

## **COMPANY'S BACKGROUND**

Institut Keusahawanan Negara Berhad (INSKEN) is an agency under the purview of the Ministry of Entrepreneur and Cooperatives Development (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 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 the 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 entrepreneurs' ability to be resilient, competitive, and global.
- III. Encouraging collaborations between Ministries, Agencies, and Industries.
- IV. Preparing entrepreneurs to be catalysts and leading market trends.

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## **1. OVERVIEW HEBATKAN PERNIAGAAN MALAYSIA**

“Hebatkan Perniagaan Malaysia” is an initiative launched by YB Minister of Kementerian Pembangunan Usahawan dan Koperasi (KUSKOP), with the aim to; 1) promote products/services of KUSKOP and its agencies, and 2) promote local MSME products & entrepreneurs.

The Karnival Hebatkan Perniagaan Malaysia (HPM) 2026 x Showcase Satu Daerah Satu Industri (SDSI) 2026 has been identified as one of 13 platforms to deliver this initiative. For the year 2026, the Karnival is set to be held at several locations. Melaka is the upcoming location, followed by Penang & Sabah.

## **2. SCOPE OF WORK – KARNIVAL HEBATKAN PERNIAGAAN MALAYSIA 2026 x SHOWCASE SDSI 2026 @ MELAKA**

INSKEN is soliciting proposals & quotations from a qualified service provider/vendor(s) to deliver comprehensive event management services for Karnival Hebatkan Perniagaan Malaysia (HPM) 2026 x Showcase Satu Daerah Satu Industri (SDSI) 2026 in Melaka. The appointed service provider/vendor(s) will be responsible for the successful delivery of the programme, including planning, logistics, vendor coordination, budget control, and stakeholder management. Qualified and interested service providers/vendors may apply for one or both locations.

### **a) Overview Karnival Hebatkan Perniagaan Malaysia (HPM) 2026 x Showcase Satu Daerah Satu Industri (SDSI) 2026**

Karnival Hebatkan Perniagaan Malaysia (HPM) 2026 x Showcase Satu Daerah Satu Industri (SDSI) 2026 is a new initiative to empower local entrepreneurs (including SDSI entrepreneurs) through business matching, exhibition & direct selling to consumer and business advisory from various government agency. For the year 2026, the Karnival is set to be held at several locations. INSKEN has been appointed to organize and implement the Karnival HPM 2026 @ Melaka, with participations from SDSI and other local entrepreneurs.

### **b) Programme date, venue, output, outcome**

As the appointed service provider, you are required to ensure the successful execution and achievement of the following outcomes for the showcase. The details are as follows:

| ITEM                         | DETAILS  |
|------------------------------|--|
| <b>Official program name</b> | Karnival Hebatkan Perniagaan Malaysia (HPM) 2026 x Showcase Satu Daerah Satu Industri (SDSI) 2026 @ Melaka |
| <b>Date</b>                  | 19 – 21 June 2026 (Friday – Sunday)  |
| <b>Venue</b>                 | Morten Walk, Melaka  |
| <b>Closing Ceremony</b>      | 21 June 2026 (Sunday) @ 11.00 am   |
| <b>Officiator</b>            | YB Encik Steven Sim Chee Keong,<br>Minister of Entrepreneur Development and Cooperatives (KUSKOP)          |
| <b>KPI (output)</b>          | 100 entrepreneurs<br>50,000 visitors across 3 days programme   |
| <b>KPI (outcome)</b>         | Realised Sales : RM 100,000.00<br>Business Matching Value / Potential : RM 1,000,000.00                    |

### c) Programme Activities

Among the key activities featured during the programme are:

- Seminars/business talks,
- Business matching for entrepreneurs,
- Exhibitions and sharing sessions by federal & state agencies,
- Booth exhibitions & food trucks,
- Jualan Murah Koperasi dan Usahawan (JMKU),
- Briefing sessions on entrepreneurship development programmes,
- Engaging and interactive public activities designed to attract and educate visitors.

