




# **REQUEST FOR PROPOSAL (RFP)**

## **DEVELOPMENT, INSTALLATION, CONFIGURING, TESTING & COMMISSIONING OF PROGRAMME AND SCHOLAR MANAGEMENT SYSTEM**

**Ref. No.: YP/RFP/OT/17/11-2019**


<b>Registration Opening Date</b>	<b>22 November 2019</b>
<b>Registration Closing Date</b>	<b>28 November 2019 @12:00 noon</b>

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

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# **SECTION A**

## **INTRODUCTION AND BACKGROUND**

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## **SECTION A – INTRODUCTION AND BACKGROUND**

### **1. Introduction and Background**

Yayasan Peneraju Pendidikan Bumiputera (“Yayasan Peneraju”) is an initiative that focuses on strengthening the capacity building towards sustainable Bumiputera talents.

Among the objectives of Yayasan Peneraju are improving the quality, quantity and effectiveness of Bumiputera talents in line with the efforts to develop Malaysia towards a high-income nation through our structured academic, vocational and professional certification programmes.


Yayasan Peneraju has **FIVE (5)** clear missions:

- i. Provide quality educational opportunities for the Bumiputera;
- ii. Nurture and develop high potential Bumiputera;
- iii. Establish joint collaboration with stakeholders in achieving the Bumiputera agenda;
- iv. Provide the opportunity for international certification towards providing high income job; and
- v. Transform Bumiputera capabilities towards generating high income employment.


Yayasan Peneraju is currently seeking for Service Provider to develop, install, configuring, testing and commissioning **PROGRAMME AND SCHOLAR MANAGEMENT SYSTEM**. Yayasan Peneraju is inviting qualified and competent parties (hereinafter referred to as “**Bidder**”) 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 Bidder(s) will be invited to submit such a Proposal or that any Bidder(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.

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## **SECTION B SCOPE OF SERVICES**

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## **SECTION B – SCOPE OF SERVICES**

### **1. Introduction**

- 1.1 The Programme and Scholar Management system is to replace the current process of recording and managing data of Programme and Scholars of Yayasan Peneraju thorough MS Excel and a web-based system which is built using PHP and utilising MySQL as the database.
- 1.2 Due to the limitation of the current system, Yayasan Peneraju intend to replace it with a more comprehensive system that will combine and link the management of records of Programme and Scholars using a single integrated system.

### **2. SCOPE OF SERVICES**

The scope of services which comprise of project is as follows:

- 2.1 The Programme and Scholar Management System based on minimum specification requirement. The minimum specification requirement shall consist two (2) main modules that are interlinked to each other as follows:

#### **i. Programme Management Module**


The Programme Management Module shall be used to create and manage the programme run by Yayasan Peneraju. This module will also consist of but not limited to the following sub-module;

##### **A. Programme Template**

The End-Users shall be able to define features/characteristics of a programme in the system which among others are as follows:

- a. Duration of a programme;
- b. Certifications offered by a programme;
- c. Modules/Course offered by a programme;
- d. Scholars information that will be collected and managed for a
- e. programme;
- f. Programme deliverables;
- g. Target salary of scholars who joined the programme; and
- h. Target sector of employment

To provide the functionality of system for End-User to select and choose the features when creating a new programme. The interface/data entry/information displayed to End-Users will depend on the features selected. Each cohort of the same programme might have a different set of features.

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## **B. Reports**

The system shall be able to generate format of reports as follows:

- a. Salary Report;
- b. Employment Report;
- c. Examination Report; and
- d. Jobs report

### **ii. Scholar Management Module**

The Scholar Management Module shall consist three (3) sub-modules where each sub-module shall has its own reporting capabilities. This module should cover the complete four (4) lifecycles of a scholar from Application to Enrolment to Monitoring and to the Loan Recovery stage.

#### a. Application Module

End-Users of this module are Staff of Yayasan Peneraju and potential scholars. Applicants who would like to join a programme offered by Yayasan Peneraju will be made here. The filtering, verification and selection of applicants will be done here.

