



Request for Proposal (RFP)

Outsourcing of Administration Task for Yayasan Peneraju Programmes

RFP/OT/04/03-2019

Issuer:

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

OPENING DATE : 7 MARCH 2019
PARTICIPATION CLOSING DATE : 22 MARCH 2019, 12.00PM

Important notice:

Interested parties are required to confirm participation by registering at the link below:
[Registration for RFP Outsourcing for Administration Task](#)



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 outsourcing of administration work 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.
- 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 property 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 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’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. Increase 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 RFP 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.

[Registration for RFP Outsourcing for Administration Task](#)



- 5.2 Confirmation of participation is **COMPULSORY**. Only registered vendors will be invited for a **MANDATORY** RFP briefing session which will be scheduled later. Proposal received from unregistered vendors AND absent from this RFP briefing will not be considered for evaluation.

6. Confidentiality and Publicity

- 6.1 This RFP document is strictly confidential. The information contained in this RFP document shall not be disclosed directly or indirectly to any other party.
- 6.2 This RFP document 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.
- 6.3 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.
- 6.4 The information and documents provided by the Vendor will be treated as strictly confidential.

7. Preparation Cost

- 7.1 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.
- 7.2 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.



8. Evaluation of Proposal

- 8.1 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.
- 8.2 Yayasan Peneraju is not obliged to accept a proposal in its entirety and may, at its absolute discretion, accept only parts of a proposal.
- 8.3 If the Vendor did not receive any feedback from Yayasan Peneraju's after **60 days** after submission, the submission shall be considered as not successful.
- 8.4 Yayasan Peneraju is not obliged to give any reason for non-acceptance and rejection of any proposal.
- 8.5 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.

9 Point of Reference

All questions with regards to this RFP should be directed to the following contact persons:

Department : Procurement Department

E-mail : procurement@yayasanpeneraju.com.my

SECTION B – Criteria and Requirements

Scope of Services and Requirements

1.1 Introduction

The programmes run by Yayasan Peneraju are categorized into three main thrusts: *Peneraju Tunas*, *Peneraju Skil* and *Peneraju Profesional*, where education funding are offered to beneficiaries (scholars) to undertake either academic studies, competency-based trainings and employment, or professional qualifications. These programmes are implemented and managed by appointed Programme Partners for Yayasan Peneraju and payments to Programme Partners for all deliverables as defined within respective scope of work are based



on verified work completed. To date, Yayasan Peneraju have more than 15,000 active scholars at various stages of study/training, managed by more than 50 appointed Programme Partners. The objective of this RFP is to seek for an outsourcing partner to verify invoices issued by Yayasan Peneraju's Programme Partners against corresponding deliverables, as well as to manage and maintain records.

1.2 Scope of Services

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

Key components	Minimum features
Verification and review of invoices and related documents / deliverables	<ul style="list-style-type: none">• Verify and validate accuracy of invoices against corresponding deliverables submitted by Programme Partners, such as (but not limited to):<ol style="list-style-type: none">1. Training-related reports (e.g. scholars attendance and performance);2. Scholars registration and related payments;3. Scholars Allowance payments;4. Certifications issuance;5. Scholars Letter of Employment and monthly salary slips;6. Scholars status update
Financial Tracker	<ul style="list-style-type: none">• Manage and maintain Financial Tracker for all programmes:<ol style="list-style-type: none">1. Payment Milestones tracker;2. Individual scholar Statement of Account;3. Provisions and Accruals by Cost Centre
Produce and manage related expenses reports	<ul style="list-style-type: none">• Produce programme-related reports, such as:<ol style="list-style-type: none">1. Reports for Pledger invoicing;2. List of Beneficiaries Report for Inland Revenue Board Malaysia; or3. Other related reports to meet statutory requirements, or as required by Yayasan Peneraju stakeholders

1.3 Vendor Qualification and Requirement

The assigned vendor will need to have a minimum of 5 years' experience of delivering this type of services, especially in verifying and validating invoices, and producing relevant reports, along with updating record and tracker with 100% accuracy. The outsourcing vendor is expected to have:



- Sufficiently trained, competent and detail-oriented administrative personnel to undertake deliverables verification tasks;
- Qualified personnel with relevant accounting knowledge to manage and maintain financial records;
- Relevant technology and/or system to manage complicated data and records for reporting purposes.

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