INSTITUT KEUSAHAWANAN NEGARA BERHAD

REQUEST FOR PROPOSAL FORMAT
FOR PROGRAM LATIHAN & BIMBINGAN PERSEORANGAN BUMIPUTERA
INSKEN (BANGKIT)

PART A : COMPANY PROFILE (20%)

Company/Business Name	:	Info Minda Sdn. Bhd.
Registration Number	:	IM – 075631 - D
Year Incorporated	:	2013
Address & Phone Number	:	Info Minda Sdn. Bhd. No. 8-1, Jalan Usahawan 7 Pusat Bandar Damansara 50450 Kuala Lumpur No. Tel : 03 – 8314 6666 No. Fax : 03 – 8314 7777
Shareholder(s)/Patner(s), Highest Academic Qualifications & Working Experience	:	a) Encik Abu Bin Ali MSc in Supply Chain Management (USM) 1984, Director of Operation TNB b) Puan Fatimah Ahmad Advanced Diploma in Business Studies (Majoring in International Business) (ITM Shah Alam) 1990, Senior Manager (10 years of experienced in customer relationship & corporate service, Product Development, Supply Chain, Operations Management)
Team Members Line Up (for training & coaching) ,Specialisation, Higshet Academic Qualifications and Working Experience *Please attach the attachment for our reference (if any)	:	a) Encik Abu Bin Mokhtar MBA (UTM), Senior Consultants, SIRIM Berhad (12 years of experienced in Product Development, Supply Chain, Operations Management)
		b) Encik Azman Bin Johan BBA Marketing (University of Adelaide), Senior Sales Manager (15 years of experienced in Business Development, Sales and Client Engagement Management)
Last Year Turnover (2026	:	RM 3,456,531.40
Full Time Employee(s)	:	15 employees
Experience in Industry	:	21 years

SAMPLE

Experience in Training / Coaching	:	5 years
Track Record	:	<u>Business to Consumer (B2C)</u> Trained 3,000 participants throughout the country on various topics such as supply chain, operations management, enterprise resource planning etc. <u>Business to Business (B2B)</u> a) PETRONAS b) Sime Darby Motor c) UMW Toyota d) Suruhanjaya Koperasi Malaysia (SKM) e) Kementerian Kemajuan Luar Bandar & Wilayah (KKLW) f) Dewan Perniagaan Melayu Malaysia (DPMM) *Please attach the attachment for our reference (if any)

SAMPLE

PART B : PROGRAMME SPESIFICATIONS, TENTTATIVE & INSTRUCTIONAL GUIDE (60%)

I. PROGRAMME SPECIFICATIONS – COACHING

Programme	:	Program Latihan & Bimbingan Perseorangan Bumiputera INSKEN (BANGKIT)
Code	:	FMB01 – Family Business
Mode	:	Coaching
Tenure	:	Within 3 months
Objective	:	1. To provide entrepreneurs with appropriate exposure to knowledge, skills, and correct understanding in managing their businesses; 2. To enhance entrepreneurs' potential and competitiveness through the adoption of industry best practices; 3. To increase business income and create employment opportunities; 4. To support the national economic agenda and priorities in line with the 13th Malaysia Plan (RMK-13) through improvements in productivity and the scalability of micro enterprises; 5. To empower micro entrepreneurs through structured, high-impact, and comprehensive capacity-building interventions; and 6. To equip entrepreneurs with relevant competencies and knowledge based on priority economic themes under RMK-13
Target Participant	:	Based on INSKEN's requirements
Content	:	Proposed area of coaching that you think important to scale-up business : 1. xxx 2. xxx 3. xxx 4. xxx 5. xxx
Submission by & Address	:	Info Minda Sdn. Bhd. No. 8-1, Jalan Usahawan7 Pusat Bandar Damansara 50450 Kuala Lumpur No. Tel : 03 – 8314 6666 No. Fax : 03 – 8314 7777 Contact Name : Puan Azizah Binti Abu (012 – 345 6789)

SAMPLE

Coach, Highest Academic & Social Media Accounts (LinkedIn, Facebook, Twitter & Instagram)	:	Encik Abu Bin Ali MSc in Supply Chain Management (USM) LinkedIn : Abu Ali Facebook : Info Minda Instagram : Info Minda Tiktok : Info Minda
Make Your Pitch (not more than 30 words & avoid generic pitches)	:	We have 15 years' experience in managing and operating multiple chain of restaurants.

SAMPLE

II. PROGRAM SPECIFICATIONS – INDUSTRY SPECIFIC WORKSHOP

Activity	:	Industry Specific Workshop
Code	:	FMB01 – Family Business
Mode	:	Sharing Session (Business Talk)
Tenure	:	3 days
Objective	:	1. To equip the entrepreneurs with relevant knowledge, current trends, issues and challenges in the industry. 2. Application of the said knowledge. 3.
Content	:	Please state the proposes topics/module related : 1. Example : The landscape of spa industry around the world 2. xxx 3. 4. 5.