#### b. Enrolment Module


This module will be used by Staff of Yayasan Peneraju, programme partners and scholars. It will be used to help in capturing data of each scholar of Yayasan Peneraju which consist of but not limited to personal and performance.

#### c. Monitoring Module

This module will be used as part in monitoring the performance of each scholar where their achievement in getting the salary and jobs within the sector that the programme is targeted for is achieved. Programme partner, scholars and Yayasan Peneraju staff will have access to this module

#### d. Recovery Module

- This module will provide access to Scholars in managing their loan repayment process where they can among others:
  - Get their statement of account
  - Make appeal on the repayment that set by Recovery admin
  - Update their repayment information

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- As part of Recovery Admin, the End-Users should be able to among others:
  - Generate repayment schedule for each scholar
  - Statement of account for each scholar
  - Get information on repayment record of each scholar
  - Relevant reports on the repayment made by scholars

- 2.3 To manage the project comprehensively covering all technical aspects, compliance with statutory requirements and communication with the various stakeholders at all stages including project design, planning, delivery, installation, testing & commissioning and warranty management;
- 2.4 To provide system and service warranties against any fault of defect of components or systems for a minimum period of 12 months from the date of Final Acceptance Test (FAT);
- 2.5 To provide training programme and manuals as well as the necessary technical support on the operation and maintenance of the whole systems during the warranty period;
- 2.6 To provide free maintenance services during the warranty period.

### **3. MINIMUM SPECIFICATION REQUIREMENT**

Details description of the specification that Bidder may consider to propose component specification per the following:

<b>Area</b>	<b>Specification and Requirement</b>
Operation	Developing, Installing, Configuring, Testing and Commissioning of the system within the stipulated duration set by Yayasan Peneraju.
Data Migration	To migrate existing data from MySQL database and excel file to the new database.
System Integration	To integrate the system with Finance System.
Software License	To provide the licences required for the following software: <ul style="list-style-type: none"> <li>i. OS License (Microsoft Server version)</li> <li>ii. Database License (Microsoft SQL Server version)</li> <li>iii. Other software license (if required)</li> </ul>

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<b>Area</b>	<b>Specification and Requirement</b>
End-User License	To provide End-User License (if required)
Application Administrator Training	To provide Application Administrator Training
System Administrator Technical Training	To provide System Administrator Technical Training
End-User Training	To provide End-User Training
Support Services	To provide Support Services
Documentation	To provide Project Documentation, System Documentation, System Administration Manual, Application Administration Manual and User Manual.

#### **4. Bidder Qualification Background and Requirement**


Bidder shall provide their qualification background and requirement to support the presentation of their strengths for evaluation as follows:

- i. Related or similar experiences of providing systems with related sectors with good track records;
- ii. Bidder shall to assign a dedicated team with minimum four (4) personnel to manage the proposed systems throughout duration of contract period. The minimum four (4) personnel shall consists as follows:
  - a. Project Manager (1 person);
  - b. System Analyst (1 person); and
  - c. Analyst Programmers (2 persons).
- iii. Others technical capabilities and company's achievement.



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## **SECTION C IMPORTANT NOTICE**

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## **SECTION C – IMPORTANT NOTICE**

### **1. Confirmation of Participation**

- 1.1 Confirmation of participation is **COMPULSORY**. Only registered Bidder will be invited for a **MANDATORY** RFP briefing session. Proposal received from unregistered Bidder AND absent from this RFP briefing will not be considered for further evaluation.
- 1.2 All interested Bidder are required to confirm their participation by registering at the link below:

[\*\*Bidder Registration for RFP Programme & Scholar Management System\*\*](#)

### **2. Clarification and Oral Interpretation**

Request for inquiries clarification by interested Bidder shall be received by the Secretariat before confirmation of participation closing date and be communicated via email only to the following e-mail address:

**E-mail** : [procurement@yayasanpeneraju.com.my](mailto:procurement@yayasanpeneraju.com.my)  
**Attention** : **Strategic Procurement Department**

Any oral interpretation received by Bidder is not considered as the modification to the RFP Document.