none"> - 10 units of 10"x10" space sizing with equipment <p>F&B Area or 1400 pax (depending on the location)</p> <p>2. Professional Services</p> <p>Photographer & Videographer</p> <ul style="list-style-type: none"> - Instant photo delivery - Group photo coordination - Highlight video (2-3 minutes) <p>Emcee</p> <ul style="list-style-type: none"> - Experienced in formal and corporate events <p>Artist/ Performance</p> <ul style="list-style-type: none"> - Cultural or contemporary performance <p>3. Video Production</p> <p>LED Screen Content</p> <p>Design and production of video content for LED screen (opening montage, transitions, awardee highlights)</p> |

| No. | Item | Remark |
|-----|----------|---|
| | | <p>4. Structure & Props</p> <ul style="list-style-type: none"> - Photo-Op Backdrop (size: 8mx3mH) - Photo Booth (unlimited session, instant printouts with event branding and digital copies for social media sharing) <p>5. Others</p> <ul style="list-style-type: none"> - MACP Licensing - Lucky Draw (management of gimmick and prize distribution) <p>Main prize : 1 x Motorcycle</p> <p>Others : 4 x Tab</p> <p>Gift (proposed of batik, custom merchandise)</p> <ul style="list-style-type: none"> - VVIP - YBM <p>6. Other Miscellaneous Services</p> <p>Notes: Programme requirements are subject to change based on latest updates from KUSKOP and INSKEN Management</p> |
| 5 | Timeline | Commence immediately upon appointment targeted in August 2025 and the award ceremony is scheduled in December 2025. |

Table 1: Summary of services required from the appointed vendor

PART C: PROPOSED TIMELINE

Please propose a timeline to complete the entire process.

SAMPLE

PART D: PROPOSED COSTING

Example of Costing/ Quotation (For Sample Only)

| NO | ITEM | UNIT | TOTAL COST (RM) |
|-----------------|--|-------------|------------------------|
| 1 | Creative Design | | |
| 2 | AV/ Venue Mangement <ul style="list-style-type: none">- Video System- Sound System- Lighting System- Stage 2-tier Potted Plants | | |
| 3 | Professional Services | | |
| 4 | LED Screen Content Production | | |
| 5 | Other Applicable Fees (<i>Please outline each item under this category</i>) <ul style="list-style-type: none">- <i>Photo-Op Wall Backdrop</i>- <i>Photo Booth</i>- <i>Lucky Draw</i>- <i>VIP Gifts</i> | | |
| Total RM | | | |

Note: The costing is subject to further negotiation

TOTAL ESTIMATED COST: RM [Grand Total Here]

Note:

- 1. All costs are subject to final confirmation and adjustment based on latest updates, venue-specific needs, and stakeholder requests.*
- 2. The costing is subject to further negotiation (for sample ONLY)*
- 3. All costings must correspond to items in scope and include brief justifications*