



Request for Proposal (RFP)

Peneraju Tunas Azam 2019

RFP/OT/01/01-2019

Issuer:

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

OPENING DATE	:	02 JANUARY 2019
BRIEFING DATE & TIME	:	TBA
SUBMISSION CLOSING DATE & TIME	:	31 JANUARY 2019, 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/1FAIpQLSdHSJDyUsR6D9K_gdHP9r5LD_M-aNYKi_js8oQqcb4VTI2Y9A/viewform



SECTION A - RFP 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 Proposal’ (RFP) exercise for Peneraju Tunas Azam that should meet the criteria and requirements as set out in ‘Section B’ of this document.
- 1.2 This RFP 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 RFP
- 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 RFP

2. Disclaimer

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 RFP 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 RFP. The Vendor shall also be deemed to have accepted and is bound by the terms and conditions specified in this RFP.
- 4.2 This RFP 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 RFP 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 before 17th January 2019.
https://docs.google.com/forms/d/e/1FAIpQLSdHSJDyUsR6D9K_gdHP9r5LD_M-aNYKi_js8oQqcb4VTI2Y9A/viewform
- 5.2 Confirmation of participation is **COMPULSORY**. Only registered vendors will be invited for a **MANDATORY** RFP briefing session which will be schedule later.
- 5.3 Proposal receive from unregister vendors and vendors who did attend the mandatory briefing session will not be considered for evaluation.

6. Commitments to the Response

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

7. Confidentiality and Publicity

- 7.1 This RFP document is strictly confidential. The information contained in this RFP document shall not be disclosed directly or indirectly to any other party.
- 7.2 This RFP 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 RFP to partners and/ or sub-vendors strictly on a need-to-know basis for the sole purpose of preparing a response to this RFP. Distribution or sharing of this RFP by Vendor with any other parties without written consent by Yayasan Peneraju shall result in immediate disqualification without any further notice.
- 7.3 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 RFP for publication in any media without the prior approval of Yayasan Peneraju.
- 7.4 The information and documents provided by the Vendor will be treated as strictly confidential.



8. Preparation Cost

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

9. Evaluation of Proposal

- 9.1 The interpretation of the contents of the proposal by Yayasan Peneraju shall be final. The submitted RFP proposal shall be used for the evaluation and selection for RFP process.
- 9.2 Yayasan Peneraju is not obliged to accept a proposal in its entirety and may, at its absolute discretion, accept only parts of a proposal.
- 9.3 If the Vendor did not receive any feedback from Yayasan Peneraju's after **60 days** after submission deadline, the submission shall be considered as not successful.
- 9.4 Yayasan Peneraju is not obliged to give any reason for non-acceptance and rejection of any proposal.
- 9.5 Vendors are prohibited to make any direct and indirect contact with any personnel within Yayasan Peneraju with regards to this RFP 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. Scope of Services and Requirements

1.1 Introduction

Peneraju Tunas Azam is a programme designed to provide academic support and personal development to post UPSR students from challenging backgrounds who are residing at residential hostel or orphanage home. Objective of this programme is to provide students with knowledge, competencies, skills and values for them to complete their secondary education and prepare them for tertiary or vocational education or employment.

1.2 Scope of Services

Vendors are required to submit a comprehensive proposal with the following minimum conditions and requirements:

Key components	Minimum features
Student Academic Assistance Programme	<ul style="list-style-type: none">• Provide academic assistance to lower secondary students in Mathematics, English and Science subjects and to upper secondary students in Mathematics, English and Sejarah subjects.• Conduct assessments to measure progress of students.• Monitor students' academic progress and performance.
Nurture and Develop Programme	<ul style="list-style-type: none">• Conduct profiling assessment.• Identify modules to be delivered (based on Yayasan's NDP customized modules).• Deliver modules based on blended learning.• Conduct pre and post assessments on delivered modules to measure progress of students.
Administrative and Management of Programme	<ul style="list-style-type: none">• Planning of Student Academic Assistance Programme and Nurture and Develop Programme – dates, timetable and resources.• Provide sufficient resources to conduct the Programmes.• Coordinate and facilitate scholars' attendance.• Report on progress and achievement of students• Analyze and recommend methods to improve performance of students and programme.



1.3 Vendor Qualification and Requirement

The assigned vendor will need to have a minimum of 3 to 5 years' experience of delivering soft skills and behavioral based learning training programmes; competent in both Bahasa Melayu and English Language; have experience with the targeted group age and educational level and has coaching and counselling experience.

