



Request for Quotation (RFQ) (RFQ/DE/02/04-2018)

English Preparatory Programme for Tunas Potensi 2018

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	: 17 APRIL 2018
BRIEFING DATE & TIME	: 19 APRIL 2018, 10.00AM
PROPOSAL SUBMISSION CLOSING DATE & TIME	: 25 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/1FAIpQLSckqTb4Yw5A4232TlzXyzoFDzjPSjaarVTNmtN9O0TBapjbMg/viewform>
2. The briefing session is **MANDATORY**.



SECTION A – RFQ 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 Quotation’ (RFQ) exercise for English Preparatory Programme for Tunas Potensi 2018.
- 1.2 This RFQ 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 RFQ.
- 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 RFQ.

2. Disclaimer

Yayasan Peneraju will analyze the completed RFQ and plan to invite potential vendors to participate in the next stage of RFQ process, if any. 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.

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 RFQ on the basis that the vendor is deemed to have examined and understood the entire content of the RFQ. The vendor shall also be deemed to have accepted and is bound by the terms and conditions specified in this RFQ. Any limitations of responsibilities that the vendor wishes to negotiate should be clearly stated.
- 4.2 The vendor must ensure that prices quoted in the quotation which includes, but is not limited to, itemized costing and total cost, are true, accurate and complete before submission.
- 4.3 All prices quoted must be in Ringgit Malaysia (RM), which is inclusive of all applicable service tax, withholding tax and other Malaysian government taxes to be incurred and payable by Yayasan Peneraju under the law;
- 4.4 The prices quoted shall not be subject to any fluctuations of RM due to any reasons, and shall be applicable throughout the RFQ process and in the proposed Agreement to be entered into between Yayasan Peneraju and the Vendor, if the vendor's proposal is selected; and
- 4.5 The Vendor shall be solely responsible for any omissions or errors on prices quoted to Yayasan Peneraju and shall have no right to impose any additional costs, make



a claim or request on any grounds for the rectification and reconsideration of the prices quoted. Yayasan Peneraju will not entertain any request from any vendor for any variation of prices or submission of additional quotes for items erroneously omitted in the original submission of a proposal on any grounds including oversight, lack of knowledge, etc.

- 4.6 Upon award of the contract of services to the successful Vendor, the price quoted by the vendor or subsequently agreed to by Yayasan Peneraju and the vendor will be fixed throughout the agreed implementation period unless otherwise specified in the contract.
- 4.7 The vendor must be prepared to respond to any clarifications on the proposal and provide additional information, past completed projects which relevant to this RFQ.
- 4.8 The vendor is required to attend a mandatory RFQ briefing if any. Please find the briefing schedule on the cover page of this document.

5. Confirmation of Participation

- 5.1 All interested vendors/parties are required to confirm participation by registering at the link below latest by 17 April 2018:
https://docs.google.com/forms/d/e/1FAIpQLSckqTb4Yw5A4232TlzXyzoFDzjPSjaa_rVTNmtN9O0TBapjbMg/viewform
- 5.2 Confirmation of participation is compulsory.

6. Vendor Registration

- 6.1 The RFQ 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. Contractual Arrangement

- 7.1 The RFQ document 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.
- 7.2 Yayasan Peneraju may, at its sole discretion, reject any or all proposal and quotation without further discussion and/ or reject an RFQ of any party who has been blacklisted by Yayasan Peneraju.
- 7.3 The selected vendor is not allowed to outsource or assign the study to any other party without the written consent by Yayasan Peneraju. Yayasan Peneraju reserves the right to reappoint another vendor should this rule be breached.

8. Commitments to the Response

- 8.1 The response to this RFQ 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 RFQ document is strictly confidential. The information contained in this RFQ document shall not be disclosed directly or indirectly to any other party.
- 9.2. This RFQ 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 RFQ to partners and/ or sub-vendors strictly on a need-to-know basis for the sole purpose of preparing a response to this RFQ. Distribution or sharing of this RFQ 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 RFQ for publication in any media without the prior approval from 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 RFQ and for providing any additional information required by Yayasan Peneraju to facilitate the evaluation process and the RFQ process generally.

10.2 The vendor will also assume all costs incurred during the process of the RFQ preparation and include but not limited to contract development and negotiation.

11. Quote Price Validity

The period of validity of prices, terms and conditions must be specified and should remain valid for a minimum period of 90 days.

12. Evaluation of Proposal and Quote Prices

12.1. The interpretation of the contents of the proposal and quotations by Yayasan Peneraju shall be final.

12.2. The evaluation of the proposal shall be based on, but not limited to, the following factors:

12.2.1. The Vendor's capability and credibility based on, among others, the expertise and qualifications of staff, performance track records, and internal quality assurance process;

12.2.2. Proven services methodology and approach;

12.2.3. The financial standing of the vendor;

12.2.4. Detailed costs; and

12.2.5. Other value-added services offered by the vendor.

12.3 Yayasan Peneraju does not bind itself to accept the lowest proposal or any proposal that is submitted.

12.4 Yayasan Peneraju is not obliged to accept a proposal in its entirety and may, at its absolute discretion, accept only parts of a proposal.