### d) Venue layout & requirements

Service for this programme are split into 2 main scopes;

**Scope 1:** Service for design, production, event & activity management, assemble & dismantle, food & beverage supply, and promotional material supply

**Scope 2:** Service for planning layout, assemble & dismantle, power supply and setup for outside area.

The breakdown of the scopes is detailed as per table below:

| <b>Scope 1: Service for design, production, event &amp; activity management, assemble &amp; dismantle, food &amp; beverage supply, and promotional material supply</b> |  |  |              |
|--|--|--|--------------|
| <b>No.</b>   | <b>Sub-scope</b>   | <b>Detail</b>                                      | <b>Count</b> |
| 1  | Sub scope 1.1:<br>Launching ceremony management:<br><br>Service for design, production, and procurement of launching ceremony & its related activities according to specifications set | LED Screen : 14m x 3m with Riser 48ft x 4ft x 4ftH | 1 unit       |
|  |  | Mini Screen : 4m x 2.4m                            | 2 unit       |
|  |  | AV system (500PAX)                                 | 1 set        |
|  |  | Lighting system                                    | 1 set        |
|  |  | Wireless Microphone                                | 8 unit       |
|  |  | Rostrum + Jata Negara                              | 2 unit       |
|  |  | VVIP Sofa  | 5 unit       |
|  |  | Bankuet chairs with cover                          | 50 unit      |
|  |  | Plastic chairs with cover                          | 450 unit     |
|  |  | Mineral water + goblets                            | 5 set        |
|  |  | Trays  | 4 set        |
|  |  | Multipurpose camera production (MCP) – 3           | 1 set        |
|  |  | Camera MCP (Still / Dolly / Gimbal)                | LS           |
| Partition Divider between the main stage & cluster exhibitions area (mengikut size dewan)  |  |  |              |
| Stage decorations (flower & scallop)   | 1 set  |  |              |
| Souvenir for VVIP  | 6 unit   |  |              |
|  | 1. Multimedia design & printing  | 1 set  |              |
|  | - Key & backdrop visual (HPM & SDSI)   |  |              |
|  | - Launching gimmick:   |  |              |
|  | • Launching montage (SDSI 2.0 logo officiation)  |  |              |

|                |  |  |  |
|----------------|--|--|--|
|                |  | <ul style="list-style-type: none"> <li>• Live gimmick</li> <li>- Customized backdrop according to main stage activities</li> </ul>   |  |
|                |  | 2. Reka bentuk dan cetakan buku program  | 100 unit                               |
| Sub-scope 1.2: | Supply of F&B (catering package) for VIP during launching ceremony management, inclusive of;           | Dome - Holding room<br>VVIP<br>Buffet  | 1 unit<br>6 pax<br>30 pax              |
|                | 1) dome &<br>2) waiters service  |  |  |
| Sub-scope 1.3: | Service for activity management & execution including;   | <ul style="list-style-type: none"> <li>- Local authority and safety license &amp; application</li> <li>- Lucky draw – x2 per programme day (including mechanism to execute this activity)</li> <li>- Treasure Hunt SDSI (including props &amp; prize)</li> <li>- Launching ceremony:                             <ul style="list-style-type: none"> <li>o Master of ceremony</li> <li>o Dua' reciter</li> <li>o Ikrar reciter</li> </ul> </li> <li>- Master of ceremony for main &amp; mini stage for 3 programme days</li> <li>- Honorarium for stage content/activity</li> <li>- Customized poster for each activity : e.g <i>Talent Showcase Kesenian (buskers)</i> – 3 days</li> </ul> | LS<br>LS<br>LS<br>LS<br>LS<br>LS<br>LS |
|                | a) preparation of materials / equipment<br>b) participant<br>c) master of ceremony<br>b) winner' prize |  |  |

**INSTITUT KEUSAHAWANAN NEGARA BERHAD**

 Request for Proposal (RFP): Service Provider / Vendor for Karnival  
 Hebatkan Perniagaan Malaysia (HPM) 2026 X Showcase Satu  
 Daerah Satu Industri (SDSI) 2026 @ Melaka


