



Request for Information (RFI)

**Peneraju Profesional Programme
Peneraju Skil Programme
Peneraju Skil Iltizam Programme**

Issuer:

**Yayasan Peneraju Pendidikan Bumiputera
Level 15-1, Mercu UEM, Jalan Stesen Sentral 5,
KL Sentral, 50470 Kuala Lumpur**

OPENING DATE	: 12 APRIL 2018
PARTICIPATION CLOSING DATE	: 24 APRIL 2018
BRIEFING DATE & TIME	: NOT APPLICABLE
PROPOSAL SUBMISSION CLOSING DATE & TIME	: 26 APRIL 2018, 12.00PM

Important notice:

1. Interested parties are required to confirm participation by registering at the link below:
<https://docs.google.com/forms/d/e/1FAIpQLScBv7DFy9dsfbIt0FSncXZdB1AaipO0gt3flc9r7MbPzYreRg/viewform>



SECTION A - RFI Information

1. Introduction

1.1 Yayasan Peneraju Pendidikan Bumiputera (hereinafter referred to as “**Yayasan Peneraju**”) is inviting qualified and competent parties (hereinafter referred to as “**Vendor**”) to participate in ‘Request for Information’ (RFI) exercise for Peneraju Profesional, Peneraju Skil and Peneraju Skil Iltizam programmes with the following objectives:

1.1.1 Solicit information from interested parties on any industry recognized certification programme(s) offered by training institutions. The certification(s) presented should meet the criteria and requirements as set out in ‘Section B’ of this document.

1.1.2 Shortlist vendors to participate in Request for Proposal (RFP)

1.2 This RFI document is to assist Vendors in obtaining a clear understanding of Yayasan Peneraju’s requirements together with Yayasan Peneraju’s expectations and requirements for such arrangements and provision in the future. Yayasan Peneraju may add to or remove any of its requirements from this RFI.

1.3 Vendors are advised to read this document thoroughly and follow the instructions carefully before submitting their proposal.

1.4 Yayasan Peneraju may add or remove any of its requirements from this RFI.

2. Disclaimer

Yayasan Peneraju will analyze the completed RFI and plan to invite potential vendors to submit a more comprehensive Proposal for Request for Proposal (RFP) process. No undertaking, representation or warranty is made by Yayasan Peneraju however that any vendor(s) will be invited to submit such a Proposal or that any vendor(s) will be awarded any contract as a result of their participation in this process or otherwise, all of which shall be at the sole discretion of Yayasan Peneraju. Please do not include any confidential information or intellectual propriety of your company or of a third party in



your response to this RFI as Yayasan Peneraju reserves the right to use any information submitted as if it were in the public domain.

3. About Yayasan Peneraju Pendidikan Bumiputera

Yayasan Peneraju Pendidikan Bumiputera (Yayasan Peneraju) is one of the initiatives under the Bumiputera Roadmap launched by the government to strengthen the capacity of Bumiputera in the global market. Yayasan Peneraju Pendidikan Bumiputera's objective is to ensure that the capabilities and expertise of Bumiputera will continue to develop at the competitive global level.

The foundation aims to provide an avenue of growth and opportunity to all levels of academic and vocational achievement with the following mandates:

- a. Increasing quality, quantity and relevance of Bumiputera talents to participate in the high-income economy of Malaysia
- b. Facilitate implementation of interventions in Education and Capacity Development as per 'Hala Tuju Transformasi Ekonomi Bumiputera'
- c. Optimal management of contributions through complementarity, collaboration and leveraging on partners within existing infrastructure

Over the years, Yayasan Peneraju has and will run a series of programmes intended to improve the state of education for Bumiputera and upskill the current Bumiputera workforce. With this in mind, Yayasan Peneraju will continuously seek to work with reliable partners to provide the necessary services to achieve the desired outcome.

4. General Conditions

- 4.1 The Vendor shall respond to the RFI on the basis that the Vendor is deemed to have examined and understood the entire content of the RFI. The Vendor shall also be deemed to have accepted and is bound by the terms and conditions specified in this RFI.
- 4.2 This RFI is not and should not be taken as intent to purchase goods or services. Rather, Yayasan Peneraju accepts no liability for time, property or material costs



expended in the provision of a quotation. Yayasan Peneraju reserves the right to request its vendors to comply with its terms and conditions.

- 4.3 Yayasan Peneraju may, at its sole discretion, reject any or all proposal and quotation without further discussion and/ or reject an RFI of any party who has been delinquent or unfaithful in any former contract with Yayasan Peneraju.

