



Request for Information (RFI)

Price Benchmarking Survey For Enterprise Resource Planning (ERP) RFI/CE/03/03-2019

Issuer:

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

OPENING DATE	: 22 MARCH 2019
SUBMISSION CLOSING DATE & TIME	: 12 APRIL 2019, 12.00PM



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:
- 1.2 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

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 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 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 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. Response Instruction

- 5.1 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).



5.2 The response of this RFI can be submitted by email the Appendix 1 form to:

procurement@yayasanpeneraju.com.my

6. Commitments to the Response

6.1 The response to this RFI must be signed by a person in the Vendor's organization with authority to commit to all information specified.

6.2 Details of that person's position within Vendor's organization must be provided.

7. Confidentiality and Publicity

7.1 This RFI document is strictly confidential. The information contained in this RFI document shall not be disclosed directly or indirectly to any other party.

7.2 This RFI 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 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.

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 RFI 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 RFI and for providing any additional information required by Yayasan Peneraju to facilitate the evaluation process and the RFI process generally.

8.2 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.



9. Evaluation of Proposal

- 9.1 The interpretation of the contents of the proposal by Yayasan Peneraju shall be final.
- 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 **30 days** after submission, 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.

10. Point of Reference

All questions with regard to this RFI should be directed to the following email:

E-mail : procurement@yayasanpeneraju.com.my



SECTION B – Programme Criteria and Requirements

1 Background

- 1.1 Yayasan Peneraju needs to replace its current systems for scholar's management, finance, human resource.
- 1.2 The current scholar management system is used internally by Yayasan Peneraju staff and programme partner (Vendor). Scholars are managed by 3 department depending on the lifecycle of the scholars (Application, Enrolments, Monitoring & Recovery). Each department has their own approvals, workflows and data criteria tracking needs.

2 Users

2.1 Estimated ERP System Users by Function

Module	Estimated Users
Human Resource	50
Finance	10
Scholar Management	50
Procurement	5
Project Management	20
Analytic & Reporting	30

3 Module

The anticipated scope for initial ERP software functionality will include the following modules and capabilities:

- 3.1 Scholar Management
 - Application
 - Enrollment
 - Programme Partner Management (Linked to Finance)
 - Loan Management inclusive of recovery (Linked to Finance)
 - Monitoring (attendance, result, works)
- 3.2 Procurement
- 3.3 Document management
- 3.4 Business Intelligence
- 3.5 Asset Management
- 3.6 Finance & Accounting
 - Common modules such as AP, AR, GL



- Custom Reporting
- 3.7 Human Resource
 - Common modules such as leave, attendance, claims, payroll
 - LMS
 - Performance Tracker
- 3.8 Customer Relationship Management (CRM)
 - Pledgers/ Donors Management
 - Donation (linked to Finance)
 - Reporting
- 3.9 Mobile Access – Please define what are the limitations
- 3.10 Report Design Tool
 - Easy design of reporting for all systems/modules.
- 3.11 Public Facing Portal
 - For applicant/public to view programme information, online application and communication.
- 3.12 Configurable Workflow Engine
 - For configuring business processes
- 3.13 Application Programming Interfaces (API)
 - Adapter development kits or similar enterprise application integration (EAI) tools to facilitate data transmission and exchanges with other systems or modules

4. Cost Schedules

Cost Schedules is a required component of the Respondent's reply and shall be submitted using the PDF format. As the project scope and timeline will be further refined in any subsequent RFP, Respondents will not be constrained in any way regarding estimated costs submitted as part of this RFI.

Yayasan Peneraju is seeking the best estimates of ERP software and implementation costs that can be obtained upon the information provided in this RFI. Yayasan Peneraju intends to view these responses to assist in validating or refining anticipated expenditures. This is an important step in the Yayasan Peneraju's plan to confirm funding for the project, and Respondents' diligence in providing the best estimation is much appreciated.



4.1 Software Costs.

In addition to the cost schedules, describe the pricing model used for the estimated cost provided in your response. Discuss the typical payment terms and the method of determining future cost adjustments on a year over year basis (e.g., general price increases, changes in user counts).

4.2 Services Costs.

Due to the significant cost of ERP implementation services and the anticipated project timeline spanning multiple fiscal years, Yayasan Peneraju would like to understand not only the total approximate cost of implementation services but also the likely distribution of those costs. In addition to the cost schedules, describe the Respondent's approach to establishing a payment schedule and typical payment terms applied during an implementation project.

4.3 Cost Assumptions.

In addition to the organizational metrics, list any other key assumptions used in the Respondent's estimated cost response.



SECTION C – Acknowledgement & Acceptance

RFI Title : Request for Information (RFI) Price Benchmarking Survey
for Enterprise Resource Planning (ERP) System

RFI Ref. Code : RFI/CE/03/03-2019

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:

IMPORTANT NOTICE:

Please submit this document together with Appendix 1.