# REQUEST FOR INFORMATION (RFI)

## *Professional, High Skilled and Specialist Certifications*

**Ref. No.: YP/RFI/OT/01/01-2020**

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| **Opening Date** | **9 January 2020** |
| **Submission Closing Date** | **24 January 2020 @12.00 noon** |

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

# SECTION A
# INTRODUCTION AND BACKGROUND

## SECTION A – INTRODUCTION AND BACKGROUND

### 1. Introduction and 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 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 has a requirement to ***solicit information from interested parties on any industry recognized certification programme(s) offered by industry-linked skills training institutions***. Yayasan Peneraju is inviting qualified and competent parties (hereinafter referred to as "**Bidder**") to participate in the Request for Information ("RFI") exercise.

### 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 RFI as Yayasan Peneraju reserves the right to use any information submitted as if it were in the public domain.

# SECTION B
# SCOPE OF SERVICES

## SECTION B – SCOPE OF SERVICES

### 1. Introduction

Yayasan Peneraju's Programmes are intended to promote the growth of certified Bumiputera in relevant high paying job and industries. The programmes aimed at creating future Bumiputera Professional, High Skilled, and Specialist talents through funding opportunities given to current undergraduates / graduates and current workforce with relevant certification / work experience for their career advancement.

As there are several initiatives that have been implemented to address the issue, this programmes must therefore be designed to **fill the gaps of existing initiatives and/ or to focus on niche areas** which have yet to be offered by any other agencies.

Yayasan Peneraju's objective in introducing our Programmes are as follows:

a. To address the current shortage of high skilled/certified talents in the industry and to widen the pool of qualified Bumiputera talents, in various job areas in the following sectors: -

| No | Industry | No | Industry |
|---|---|---|---|
| 1. | Accounting | 6. | Electrical & Electronics |
| 2. | Finance | 7. | Oil & Gas |
| 3. | Technology (IR4.0) | 8. | Aviation |
| 4. | Medical / Healthcare | 9. | Maritime |
| 5. | Business Services | 10. | Other critical sectors |

b. To provide opportunities to Bumiputera talents who are either employed in the above-mentioned sectors, or are interested to be part of the selected sectors' workforce with relevant certification training that will enhance their capabilities and specialize in a particular job area;

c. To offer professional and/or competency-based (upskill / reskill) certification(s) that will assist them to secure employment in high demand, high-value industries;

d. To increase the awareness of the opportunities that are available and the career potential in the selected high demand, high-value industries.

## 2. Scope of Services

The scope of work for the RFI are as follows:

**Professional Certification**

Programme Requirements

Professional certification approved and accredited by Professional Bodies specifically in high demand, high-income sector and critical sectors in Malaysia. The focus will be specifically on certification related to **Accounting, Financial Services, Business Services, Technology** and other relevant fields.

Target Group

a. Age up to 45 years old;
b. Eligible to enroll by meeting the certification requirement set by the Professional Bodies

Sub-category:

- Undergraduate / Fresh graduate with less than 2 years working experience;
- Employed individuals with more than 2 years working experience.

Certifications/Outcome

a. Relevant to industry requirements
b. Internationally and/ or industry-recognized certification

**Competency-based Certification**

Programme Requirements

Competency-based certification for high demand and high-income sector that provide upskill / reskill training particularly in sectors related to **Medical / Healthcare, Oil & Gas, Electrical & Electronics, Aviation, Maritime** and other relevant fields.

Target Group

a. Age up to 45 years old
b. Existing workforce eligible by requirement of the certification (i.e relevant pre-requisite certification, related working experience, etc.)

Certification/Outcome

a. Relevant to industry requirements
b. Internationally and/ or industry-recognized certification

c. Employment placement in relevant industry with minimum salary set by the programme; OR significant salary increment, within stipulated duration upon training completion

## 3. Bidder Qualification and Requirement

a. Bidder will need to have experience in providing training of the certifications proposed. Good track records in conducting similar training will be a plus.
b. Bidder also needs to have record being linked to industries, industry associations, or employers for employment placement or curriculum development (where applicable). Subsidiary or training department within a large company is also encouraged to participate.
c. Apart from training, Bidders will need to perform scholar's management duties which will require dedicated manpower for the role. This includes, but not limited to, activities such as outreach, employment placement, reporting, invoicing, and monitoring throughout duration of the programme.

# SECTION C
# INSTRUCTION TO BIDDER

## SECTION C – INSTRUCTION TO BIDDER

### 1. Purpose of Instruction

This section (Instruction to Bidder) shall be part of the RFI requirement and to be read in conjunction with all the other sections of this RFI document. It is to instruct Bidder to adhere to the practices and format to fulfil the requirement of RFI. This RFI is not and should not be taken as intent to purchase goods or services engagement.

### 2. Confirmation of Participation

Confirmation of participation is **COMPULSORY**. All interested Bidder are required to confirm their participation by registering at the link below:

Bidder Registration for RFI Professional, High Skilled and Specialist Certifications

### 3. Examination of RFI Document

3.1 Examination

Bidder shall examine, understand and accept the contents of RFI Document before preparation and submission of RFI Proposal.

