

COMPANY'S BACKGROUND

Institut Keusahawanan Negara Berhad (INSKEN) is an agency under the purview of Ministry of Entrepreneur Development and Cooperatives (KUSKOP) 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 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 Managers / Vendors for *Majlis Graduasi Program Bimbingan INSKEN Edisi Sabah and Sarawak 2025*

INSKEN is soliciting proposals and quotations from qualified companies to provide comprehensive services in managing Event Managers / Vendors for *Majlis Graduasi Program Bimbingan INSKEN Edisi Sabah and Sarawak 2025*. The appointed vendor(s) will be entrusted with the end-to-end planning and execution of the event, ensuring its smooth implementation and overall success.

A. Overview of Event Managers / Vendors for *Majlis Graduasi Program Bimbingan INSKEN Edisi Sabah and Sarawak 2025*

The graduation ceremonies consist of systematically engaging with various internal and external parties to ensure smooth implementation of the event from preparation until actual execution. The proposed venue will be conducted at hotels or convention centres which can accommodate the targeted number of invitees with ability to provide logistical assistance. The targeted number of participants for both events are as follows:

No.	Programme	No of Cohorts	Targeted No. of Pax
1	INSKEN Bumiputera Business Coaching (IBBC)	8	240
2	Mini Coaching	1	50
Total		9	290

Table 1: Targeted no. of cohorts and participants for 2025 Sabah and Sarawak graduation

In addition, the total number of attendees targeted for each graduation, including external invites, can be found below for reference. The event also serves as a platform for INSKEN to synergies and promote its programmes for potential collaboration with federal and state agencies.

The event is tentatively proposed to be officially launched by the YB Minister of KUSKOP with opening remarks by the Chairman of INSKEN's Board of Trustees and welcoming remarks by CEO of INSKEN. Proposed itinerary of the event can be found in **Appendix A** for reference.

Programme Date, Venues, Output & Outcome:

As the appointed vendors, you are required to ensure the successful execution and achievement of the following outcomes for the Event Managers / Vendors for *Majlis Graduasi Program Bimbingan INSKEN Edisi Sabah and Sarawak 2025* as detailed below: -

ITEM	SABAH	SARAWAK
Date*	15 November 2025	16 October 2025
Venue	Kota Kinabalu, Sabah	Kuching, Sarawak
Target Audience*	260 including VVIP	200 including VVIP

* Notes: Subject to change

Programme Requirement for Event Managers / Vendors for *Majlis Graduasi Program Bimbingan INSKEN Edisi Sabah dan Sarawak 2025*:

1. Venue & Setup

Event Coordination & Management

- Graphic & 3D Designer – to design all event visuals
- Floor Manager – on-site coordinator to manage event flow
- Robe distribution and collection

Lighting System/ AV/ Venue Management

- Sound System – PA system sufficient coverage for the entire venue
- Lighting System (stage wash, ambient lighting, spotlighting)
- LED Screen (main stage backdrop)

Main Stage

- Rostrum 2 units (for emcee and speaker)
- Stage decoration with 2-tier Potted Plants/ Fresh Floral arrangements
- Wireless Microphones for Emcee, Speaker and performers

2. Professional Services

Photographer & Videographer

- Instant photo delivery
- Group photo coordination
- Highlight video (2-3 minutes)

Emcee

- Experienced in formal and corporate events

Artist/ Performance

- Cultural or contemporary performance

3. Video Production

LED Screen Content

- Design and production of video content for LED screen (opening montage, transitions, awardee highlights)

4. Structure & Props

- Photo-Op Backdrop (size: 8mx3mH)
- Photo Booth (unlimited session, instant printouts with event branding and digital copies for social media sharing)

5. Others

- MACP Licensing
- Lucky Draw (management of gimmick and prize distribution)
3 x Tab
- Gift for YBM/ officiate

6. Other Miscellaneous Services

- Additional requirements (TBC)
- Notes: Programme requirements are subject to change based on latest updates from KUSKOP.

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1. QUALIFIED SERVICE PROVIDERS

The appointed service provider must:

- Be registered with the relevant authorities (e.g., SSM) and possess a valid business license and necessary certifications.
- Have at least three (3) years of experience managing large-scale events, especially involving youth, entrepreneurship, career development, or public outreach. Prior work with government agencies or educational institutions is an added advantage.
- Have strong understanding and capability in planning and running events, including venue setup, logistics, vendor coordination, and public crowd control.
- Be able to manage coordination among various stakeholders including university partners, government agencies under KUSKOP, VIPs, exhibitors, and students.
- Have in-house or partnered resources for production, stage setup, multimedia systems, and digital solutions including registration and reporting systems.
- Be capable of designing an engaging, event concept and layout that reflects the goals of the programme – promoting entrepreneurship
- Assign a qualified and experienced project team, including a dedicated Project Manager, Creative Lead and related role.
- Submit a detailed quotation with complete cost breakdown, including justification, as well as a full project timeline with milestones and deliverables.
- Demonstrate understanding of the programme and its role

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2. 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	7th August 2025
2	RFP Promotion	11th August 2025
3	Deadline to register for RFP briefing	14th August 2025
4	Briefing on RFP document	15th August 2025
5	Deadline for submission of proposal (s)	20th August 2025
6	Selection of Service Providers (s)	22nd August 2025
7	Proposal Pitching	25th August 2025
8	Appointment of Service Providers (s)	2nd September 2025
9	Professional work commences	2nd September 2025 onwards

Should the submitter (s) did not receive any response from INSKEN within one (1) month from the submission date, the application is considered to be unsuccessful. INSKEN reserve to hold the proposals submitted for referencing purposes.

3. CONTENT OF THE PROPOSAL/QUOTATION

All proposals/quotations must include the following information:

Part A	Company profile & credentials, Project 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 4 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: 7 pages ONLY

The "Sample of Proposal" can be downloaded at the following link, www.insken.gov.my/rfp. Please submit your proposal via online submission using the provided template and email to rfp@insken.gov.my with the header as follows:

- Majlis Graduasi Program Bimbingan INSKEN Edisi Sabah 2025 – [Company Name] **OR/ AND**
- Majlis Graduasi Program Bimbingan INSKEN Edisi Sarawak 2025 – [Company Name]

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4. 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.	20%
TOTAL		100%

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

5. ADMINISTRATIVE MATTERS

Companies interested in participating in the Request for proposal (RFP) process must attend the briefing session as per scheduled in the timeline in Section 4 (Table 2) OR other dates that will be informed by INSKEN.

In order to register and receive the invitation to the briefing session, please email to rfp@insken.gov.my before **12.00 noon** on the deadline to register for RFP briefing (refer to Timeline in Section 2). Please state your name, company, phone number and mention your interest in attending the briefing session. Invitation or Links to the Zoom / Google Meet session will be given only to registered companies.

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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