|  |  |  |
|--|--|--|
| Sub-scope 1.4:<br>Service for promotional material supply:<br><br>a) Design related & relevant promotional material<br>b) Supply & distribute printed promotional material<br>c) End-to-end bunting installation at strategic areas (including license application from authorities)<br>d) Ensuring other printed promotional materials are installed/distributed at strategic areas | - Beach flag (flag only)<br>- Main program info board<br>- Info board – Event layout & directory<br>- Non-Woven Bag - customized design                                      | 6 unit<br>1 unit<br>1 unit<br>1000 unit                                |
|  | - Lanyard Petugas<br>- ID Card Petugas<br>- Hand-held fan (customized design)<br>- Food Grade Collapsible Silicone Travel Tumbler 350ml (customized design)                  | 250 unit<br>250 unit<br>1000 unit<br>500 unit                          |
|  | - Foldable Nylon Shopping Bag with Hook (customized design)<br>- Official T-Shirt<br>- Printing of coupon to boost sales<br>- Coupon to boost sales<br>- Entrepreneur' apron | 500 unit<br>150 unit<br>5000 unit<br>Valued at RM 50,000<br>90 unit    |
| Sub-scope 1.5:<br><br>Media buy for promotional purpose (to be managed by UKK KUSKOP)  | Media buy  | LS   |
| Sub scope 1.6:<br><br>Service for;<br>1) design,<br>2) planning layout,<br>3) assemble and dismantle   | Entrance/exit HPM arch<br>High-speed WiFi  | 2 unit<br>1 set  |
|  | <b>Breakdown in the exhibition area:</b>   |  |
|  | Capacity Development Cluster (5m x 5m)   | Fascia printing<br>Table counter<br>Folding chair<br>TV 50' with stand |

|   |                             |                             |        |
|---|-----------------------------|-----------------------------|--------|
| Items, according to specifications set for cluster exhibitions, other agencies, and entrepreneurs |                             | Panel infographic (3m x 3m) | 3 unit |
|   |                             | Exhibitors table & chairs   | 2 unit |
|   |                             | Consultation table & chairs | 2 unit |
|   |                             | Shell scheme arch           | 1 unit |
|   |                             | Flyers display rack         | 1 unit |
|   | Financing Cluster (5m x 5m) | Fascia printing             | 1 set  |
|   |                             | Table counter               | 2 set  |
|   | Folding chair               | 2 unit                      |        |
|   | TV 50' with stand           | 1 unit                      |        |
| Entrepreneurs hip Development Cluster (5m x 5m)   | Fascia printing             | 1 set                       |        |
|   | Table counter               | 2 set                       |        |
|   | Folding chair               | 2 unit                      |        |
|   | TV 50' with stand           | 1 unit                      |        |
| Community Cluster (5m x 5m)   | Fascia printing             | 1 set                       |        |
|   | Table counter               | 2 set                       |        |
|   | Display rack                | 3 unit                      |        |
|   | Folding chair               | 2 unit                      |        |
|   | TV 50' with stand           | 1 unit                      |        |
| Business Matching Cluster (5m x 5m)   | Fascia printing             | 1 set                       |        |
|   | Table counter               | 2 set                       |        |
|   | Folding chair               | 2 unit                      |        |
|   | Display rack                | 1 unit                      |        |
|   | TV 55' with stand           | 1 unit                      |        |
| Other exhibitors  | Booth shell scheme          | 3 unit                      |        |
|   | Fascia printing             | 3 unit                      |        |
|   | Banquet table               | 3 unit                      |        |
|   | Plastic chair               | 6 unit                      |        |

|  |  |                       |                               |         |
|--|--|-----------------------|-------------------------------|---------|
|  |  |                       | Socket (2 gang – 13 amp)      | 3 unit  |
|  |  |                       | Small dustbin                 | 3 unit  |
|  | Sub-scope 1.7:<br><br>Service for;<br>1) planning layout,<br>2) assemble and dismantle<br><br>Items, according to specifications | SDSI secretariat room | Banquet table                 | 6 unit  |
|  |  |                       | Plastic chair                 | 20 unit |
|  |  |                       | Banner                        | 1 unit  |
|  |  |                       | High-speed WiFi               | 1 unit  |
|  |  |                       | Industrial fan                | 1 unit  |
|  |  |                       | Socket (2 gang – 13 amp)      | 6 unit  |
|  |  |                       | Electrical connection from DB | 1 LS    |
|  |  |                       | Fluorescent light             | 6 unit  |
|  |  |                       | Portable aircond 2hp          | 2 unit  |
|  |  | Media Room            | Banquet table                 | 6 unit  |
|  |  |                       | Plastic chair                 | 20 unit |
|  |  |                       | High-speed WiFi               | 1 unit  |
|  |  |                       | Socket (2 gang – 13 amp)      | 6 unit  |
|  |  |                       | Electrical connection from DB | 1 LS    |
|  |  |                       | Fluorescent light             | 6 unit  |
|  |  |                       | Portable aircond 2hp          | 2 unit  |
|  |  | HPM secretariat rom   | Banquet table                 | 4 unit  |
|  |  |                       | High-speed WiFi               | 1 unit  |
|  |  |                       | Socket (2 gang – 13 amp)      | 2 unit  |