- 12.5 If the Vendor did not receive any feedback from Yayasan Peneraju's after **90** days after submission closing date, the submission shall be considered as not successful.
- 12.6 Yayasan Peneraju is not obliged to give any reason for non-acceptance and rejection of any proposal.

13. Submission Instructions

- 13.1 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.
- 13.2 The proposal and quotation 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 25 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)**
- 13.3 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.

14. Point of Reference

- 14.1 All questions with regard to this RFQ should be directed to the following contact persons:
- Name : Mohd Fairul Ahmad/ Nur Liana Jaafar
Department : Procurement Department
E-mail : procurement@yayasanpeneraju.com.my
- 14.2 Vendors are prohibited to make any direct and indirect contact with any personnel within Yayasan Peneraju with regards to this RFQ until its completion for the award. Any vendors shall be immediately disqualified without further discussion and notification if found for the violation.



SECTION B – Programme Criteria and Requirements

1. English Preparatory Programme for Tunas Potensi 2018

- 1.1 The **Peneraju Tunas** is a programme designed to provide post UPSR and SPM students from low-income households and challenging backgrounds access to secondary/ tertiary education and personal development support. The objectives of this programme are to enable the personal transformation of these candidates to become excellent and holistic individuals through an integrated and systematic journey of academic training and competency building.
- 1.2 **Tunas Potensi** is a programme under the Peneraju Tunas Thrust. This programme is targeted towards **SPM leavers with a minimum result of 5As, STPM leavers with a minimum result of 2As and Matriculation/degree students with CGPA of 3.0**. Yayasan Peneraju funds the scholars' tertiary education at public universities and private universities locally and abroad. During their journey with us, the scholars will undergo Nurture and Develop Programme (NDP) to equip them with the knowledge and soft skills required for them to undergo their tertiary education and subsequently, prepare them for employment.
- 1.3 The English Preparatory programme is part of the NDP carried out by Yayasan Peneraju for the scholars before they enter the various universities.
- 1.4 The English Preparatory Programme is a programme designed to improve the English language proficiency of Yayasan Peneraju scholars to a level equivalent to IELTS 5.0 or MUET 4.0 (depending on the requirement set by universities). This is to ensure the scholars are able to cope with the level of English at pre-University and degree levels. The **Tunas Potensi** programme aims at ensuring that scholars achieve a minimum **GPA of 3.0** every semester and **minimum CGPA of 3.0** upon graduation.



1.5 An Assessment tool to test the Reading, Writing, Speaking and Listening abilities of the scholars will be administered to determine their level of English proficiency for all four (4) components. Based on the assessment results, scholars will be placed according to their English competency level and to follow through a structured English programme that will prepare them for university education.

2. The scope of Services - General Requirements

- i. Estimated number of student is 500pax
- ii. The quotation is to be submitted for the following scope of work:

Key components	Minimum features
Assessment	To provide details on:- <ol style="list-style-type: none">a) Method of assessment to determine the level of English proficiency of scholars. Assessment should be benchmarked against one of the internationally recognized English language testing systems.b) Duration of assessment (hours/days).
English Preparatory Programme	Based on the assessment, scholars will follow the design of the module to enhance their English proficiency. The programme should be aligned to an international standard such as the Common European Framework Reference for Languages (CEFR). Details of the programme should include:- <ol style="list-style-type: none">a) Number of levels availableb) Modules covered in each levelc) Methods of deliveryd) Contact hours and duration of each levele) Assessment methods and grading systemf) Fees for each level
Intake and Duration	Contact hours should be at least 4 hours a day for 5 days. Minimum of 4 weeks. 1 st intake = June for scholars to enroll into universities in July 2 nd intake = July for scholars to enroll in universities in Aug/ Sept 3 rd intake = Aug for scholars to enroll in universities in Sept/Oct/Nov



Key components	Minimum features
Value-added modules	The vendor may propose other related modules on the academic preparation that may benefit scholars such as study skills, research, and problem solving skills, etc.
Reports	Reports should include:- a) Results of assessment and proposed level for each scholar b) Report on the academic performance of students throughout the programme
Accommodation	Accommodation must be provided to all scholars for the entire duration of the English Preparatory Programme. Details on accommodation should include:- a) Type of accommodation available b) Fees per person per month



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	:	RFQ/DE/02/04-2018
Company Name	:	Vendor to fill in
Thrust	:	Tunas
Proposed (Title)	:	English Preparatory Programme for Tunas Potensi 2018
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

RFQ Title : English Preparatory Programme for Tunas Potensi 2018
RFQ Ref. Code : RFQ/DE/02/04-2018

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

Signature:

Official stamp:

Name:

Company Name:

Designation:

Contact number:

Date:

IMPORTANT NOTICE:

Please submit this document together with your RFQ proposal.