



**REQUEST FOR PROPOSAL (RFP):**

- i. **PROGRAMME MANAGERS**
- ii. **PROGRAMME PARTNERS**

**Ref. No.: YP/RFP/OT/02/11-2023**

Description	Date
Registration Opening Date	7 November 2023
Registration Closing / Cut-Off Date	21 November 2023 @ 12 noon
Briefing Date	Date/s will be notified after cut-off date

**Issuer:**

**YAYASAN PENERAJU PENDIDIKAN BUMIPUTERA**

**Level 15-1, Mercuri 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 (Yayasan Peneraju) is an initiative that focuses on building and strengthening the capacity of Bumiputera talents building towards greater sustainability.

Among the objectives of Yayasan Peneraju are improving the quality, quantity and relevance 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:

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

To achieve its objectives, Yayasan Peneraju continuously in search of potential partners, particularly via the following categories:

#### **Request for Proposal (RFP)**

- i. Programme Managers (PM)
- ii. Programme Partners (PP)

Details of the criteria and requirements of the above categories are as stated in Section **B** of this document.











Qualified and competent vendors (hereinafter referred to as “**Bidder**”) are invited to participate in the Request for Proposal (RFP) exercise.

The current focus industries of Yayasan Peneraju programmes are as per the following examples (listing is not exhaustive):

- a) Information Technology & Digitalisation
- b) Finance & Business Services
- c) Manufacturing & Automation
- d) Creative & Multimedia
- e) Renewable Energy
- f) Construction
- g) Agriculture – Plantation & Farming technology
- h) Telecommunication
- i) Health care
- j) Medical technology
- k) Identified sectors with growing employment opportunities.

The proposed programmes should target one of the following:

- a) Students (secondary or tertiary);
- b) Unemployed youth.
- c) Unemployed graduates.
- d) Working adults with less than five years working experience:
- e) Working adults with more than five years working experience.

					
 <b>Objective</b>	Developing Students From Disadvantaged Background for a Sustainable Future	Developing Youths into Industry-Ready Skilled Workforce	Increase Number of Certified Professionals	Increase Number of Certified Workforce in Technology	Increase Number of Medical Specialists
 <b>Focus Group</b>	Primary to tertiary age group from challenging socio-economic background	Unemployed youths, Low / Semi workforce	SPM leavers, Undergraduates, Graduates, Existing workforce	Undergraduates, Graduates, Existing workforce	Practicing medicine graduates
 <b>Outcome</b>	Wholesome individuals with progressive academic performance	Skilled workforce in high growth sectors	Professional certification	Certified workforce in Technology	Qualified medical specialists
 <b>Additional Initiatives</b>	Special Projects Nurture & Development Programme (NDP)				

## 2. About the RFP

### Request for Proposal (RFP)

The cut-off date for registration of participation is **21 November 2023** at 12 noon. Any registration after the said dates will not be entertained. A briefing session will be called after the cut-off dates for Yayasan Peneraju to further explain about the requirements of this RFP. 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.

### 2.1 RFP Acceptance

#### 2.1.1 Yayasan Peneraju's Rights

- i) Yayasan Peneraju reserves the right to accept and award any RFP, not to accept the lowest RFP Proposal and reserves the right to reject any part of or the entire RFP without providing reasons for doing so.
- ii) Yayasan Peneraju may accept a RFP either in part or in whole, reserve the right to vary, amend, modify, accept or reject any part of or the entire Proposal, to waive any formalities, to award the Contract based on the base bid as submitted and selected, and to award the Contract to other than the lowest Bidder.
- iii) Yayasan Peneraju is not obliged to accept a proposal in its entirety and may, at its absolute discretion, accept only parts of a proposal. Yayasan Peneraju is also not obliged to give any reason for non-acceptance and rejection of any proposal.

- iv) The Bidder/Vendor shall be solely responsible for any omissions or errors on prices quoted to Yayasan Peneraju. The Bidder/Vendor shall have no right to impose any additional costs, make a claim or request on any grounds for the rectification and reconsideration of the prices quoted. Yayasan Peneraju will not entertain any request from any Bidder/Vendor for any variation of prices or submission of additional quotes for items erroneously omitted in the original submission of proposal on any grounds including oversight, lack of knowledge, etc.
- v) Yayasan Peneraju reserves the right to omit any items or works specified in the RFP Document but shall not be responsible for any loss of profit or expenses incurred related to the omission.

#### 2.1.2 Obligations of Successful Bidder

The Successful Bidder shall commence the Services as described later in the Service Agreement.