| Scope 2: Service for planning layout, assemble & dismantle, power supply, and other setup for outside area. |  |   |          |
|---|--|---|----------|
| No.   | Scope  | Detail  | Count    |
|   |  | <b><u>KHEMAH A – ENTREPRENEUR’ TRADING AREA</u></b>   |          |
|   |  | One (1) unit, open Marquee Tent with half side wall (transparent), sized 55m x 30m with extruded aluminium framework structure and reinforced platform, carpeted, equipped with sufficient lights, industrial fan and mist fan. | 1 set    |
|   |  | Entrance/exit HPM arch – <i>Jualan Usahawan</i>   | 1 set    |
|   | Sub-scope 2.1  | <u>Entrepreneur booth specifications: SDSI &amp; SE entrepreneurs</u>   |          |
|   | Service for;<br>1) planning layout,<br>2) assemble and dismantle | State Pavilion (1 unit pavilion to be shared by 2 states)   | 7 unit   |
|   |  | Fascia printing with states flag  | 14 unit  |
|   | Items, according to specifications                               | Booth Shell Scheme (3m x 3m)  | 60 unit  |
|   |  | Fascia printing - logo SDSI2.0  | 56 unit  |
|   |  | Fascia printing   | 4 unit   |
|   |  | Banquet table   | 74 unit  |
|   |  | Plastic chairs  | 148 unit |
|   |  | Socket (2 gang - 13 amp)  | 74 unit  |
|   |  | Small dustbin   | 74 unit  |
|   |  | <b><u>KHEMAH B – JUALAN MADANI KUSKOP</u></b>   |          |
|   |  | Arabian canopy (20 x 20)  | 3 unit   |
|   |  | Fascia printing   | 3 unit   |
|   |  | Carpeted platform   | 3 unit   |
|   |  | Banner JMK  | 1 unit   |
|   |  | Canvas Side Wall  | 5 unit   |
|   |  | Banquet table   | 6 unit   |
|   |  | Plastic chair   | 12 unit  |



|  |  |   |          |
|--|--|---|----------|
|  |  | lights, industrial fan and/or mist fan with ramp.   |          |
|  |  | Entrance/exit HPM – Aneka Rasa  | 1 unit   |
|  |  | <b><u>Aneka Rasa</u></b>  |          |
|  |  | Food Kiosk (3m x 3m),<br>Material : Shell scheme structure (1mH Fencing type)   | 14 unit  |
|  |  | 7 Café - Food kiosk (9m x 3m)   | 1 unit   |
|  |  | Table   | 20 unit  |
|  |  | Chairs  | 30 unit  |
|  |  | Fascia printing   | 15 unit  |
|  |  | 15Amp Plug point  | 15 unit  |
|  |  | <b><u>Visitor Dining Space</u></b>  |          |
|  |  | Table   | 30 unit  |
|  |  | Plastic chair   | 200 unit |
|  |  | Covered trash bin   | 6 unit   |
|  |  | Sink/Grease Trap (outdoor grease trap complete with water piping inlet and discharge to nearest onsite drainage (water to be supply from client)) | 10 unit  |
|  |  | <b><u>Mini stage</u></b>  |          |
|  |  | Stage platform : 16ft x 12ft x 1ftH, with stairs  | 1 set    |
|  |  | Needle punch carpet (mono-color)  | 1 set    |
|  |  | Suitable LED screen (fit to stage)  | 1 unit   |
|  |  | Audio Visual (AV) and PA system   | 1 set    |
|  |  | Wired/wireless microphone   | 4 unit   |
|  |  | Lighting system   | 1 LS     |
|  |  | <b><u>Food preparation space</u></b>  |          |
|  |  | - Service for food preparation space  | 3 LS     |
|  |  | - Sink/ Grease Trap (outdoor grease trap complete with water  | 3 unit   |