5. Confirmation of Participation

- 5.1 All interested vendors/parties are required to confirm participation by registering at the link below, latest by 24 April 2018:
<https://docs.google.com/forms/d/e/1FAIpQLScBv7DFy9dsfblt0FSncXZdB1AiipO0gt3flc9r7MbPzYreRg/viewform>
- 5.2 Confirmation of participation is compulsory.

6. Vendor Registration

- 6.1. The RFI is open only to vendors who are registered with Yayasan Peneraju. Unregistered vendors are required to submit registration application with complete details and documentations prior to proposal submission.
- 6.2. Vendor registration form can be download from Yayasan Peneraju's website.
- 6.3. Proposal submission by unregistered vendors will not be considered.

7. Response Instruction

- 7.1. In order to minimize the amount of preparation at this stage, we do not require a comprehensive proposal to be prepared, other than completion of the attached questionnaire (Appendix 1).
- 7.2. Vendors are required to include a maximum THREE (3) PAGES executive summary about the company, programme to be proposed and the certification(s) presented, along with the completed questionnaire.
- 7.3. Vendors are allowed to submit RFI proposal for multiple programmes. Each proposal must be submitted in a separate set in an individual envelope.



8. Commitments to the Response

- 8.1 The response to this RFI must be signed by a person in the Vendor's organization with authority to commit to all information specified.
- 8.2 Details of that person's position within Vendor's organization must be provided.

9. Confidentiality and Publicity

- 9.1 This RFI document is strictly confidential. The information contained in this RFI document shall not be disclosed directly or indirectly to any other party.
- 9.2 This RFI documents and its contents are confidential and shall remain at all times as property of Yayasan Peneraju. The vendor is only allowed to disclose relevant parts of the RFI to partners and/ or sub-vendors strictly on a need-to-know basis for the sole purpose of preparing a response to this RFI. Distribution or sharing of this RFI by Vendor with any other parties without written consent by Yayasan Peneraju shall result in immediate disqualification without any further notice.
- 9.3 Participating Vendors are not allowed to furnish any information, make statements or issue any documents or other written or printed materials concerning the acceptance of the RFI for publication in any media without the prior approval of Yayasan Peneraju.
- 9.4 The information and documents provided by the Vendor will be treated as strictly confidential.

10. Preparation Cost

- 10.1 The vendor will assume all responsibilities and costs incurred in providing a response to this RFI and for providing any additional information required by Yayasan Peneraju to facilitate the evaluation process and the RFI process generally.
- 10.2 The vendor will also assume all costs incurred during the process of the RFI preparation and include but not limited to contract development and negotiation.



11. Evaluation of Proposal

- 11.1. The interpretation of the contents of the proposal by Yayasan Peneraju shall be final. The submitted RFI proposal shall be used for the evaluation and selection for RFP process.
- 11.2. Yayasan Peneraju is not obliged to accept a proposal in its entirety and may, at its absolute discretion, accept only parts of a proposal.
- 11.3. If the Vendor did not receive any feedback from Yayasan Peneraju's after **30 days** after submission, the submission shall be considered as not successful.
- 11.4. Yayasan Peneraju is not obliged to give any reason for non-acceptance and rejection of any proposal.

12. Submission Instructions

- 12.1 All documents must be submitted in A4 Page format. Documents and attachment which required a signature must be signed and stamped with company official stamp.
- 12.2 The proposal and questionnaire shall be duly completed, signed and enclosed together in a fully sealed envelope with the label. Please use the enclosed envelope label. Please submit at the following address not later than 26 April 2018, 12.00 pm.

**Yayasan Peneraju Pendidikan Bumiputera
Level 15-1, Mercu UEM, Jalan Stesen Sentral 5
KL Sentral, 50470, Kuala Lumpur
(Attention: Procurement Department)**

- 12.3 The submission must be in the form of 1 (one) hardcopy document and 1 (one) softcopy (at least in Microsoft Word) in CD media. Both hardcopy and softcopy must be submitted in a sealed envelope.



13. Point of Reference

13.1 All questions with regard to this RFI should be directed to the following contact persons:

Name : Mohd Fairul Ahmad/ Nur Liana Jaafar

Department : Procurement Department

E-mail : procurement@yayasanpeneraju.com.my

13.2 Vendors are prohibited to make any direct and indirect contact with any personnel within Yayasan Peneraju with regards to this RFI until its completion. Any vendors shall be immediately disqualified without further discussion and notification if found for the violation.



SECTION B – Programme Criteria and Requirements

1. Peneraju Programme Overview

1.1 Yayasan Peneraju's Intervention Programmes are intended to provide career advancement opportunities through industry-relevant certification training. As there are several initiatives that have been implemented to address the issue, this programme must therefore be designed to **fill the gaps** of existing initiatives and/or to **focus on niche areas** which have yet to be offered by any other agencies.

