

INSTITUT KEUSAHAWANAN NEGARA BERHAD
CONSULTANT REVIEW SESSION FORMAT FOR EVENT MANAGERS/ VENDORS
MAJLIS GRADUASI PROGRAM BIMBINGAN INSKEN
EDISI SABAH AND SARAWAK 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	:	1. Name Education Position Experience
Lead Consultant, Assistant Consultants Line up & Specialisation, Highest Academic Qualifications & Consultancy Experience	:	2. Name Education Position Experience
	:	3. Name Education Position Experience
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>Majlis Graduasi Program Bimbingan INSKEN 2025</i>	1. Sabah 2. Sarawak
2	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- Lighting System (stage wash, ambient lighting, spotlighting)- LED Screen (main stage backdrop) - optional- TV 43" x 1 unit (for foyer and on-stage display) Main Stage <ul style="list-style-type: none">- Rostrum 2 units (for emcee and speaker)- Stage decoration with 2-tier Potted Plants- Wireless Microphones for Emcee, Speaker and performers 2. Professional Services Photographer & Videographer <ul style="list-style-type: none">- Instant photo delivery

No.	Item	Remark
		<ul style="list-style-type: none"> - 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> <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 : 5 x Tabs (Sabah)</p> <p>: 4 x Tabs (Sarawak)</p> <p>Gift (proposed of batik, custom merchandise)</p> <ul style="list-style-type: none"> - VVIP - YBM <p>6. Other Miscellaneous Services</p>

No.	Item	Remark
		Notes: Programme requirements are subject to change based on latest updates from KUSKOP and INSKEN Management
3	Timeline	<p>Commence immediately upon appointment targeted in August 2025 and the award ceremony is scheduled in:</p> <ul style="list-style-type: none"> - Sarawak: October 2025 - Sabah: November 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*