**SECTION B**  
**SCOPE OF SERVICES**  
**& REQUIREMENTS**

**SECTION B – SCOPE OF SERVICES & REQUIREMENTS**

**Request for Proposal (RFP)**

No	Role	Category	Target Group	Desired Training & Certifications	Scope of Services	Required Information / Documents
i.	End-to-end Programme  (Manage a full spectrum of services for a specific Yayasan Peneraju programme)	Programme Partner (PP)	1. Secondary School Students	a. Technical skills and industry or professional certification e.g., Information technology, Automation, STEM, English, Finance and Business Services, Agriculture technology, etc. b. Self-management skills that enhance productivity and wellbeing. c. Future ready skills that prepare them for tertiary education and employment. d. Exposure to internship or working environment	i. Outreach and Promotion ii. Application Management iii. Assessment and Selection iv. Delivery of Training and Certification v. Management of scholars and their wellbeing vi. Reporting of scholars and progress of programme vii. Programme assessment and tracer study viii. Programme administration and Support	Please refer to Section C
			2. Tertiary Education Students	a. Technical skills and industry or professional certification that will complement their diploma/degree e.g., Information technology, STEM, English, Agriculture technology, Finance, Sustainable community, etc. b. Self-management skills that enhance productivity and wellbeing. c. Future ready skills that increase employability opportunity d. Internship opportunities		
			3. Fresh Graduates / Unemployed Youth / Unemployed Graduates / Working Adults	a. Technical skills and industry or professional certification that are in demand by employers. Example of field/industry: - i. Green energy – electric vehicle, smart technology, facilities management, urban farming, food technologies ii. Manufacturing – Additive manufacturing, Automation, Robotics iii. Digital economy - Software development, Cloud, AI, Data and analytics related skills, Cybersecurity and Risk, Auditing iv. Healthcare – Therapy, care services, medical technology v. Finance – Actuarial and Insurance, Sustainable Finance vi. Business Services – Project Management, Digital Marketing vii. Others – Logistics, 5G Network and infrastructure development, Supply chain  b. Essential skills for the workplace that increase performance. c. Self-management skills that enhance productivity and wellbeing	i. Outreach and Promotion ii. Application Management iii. Assessment and Selection iv. Delivery of Training and Certification v. Job placement in intended industry vi. Job monitoring with target salary or increment vii. Management of scholars and their wellbeing (including events and engagement with scholars) viii. Reporting of scholars and progress of programme ix. Programme administration and Support x. Programme Assessment and Tracer Study	

No	Role	Category	Scope of Services	Required Information / Documents
ii.	<p>Programme Management  <i>(Manage multiple Yayasan Peneraju programmes under one of the Thrust -Tunas / Skil / Teknologi / Profesional / Spesialis)</i></p>	Programme Manager	<p><i>General scope of services may include:</i></p> <ul style="list-style-type: none"> <li>a. Outreach and Promotions</li> <li>b. Application Management</li> <li>c. Assessment and Selection</li> <li>d. Onboarding scholars and registration into certification programmes</li> <li>e. Management of scholars and their wellbeing including organising engagement sessions between scholars and Yayasan Peneraju</li> <li>f. Reporting of scholars and progress of programme</li> <li>g. Programme administration and support</li> <li>h. Programme Assessment and Tracer Study</li> <li>i. Optional – Essential skills for the workplace that increase performance or Self-management skills that enhance productivity and wellbeing. The skills training should complement the services provided.</li> <li>j. Optional – Job recruitment services</li> </ul>	Please refer to Section C



**SECTION C**  
**IMPORTANT NOTICE**

## SECTION C – IMPORTANT NOTICE

This section shall be part of the RFP requirement and to be read in conjunction with all the other sections of this RFP document. It is to instruct Bidder to adhere to the practices and format to fulfil the requirement of RFP and Award of Contract. Failure to follow any of these instructions will result in the RFP Proposal being **rejected and will not be entertained**.

### 1. Mandatory Requirements

#### A. Confirmation of RFP 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 OR absent from this RFP briefing OR submission using different company name/entities from registered for participation and 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://forms.office.com/r/QHkTBdQ8vQ>

#### B. RFP Briefing

Bidder **MUST** attend the RFP Briefing to get detailed explanation regarding the RFP Document to avoid any mistake/error while preparing the RFP Proposal. Unregistered bidder attended briefing will not be entertained.

#### C. Ministry of Finance (“MOF”) Registration

Bidder **MUST** be registered with MOF under below code *bidang*

- i. 221110 – Perkhidmatan/Guna Tenaga/Khidmat Latihan, Tenaga Pengajar dan Moderator/Negotiator” OR
- ii. 222704 – Pensijilan dan Pengiktirafan

#### D. Statement of Audited Account

Bidder **MUST** provide details of financial capability in Financial Proposal on RFP submission for Statement of Audited Accounts for the **previous latest three (3) financial years** (i.e., 2020, 2021 and 2022).

## 2. Clarification and Oral Interpretation

Inquiries or clarification by interested Bidder shall be sent to the Secretariat (Yayasan Peneraju's Strategic Procurement team) before registration closing date 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.

**Bidder/Vendor are prohibited to make any direct and indirect contact with any personnel within Yayasan Peneraju with regards to this RFP until its completion except with the contact stated above. Any bidder/vendor shall be immediately disqualified without further discussion and notification if found for the violation.**

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*