1.2 Yayasan Peneraju's objective in introducing our Intervention Programmes are as follow:

1.2.1 To address the current shortage of skilled/certified talents in the industry and to widen the pool of qualified Bumiputera talents, in various job areas of the above-mentioned sectors;

1.2.2 To provide opportunities to Bumiputera talents who are either employed in the above-mentioned sectors or are interested to be part of the selected sectors' workforce, relevant certification training that will enhance their capabilities and specialize in a particular job area;

1.2.3 To offer industry-relevant skill/competency that will assist them to secure employment in high demand, high-value industries;

1.2.4 To increase the awareness of the opportunities that are available and the career potential in the selected high demand, high-value industries.

2. Peneraju Profesional Programme

2.1 Programme Requirement

Any high demand, high-income sector, and critical sectors

2.2 Target Group

- a. Age up to 40 years old
- b. Unemployed individuals and wish to obtain professional qualifications
- c. Existing workforce in the mentioned industries and wish to obtain professional qualifications



2.3 Certifications/Outcome

- a. Relevant to industry requirements
- b. Internationally and/ or industry-recognized certification
- c. Full-time employment with a minimum salary of RM6,000 within one (1) year of placement in the industry

3. Peneraju Skil Programme

3.1 Programme Requirement

Any high demand, high-income sector, and critical sectors

3.2 Target Group

- a. Minimum requirements of either SPM or any related skill certificate
- b. Age up to 40 years old
- c. An unemployed/existing workforce with basic skills and wish to upskill

3.3 Certification/Outcome

- a. Relevant to industry requirements
- b. Internationally and/ or industry-recognized certification
- c. Full-time employment with a minimum salary of RM3,800 within one (1) year of placement in the industry

4. Peneraju Skil Iltizam Programme

4.1 Programme Requirement

Any high demand, high-income sector, and critical sectors

4.2 Target Group

- a. School/college dropout who are not academically inclined but have interest and are motivated to succeed
- b. Able to write and read, age range between 17-23 years old

4.3 Certification/Outcome

- a. Relevant to industry requirements
- b. Internationally and/ or industry-recognized certification
- c. Full-time employment with a minimum salary of RM1,500 within one (1) year of placement in the industry



SECTION C – Label for Submission Envelope

ENVELOPE LABEL FOR PROPOSAL SUBMISSION (to be placed at the front of the envelope)

Instruction: Kindly fill-up the information on this label (**highlighted in RED**) and paste it at the front of the proposal envelope.

RFQ Code	:	RFI/DE/03/04-2018
Company Name	:	Vendor to fill in
Thrust	:	Skil Iltizam/ Skil/ Profesional (Please select)
Proposed (Title)	:	Vendor to fill in
Date of Submission	:	Vendor to fill in



SECTION D – Instruction to Vendors

1. Instruction to registered vendors

- Step 1:** Download tender/quotation document from the link given on the website.
- Step 2:** Confirm your participation for the particular tender/quotation by submitting participation confirmation form before the due date. The form link can be found in the Section A item no. 5.
- Step 3:** Attend mandatory briefing session, if any. Please check the briefing schedule on the front page.
- Step 4:** Submit proposal before the due date. Please check the submission due date on the front page.

2. Instruction to unregistered vendors

- Step 1:** Download tender/quotation document from the link given on the website
- Step 2:** Confirm your participation in the particular tender/quotation by submitting participation confirmation form before the due date. The form link can be found in the Section A item no. 5.
- Step 3:** Unregistered vendor must submit vendor registration form for application.
- i. Download vendor registration form in Yayasan Peneraju's website.
 - ii. Submit softcopy vendor registration form and all required documents through email prior to submission of the proposal. Please refer to Section A, item no. 6.
 - iii. Please email to procurement@yayasanpeneraju.com.my
- Step 4:** Attend mandatory briefing session, if any. Please check the briefing schedule on the front page.
- Step 5:** Submit proposal before the due date. Please check the submission due date on the front page.



SECTION E – Acknowledgement & Acceptance

RFI Title : Request for Information (RFI) for Pengeraju Profesional,
Pengeraju Skil and Pengeraju Skil Iltizam

RFI Ref. Code : RFI/DE/03/04-2018

We are fully acknowledged, understand and accept the terms and conditions as stipulated in this RFI document.

Signature:

Official stamp:

Name:

Company Name:

Designation:

Contact number:

Date:

IMPORTANT NOTICE:

Please submit this document together with your RFI proposal.