3.2 Review and Verification

Bidder shall study and verify the RFI Document with full concern and responsibility to deliver and complete the proposed Services.

3.3 Addendum

Yayasan Peneraju may add or amend any specific requirement for RFI before date of submission of RFI. The amendment or addition shall be issued in writing and shall become part of RFI Document. It will be circulated to all Bidders in the form of RFI Clarification.

### 4. RFI Proposal Preparation

4.1 Costs and Expenditure

Bidder shall bear all the costs and expenditure incurred by Bidder during the preparation and submission of the RFI Proposal but not limited to contract development and negotiation. Yayasan Peneraju shall not be responsible or liable for these costs regardless of the conduct or outcome of the RFI process.

4.2 Compliance

Bidder must ensure that the RFI Proposal complies with the entire requirements as described herein.

4.3 Approval of RFI

The RFI Proposal shall be signed by Bidder's authorised representative who will represent the Bidder in the execution of contract with Yayasan Peneraju. Bidder should also nominate their authorised official representative for purposes of communication and clarification during the RFI Period.

4.4 Contents of RFI Proposal

Bidder shall ensure the entire content of the RFI Proposal is arranged according to the format in the RFI Document.

4.5 Compliance with RFI Document

i) Compliance

Bidder shall **ONLY** submit RFI Proposal that complies with the requirements as specified in this RFI Document.

ii) Language

Bidder shall use **English** in preparation of the RFI proposals.

## 5. RFI Proposal Submission

5.1 Submission

i) 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 and the executive summary. Bidder is required to answer the survey questions attached **(Part A and Part B)** and to prepare a maximum **THREE (3) pages proposal write up which shall include executive summary about the company and the certification(s) presented** with the following minimum conditions and requirements. Please convert the document to **PDF format only** for the submission purpose.

Example of submission are as follows:

*Example:*
*1. Attachment 1: Part A – Bidder Profile*
*2. Attachment 2: Part B – RFI Assessment Questionnaire*
*3. Attachment 3: Executive Summary*

ii) The response of this RFI must be signed by a person in the Bidder's organization with authority to commit to all information specified.

iii) Past bidders may participate in this exercise. However, if the proposal is similar to the ones submitted for Yayasan Peneraju's recent RFI/RFP as mentioned below, bidder need not resubmit the same proposal:

a. Request for Information (RFI) for Skill & Professional Certifications for Peneraju Profesional, Peneraju Skil Iltizam & Peneraju Skil Programmes (opened in October 2019) and/or

b. Request for Proposal (RFP) for Professional Accounting Certifications for Peneraju Profesional Accounting Programmes (opened in October 2019).

5.2 No Economic Opportunity

By submitting this RFI to Yayasan Peneraju**,** Bidder affirms that they have not given, offered to give, nor intend to give at any time thereafter, any inducement or reward including any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favour, or service to any employee, agent or staff of Yayasan Peneraju. If Bidder is found to have offered any inducement or reward in accordance with the preceding paragraph, or is found to have committed unethical conduct, the RFI Proposal shall be disqualified and any resulting contracts shall be terminated.

5.3 RFI Proposal Closing Date and Time

The complete RFI Proposal must be submitted before **12.00 noon** on **24 January 2020** to the following e-mail address:

**E-mail : procurement@yayasanpeneraju.com.my**
**Attention : Strategic Procurement Department**

Any RFI Proposal received after closing date/time shall not be accepted and considered.

## 6. Confidentiality and Publicity

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

6.2 This RFI document and its contents are confidential and shall remain at all times as property of Yayasan Peneraju. The Bidder is only allowed to disclose relevant parts of the RFI to partners and/ or sub-bidders 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 Bidder with any other parties without written consent by Yayasan Peneraju shall result in immediate disqualification without any further notice.

6.3 Participating Bidders 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.

6.4 The information and documents provided by the Bidder will be treated as strictly confidential.

## 7. Evaluation of Proposal

7.1 The interpretation of the contents of the proposal by Yayasan Peneraju shall be final. The submitted RFI proposal shall be used for the evaluation and selection for RFI process.

7.2 Yayasan Peneraju is not obliged to accept a proposal in its entirety and may, at its absolute discretion, accepts only parts of a proposal and not obliged to give any reason for non-acceptance and rejection of any proposal.

7.3 If the Bidder did not receive any feedback from Yayasan Peneraju after 60 days after submission, the submission shall be considered as not successful.

## 8. Clarification and Oral Interpretation

8.1 The Bidder shall notify Yayasan Peneraju of any discrepancies that may be found in or arising from the requirements in the RFI Document. Any clarification or modification to any part of or the entire RFI Document shall be notified to Bidder in writing in the form of RFI Clarification. Any oral interpretation received by Bidder is not considered as the modification to the RFI Document.

8.2 Request for clarification and modification by Bidder shall be received by the Secretariat before RFI Closing Date *(refer Section 5.3)* and be communicated via email only to the following contact person:

**E-mail** : **procurement@yayasanpeneraju.com.my**
**Attention** : **Strategic Procurement Department**