|  |  |   |   |
|--|--|---|---|
|  |  | <p>piping inlet and discharge to nearest onsite drainage (water to be supply from client))</p> <p><b><u>KHEMAH D – AUTOMOTIVE EXHIBITION</u></b></p> <p>Arabian canopy (20' x 20')</p> <p>Booth Shell Scheme (6m x 3m)</p> <p>Fascia printing</p> <p>Banquet table</p> <p>Plastic chairs</p> <p>Fan</p> <p>Socket (2 gang - 13 amp)</p> | <p>3 unit</p> <p>1 unit</p> <p>2 unit</p> <p>2 unit</p> <p>8 unit</p> <p>3 unit</p> <p>2 unit</p> |
|  | <p>Sub-scope 2.2</p> <p>Service for;</p> <p>1) planning layout,</p> <p>2) assemble and dismantle</p> <p>Items, according to specifications</p> | <p><b><u>SAFETY &amp; SECURITY – KHEMAH RELA</u></b></p> <p>Arabian canopy (10 x 10)</p> <p>Banquet table</p> <p>Plastic chair</p> <p>Socket (2 gang - 13 amp)</p> <p>Fluorescent light</p> <p>Industrial / Mist Fan</p>  | <p>1 unit</p> <p>1 unit</p> <p>4 unit</p> <p>1 unit</p> <p>2 unit</p> <p>1 unit</p>               |
|  | <p>Sub-scope 2.3</p> <p>Service for;</p> <p>1) planning layout,</p> <p>2) assemble and dismantle</p> <p>Items, according to specifications</p> | <p><b><u>REGISTRATION COUNTER</u></b></p> <p>Arabian tent (10 x 10)</p> <p>Table</p> <p>Plugpoint</p> <p>Fan</p> <p>Chair</p>   | <p>2 unit</p> <p>2 unit</p> <p>2 unit</p> <p>2 unit</p> <p>8 unit</p>                             |
|  | <p>Sub-scope 2.4</p> <p>Service for;</p> <p>1) planning layout,</p> <p>2) assemble and dismantle</p>   | <p><b><u>ELECTRICITY &amp; POWER SUPPLY</u></b></p> <ul style="list-style-type: none"> <li>- Genset with sufficient capacity to accommodate electricity supply required</li> <li>- 1 genset for 24hrs operation</li> </ul>  | <p>1LS</p> <p>1 LS</p>  |

|  |  |   |  |
|--|--|---|--|
|  |  | <ul style="list-style-type: none"> <li>- Sufficient diesel supply, including assembling and dismantling day</li> <li>- Sufficient DB Box</li> <li>- Sufficient Cable Ramp</li> <li>- Barricade with Branding Printing Traupauline (to cover the genset area)</li> <li>- Technician on standby</li> </ul>  | <p>LS</p> <p>LS</p> <p>LS</p> <p>LS</p> <p>LS</p>  |
|  | Sub-scope 2.5:<br>Service for others supply: | <p><b><u>OTHERS</u></b></p> <p>Small mineral water</p> <p>End-to-end cleaning / waste management service</p> <p>Water supply service</p> <p><b>Sufficient Ramp</b></p> <p>Ambulans</p> <p>RELA (5-days)</p> <p>Photographer &amp; Videographer (Highlight - 3 days)</p> <p>Sandwichman (3 days)</p> <p>Registration QR printing (for sandwichman)</p> <p>Volunteer</p> <p>Portable VIP toilet</p> | <p>10 boxes</p> <p>1 LS</p> <p>1 LS</p> <p>1 LS</p> <p>1 LS</p> <p>LS</p> <p>1 pax</p> <p>4 pax</p> <p>4 unit</p> <p>4 pax</p> <p>1 unit</p> |

**3. QUALIFIED SERVICE PROVIDERS**

Service provider must be able to deliver the scope of works as appended above, with credible and sound experience, including sufficient industry and/or professional experience in event management, and the provision of other relevant services as needed.

The appointed service provider must be;

1. Be registered with the relevant authorities (e.g., SSM) and own valid business licenses and relevant certifications,
2. Proven track record in managing large scale events (government or corporate), exhibitions, or trade showcases (minimum of 3 years). Having previous experience with government agencies is an advantage.

3. Have a comprehensive understanding of event planning, logistics coordination, venue setup, vendor management, and crowd control,
4. Demonstrated capacity to manage multi stakeholder coordination, including VIPs, exhibitors, and public attendees,
5. In-house or partnered capability for assembling service, staging, multimedia, and digital support,
6. Provides a strategy for maximizing exposure for SDSI entrepreneurs and regional representations,
7. Dedicated and qualified project team with key personnel identified (Project Manager, Logistics Coordinator, Creative Lead, etc.),
8. Provide detailed quotation and budget breakdown with justifications and can provide a clear project timeline with milestones and deliverables,
9. Demonstrated understanding of the SDSI initiatives and its role in local economic development,
10. Possess sensitivity to regional diversity and the unique identity of each participation state/territory.