2. Proposal Preparation Instructions

2.1 Technical Proposal

Section 1: Executive Summary

This section shall include:

- The background of the Vendor's proposal, including the proposed methodology and analysis of the project in response to the RFP and how it complies with the programme objectives and specifications.
- Relevant details about the Vendor. Please fill in the **Appendix 1** form.

Section 2: Proposal

This section should clearly list down in detail the proposed conduct of the programme covering all aspects of the requirements and scope as required in **Section B**.

The proposal should also highlight potential limitations and weaknesses of the proposed techniques and approach (if any) and suggestions to overcome the limitations. This section should also include information pertaining to the Vendor's internal quality assurance process and framework.

Section 3: Expertise of Staff

For this section, please list down all the key personnel who will be working on the project.

Information required includes the following

- name;
- academic qualification;
- current job;
- Part time/full time;



- work experience;
- project team role; and
- other supporting information.

Section 4: Past Projects Experience

In this section, please indicate the number of years of experience in developing and conducting similar projects. This section should also include a list of completed/ on-going projects in the past 5 years.

No.	Client's Name	Client's Contact Details (Name/ e-mail/ tel. no.)	Projects Scope/ Purpose	Contract Worth (RM)	Period of Project

Section 5: Schedule/ Timeline for Implementation

This section will contain a detailed schedule/ timeline for the implementation with specific activities clearly listed.

Section 6: Additional Information

This will cover any additional relevant information that has not been covered in the sections mentioned above.

2.2 Financial Proposal

The Vendor must ensure that prices quoted in the tender which includes, but is not limited to, itemised costing and total cost, are true, accurate and complete before submitting the price quotation by using Appendix 2 template.

The Vendor shall be solely responsible for any omissions or errors on prices quoted 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 proposal on any grounds including oversight, lack of knowledge, etc.

Quotation

- a. Quote prices shall cover all the scope of services as stated in Section B
- b. The quote prices must be quoted in Ringgit Malaysia (RM)
- c. All quoted prices shall be inclusive of applicable duties and taxes
- d. This is a fixed price project and out of pocket expenses are to be borne by Vendor, unless specified by Yayasan Peneraju in writing
- e. The Quotation Form must be signed and stamp with official stamp. The quotation will be rejected if it does not carry signature and stamp



SECTION C – Submission Instruction

1. Proposal Submission Instructions

- 1.1 All documents must be submitted in A4 Page format. Documents and attachment which required signature must be signed and stamped with company official stamp.
- 1.2 The technical proposal and financial proposal shall be duly completed, signed and enclosed in a separate fully sealed envelope with label. Please use the enclosed envelope label.

Please submit at the following address not later than 31 January 2019, 12.00 pm.

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

- 1.3 The submission must be in the form of **1 (one) hardcopy document** and **1 (one) softcopy (at least in Microsoft Word/PDF) in CD media or pen-drive** (Please ensure the pen-drive is virus free). Both hardcopy and softcopy must be submitted in a fully sealed envelope.
- 1.4 Proposals submitted by respective Vendors must include the necessary mandatory supporting documents, technical proposal, timeline for implementation and proposed fees/costing (in a separate sealed envelope as indicated in Section B).
- 1.5 Short-listed applicants will be invited to present their proposals for evaluation and selection purposes.
- 1.6 Non-compliance or submission by any other means other than that stipulated above will not be entertained nor considered. Yayasan Peneraju reserves the right to accept or reject subsequent revised submissions by participating Vendors provided that such subsequent submission(s) shall be received before the expiry of the closing date for submission of proposals.
- 1.7 The Vendor shall promptly comply with any request made for additional information, for clarification purposes, after the closing date of this proposal.

**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.

TECHNICAL PROPOSAL

RFP Code	:	RFP/OT/01/01-2019
Company Name	:	Vendor to fill in
Thrust	:	Peneraju Tunas
Proposed (Title)	:	Tunas Azam 2019
Date of Submission	:	Vendor to fill in

FINANCIAL PROPOSAL

RFP Code	:	RFP/OT/01/01-2019
Company Name	:	Vendor to fill in
Thrust	:	Peneraju Tunas
Proposed (Title)	:	Tunas Azam 2019
Date of Submission	:	Vendor to fill in



Acknowledgement & Acceptance

Please include this page inside RFP technical proposal envelope.

RFP Title : Peneraju Tunas Azam 2019

RFP Ref. Code : RFP/OT/01/01-2019

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

Signature:

Official stamp:

Name:

Designation:

Contact number:

Date:

Company Name: