



REQUEST FOR PROPOSAL (RFP)

ENTERPRISE RESOURCE PLANNING SYSTEM

Ref. No.: YP/RFP/OT/05/04-2020

Registration Opening Date	17 April 2020
Registration Closing Date	24 April 2020 @12 noon

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 vendors to provide **ENTERPRISE RESOURCE PLANNING 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

Introduction

Various systems and tools are being used in managing different classes of data and daily operations of Yayasan Peneraju. Due to limitations of some of the systems and tools used, integration and data analysis and sharing are a pain point in Yayasan Peneraju ICT ecosystem.

Due to these limitations, Yayasan Peneraju wishes to replace it with a more comprehensive system that will combine and link the management of records and operations of Yayasan Peneraju that will cover each department functional area using a single integrated system and sharing of a common database.

The Enterprise Resource Planning system that we are looking for must provide the following modules that are interlinked to each other.

i. Programme & Scholar Management module

Will be used to create and manage current and future programmes run by Yayasan Peneraju. It will also be used to manage the entire lifecycle of each scholar in each programme which covers Application, Enrolment, Monitoring (Performance, Employment, Salary etc) and Loan Recovery process.

ii. Finance & Accounting module

Aside from the standard functionality normally provided under this module such as AP, AR, GL, budgeting and various reporting, the module must be able to be customised according to Yayasan Peneraju's needs.

iii. Procurement


Must cover the entire lifecycle of Yayasan Peneraju core procurement processes inclusive of the tender process and data from this module such as contract and tender information accessible by other modules.

iv. Human Resources

This module needs to provide the ability to manage the process of recruitment all the way to separation/off-boarding. Managing employees' records, leave management, pay management and training are among functionalities needed in this module. Aside from those, employee self-service functionality must be provided.

v. Data Analytics & Reporting

Integration with commercial data analytics tools, in depth reporting and analysis, integration with other data source are among the core functionalities needed in this module.

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The scope of work

Supply, Implementation, Training, Support, Warranty and Maintenance of Enterprise Resource Planning system withing stipulated time.
Data Migration To migrate existing data from various database and excel files to the new database
System Integration The system must be able to be integrate data analytics tools and local Windows-based environment. The system must demonstrate capability in integration between modules and also capability in consuming other data source.
Software License To provide the licenses (if required) for the software
End User License (if required)
Trainings: Application Administrator Training System Administrator Technical Training End User Training
Warranty
Support Services
Documentation (Project Documentation, System Documentation, System Administration Manual, Application Administration Manual and User Manual).



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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:
- <https://docs.google.com/forms/RFP Enterprise Planning System Registration>**
- 1.3 The details technical proposal and financial proposal template will be given after the RFP briefing conducted.

2. Clarification and Oral Interpretation

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

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

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