#### **4. COPYRIGHT OF PRODUCTS AND/OR DELIVERABLES**

The appointed service provider shall acknowledge and agree that any design/deliverables created for this RFP shall be considered as a “work made for hire” and all rights to the said design/deliverables shall belong exclusively to INSKEN.

The appointed service provider shall be prohibited from disseminating all data and/or deliverables developed and funded under this programme to other parties without prior written consent of INSKEN.

#### **5. TIMELINE**

The Request for Proposal (RFP) process will be conducted as per the schedule below:

**INSTITUT KEUSAHAWANAN NEGARA BERHAD**

Request for Proposal (RFP): Service Provider / Vendor for Karnival  
Hebatkan Perniagaan Malaysia (HPM) 2026 X Showcase Satu  
Daerah Satu Industri (SDSI) 2026 @ Melaka



| No. | Activity                                | Date                   |
|-----|---|------------------------|
| 1   | Issuance of RFP document                | 3 June 2026            |
| 2   | Deadline to register for RFP briefing   | 5 June 2026 (3.30 pm)  |
| 3   | Briefing on RFP document (online)       | 8 June 2026 (10.30 am) |
| 4   | Deadline for submission of proposal (s) | 9 June 2026 (10.30 am) |
| 5   | Selection of Service Providers (s)      | 9 June 2026 (5.30 pm)  |
| 6   | Proposal Pitching (online)              | 10 or 11 June 2026     |
| 7   | Appointment of Service Providers (s)    | 11 or 12 June 2026     |
| 8   | Professional work commences             | 12 June 2026           |

Should the service provider not receive any response from INSKEN within three (3) months from the submission date, the application is deemed unsuccessful. INSKEN, however reserve to hold the submitted proposal for reference purposes.

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## **6. CONTENT OF THE PROPOSALS**

All proposals must include the following information:

|        |   |
|--------|---|
| Part A | Company profile & credentials, Supervisor/Team Leader (s) & team members' profiles.<br>(Please limit maximum of <b>2 pages</b> )  |
| Part B | Proposed Programme Plan, Tools, Implementation, Timeline, Milestones & Deliverables.<br>(Please limit maximum of <b>4 pages</b> )                                       |
| Part C | Costing breakdown by components covering each activity. The costing shall include taxes, duties, levies to be charged, etc.<br>(Please limit maximum of <b>2 page</b> ) |

### **Total Maximum page for RFP: 8 pages ONLY**

Note: Service Provider(s) are requested to refer to the "Sample of Proposal" to be submitted to INSKEN.

Based on the above requirement, kindly submit your proposals to Institut Keusahawanan Negera (INSKEN) **before or by 10.30 am, 9<sup>th</sup> June 2026**. Please submit your proposal using the provided template and email to [rfp@insken.gov.my](mailto:rfp@insken.gov.my) with the header as follows:

- **RFP2026/ID/KARNIVALHPM/MELAKA**

Should you have any further clarification regarding this RFP do not hesitate to contact Encik Allan (012-3678953) or Encik Fauzan (011-33794307) for further information.

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## **7. REVIEW AND SELECTION**

The selection panel will review the proposals based on the following criteria:

| <b>No.</b>   | <b>Criteria</b>  | <b>Percentage</b> |
|--------------|--|-------------------|
| 1            | <b>Organisational Information</b><br>Experience and testimonials of the company, background, and capacity/capability of taking up similar projects, able to provide maintenance and support                        | 20%               |
| 2            | <b>Proposed Program Implementation</b><br>Detailed planning on the approaches and implementation plans, timeline, milestones & deliverables. Able to complete expected deliverables based on the timeline set out. | 60%               |
| 3            | <b>Budget</b><br>Detailed cost information to support the proposed programmes. To include all matters including logistics such as accommodations, flight ticket, and/or transportation                             | 20%               |
| <b>TOTAL</b> |  | <b>100%</b>       |

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

## **8. ADMINISTRATIVE MATTERS**

All proposals must include the following information:

For any interested service provider, please register to attend the briefing session via email to [rfp@insken.gov.my](mailto:rfp@insken.gov.my) **before 3.30 pm, 5<sup>th</sup> June 2026**. Please state your **name, company, phone number and mention your interest to attend the briefing session**.

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.

**END OF DOCUMENT**