



REQUEST FOR PROPOSAL (RFP)

Management of Administration Tasks Services for Yayasan Peneraju Programmes

Ref. No.: YPPB/RFP/OT/10/05-2019

Registration Opening Date	29th May 2019
Registration Closing Date	19th June 2019 @ 12:00 noon


Important notice:

Interested parties are required to confirm participation by registering at the link below:

[Registration of RFP Management of Administration Task](#)


Issuer:

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

	REQUEST FOR PROPOSAL (RFP)	
	TITLE	MANAGEMENT OF ADMINISTRATION TASKS SERVICES FOR YAYASAN PENERAJU PROGRAMMES
	REF.NO	YPPB/RFP/OT/10/05-2019
		PAGE 2 OF 6

SECTION A

INTRODUCTION AND BACKGROUND

	REQUEST FOR PROPOSAL (RFP)	
	TITLE	MANAGEMENT OF ADMINISTRATION TASKS SERVICES FOR YAYASAN PENERAJU PROGRAMMES
	REF.NO	YPPB/RFP/OT/10/05-2019
		PAGE 3 OF 6

SECTION A – INTRODUCTION AND BACKGROUND

1. Introduction an Background

Yayasan Peneraju Pendidikan Bumiputera (hereinafter referred to as “**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’; and
- 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.

Yayasan Peneraju have a requirement to source the management of administration tasks services for Yayasan Peneraju Programmes located at Level 15-1, Mercuri UEM, Jalan Sentral 5, Kuala Lumpur. Yayasan Peneraju is inviting qualified and competent parties (hereinafter referred to as “**Vendor**”) to participate in the Request for Proposal (“RFP”) exercise that should meet our criteria and requirements as stated in **Section B** of this document.


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.

	REQUEST FOR PROPOSAL (RFP)	
	TITLE	MANAGEMENT OF ADMINISTRATION TASKS SERVICES FOR YAYASAN PENERAJU PROGRAMMES
	REF.NO	YPPB/RFP/OT/10/05-2019
		PAGE 4 OF 6

SECTION B

SCOPE OF SERVICES

	REQUEST FOR PROPOSAL (RFP)		
	TITLE	MANAGEMENT OF ADMINISTRATION TASKS SERVICES FOR YAYASAN PENERAJU PROGRAMMES	
	REF.NO	YPPB/RFP/OT/10/05-2019	PAGE 5 OF 6

SECTION B – SCOPE OF SERVICES

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.

2. Scope of Services

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

No	Key components	Minimum features
1.	Verification and review of invoices and related documents / deliverables	To 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; and 6. Scholars status update.
2.	Financial Tracker	To manage and maintain Financial Tracker for all programmes: <ol style="list-style-type: none"> 1. Payment Milestones tracker; 2. Individual scholar Statement of Account; and 3. Provisions and Accruals by Cost Centre.
3.	Produce and manage related expenses reports	To 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; or 3. Other related reports to meet statutory requirements, or as required by Yayasan Peneraju stakeholders

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	TITLE	MANAGEMENT OF ADMINISTRATION TASKS SERVICES FOR YAYASAN PENERAJU PROGRAMMES
	REF.NO	YPPB/RFP/OT/10/05-2019
		PAGE 6 OF 6

3. Vendor Qualification and Requirement

The assigned Vendor will need to have a minimum of **five (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:

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

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