SAMPLE

III. PROGRAMME TENTATIVE (WORKSHOP)

<table>
<tr><th>Time/ Date</th><th>Day 1</th><th>Day 2</th><th>Day 3</th></tr>
<tr><td>06:30 – 08:30</td><td></td><td colspan="2">Breakfast</td></tr>
<tr><td>08:30 – 9:30</td><td>Registration</td><td rowspan="2">Slot 4
Founder Planning & Business Continuity</td><td rowspan="2">Slot 9
Business Sustainability (operation, financial)</td></tr>
<tr><td>9.30 – 10.30</td><td>INSKEN Briefing
(Lagu Negaraku, Ikrar, Pre-test, MyNEPT)</td></tr>
<tr><td>10:30 – 11.00</td><td colspan="3">Morning Break</td></tr>
<tr><td>11.00 – 13:00</td><td>Cont. INSKEN Briefing
(Ipro, LOA, Programme Journey)</td><td>Slot 5
Family Communication, Emotional Intelligence & Conflict Management</td><td>Slot 10
Business Sustainability (branding & marketing)

Wrap Up Session & General Q&A / Sharing
(Post Test, Feedback Form, Kesimpulan & Rumusan)</td></tr>
<tr><td>13:00 – 14:00</td><td colspan="3">Lunch</td></tr>
<tr><td>14:00 – 15:00</td><td>Slot 1
Ice Breaking Session
(Trainer Intro, Housekeeping, Mindsetting</td><td rowspan="2">Slot 6
Successor Planning & Readiness Assessment</td><td rowspan="2">Slot 10
Experiential Learning Class</td></tr>
<tr><td>15:00 – 15:30</td><td>Slot 2
Understanding Family Business Sustainability</td></tr>
<tr><td>15:30 – 16:00</td><td colspan="3">Tea Break</td></tr>
<tr><td>16:00 – 17:00</td><td>Slot 2
Cont. Understanding Family Business Sustainability</td><td rowspan="2">Slot 7
Succession Roadmap</td><td rowspan="2">Slot 10
Cont. Experiential Learning Class</td></tr>
<tr><td>17:00 – 17:30</td><td>Room Check-in</td></tr>
<tr><td>17:30 – 20:00</td><td colspan="2">Dinner</td><td rowspan="3">END</td></tr>
<tr><td>20:00 – 22:00</td><td>Slot 3
Family Business Governance & Compliance</td><td>Slot 8
Risk Management In Family Business</td></tr>
<tr><td>22:00 – 22:15</td><td colspan="2">Supper</td></tr>
</table>

**** Industry Coach need to change and edit on the "Proposed Topic" area only***

III. INSTRUCTIONAL GUIDE : (DAY 1)

SLOT	TIME	DURATION	TITLE	OUTCOME	ACTIVITY	MATERIAL
1	9.30 – 10.30 am	120 minutes	Slot 1: **Proposed Topic**			
2	10.30 – 11.00 am	30 minutes	Morning Break			
3	11.00 – 1.00 pm	120 minutes	Slot 2: **Proposed Topic**			
4	1.00 – 2.00 pm	60 minutes	Lunch Break			
5	2.00 – 3.30 pm	90 minutes	Slot 3: **Proposed Topic**			
6	3.30 – 4.00 pm	90 minutes	Tea Break			
7	4.00 – 5.30 pm	90 minutes	Slot 4: **Proposed Topic**			
8	5.30 – 8.00 pm	30 minutes	Dinner Break			
9	8.00 – 10.00 pm	60 minutes	Slot 5: **Proposed Topic**			

INSTRUCTIONAL GUIDE : (DAY 2)

SLOT	TIME	DURATION	TITLE	OUTCOME	ACTIVITY	MATERIAL
1	7.00 – 8.30 am	90 minutes	Breakfast			
2	8.30 – 10.30 am	120 minutes	Slot 6: **Proposed Topic**			
3	10.30 – 11.00 am	30 minutes	Morning Break			
4	11.00 – 1.00 pm	120 minutes	Slot 7: **Proposed Topic**			

SAMPLE

5	1.00 – 2.00 pm	60 minutes	Lunch Break			
6	2.00 – 3.30 pm	90 minutes	Slot 8: **Proposed Topic**			
7	3.30 – 4.00 pm	90 minutes	Tea Break			
8	4.00 – 5.30 pm	90 minutes	Slot 9: **Proposed Topic**			
9	5.30 – 8.00 pm	30 minutes	Dinner Break			
10	8.00 – 10.00 pm	60 minutes	Slot 10: **Proposed Topic**			

INSTRUCTIONAL GUIDE : (DAY 3)

SLOT	TIME	DURATION	TITLE	OUTCOME	ACTIVITY	MATERIAL
1	7.00 – 8.30 am	90 minutes	Breakfast			
2	8.30 – 10.30 am	120 minutes	Slot 11: General Q&A / Sharing	Dialogue	- Lecture - Case Study - Exercise	Workbook
3	10.30 – 11.00 am	30 minutes	Morning Break			
4	11.00 – 1.00 pm	120 minutes	Slot 12: Wrap Up Session – Vision & Goals	Q&A on matters pertaining respective	- Post Test - Evaluation Form	Workbook
5	1.00 – 2.00 pm	60 minutes	Lunch Break			
6	2.00 – 3.30 pm	90 minutes	Experiential Learning	-	-	-
7	3.30 – 4.00 pm	90 minutes	Tea Break			
8	4.00 – 5.30 pm	90 minutes	Experiential Learning	-	-	-

SAMPLE

IV. PROGRAM TENTATIVE (3x COACHING)

TIME	COACHING SESSION 1 (PHYSICAL)	TIME	COACHING SESSION 2 (ONLINE)	TIME	COACHING SESSION 3 (PHYSICAL)
1st Hour	REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants) MODULE 1 MODULE 2	1st Hour	REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants) MODULE 3 MODULE 4	1st Hour	REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants) MODULE 5 MODULE 6
2nd Hour		2nd Hour		2nd Hour	

**This programme tentative is just a guide and may differ according to programme. Any changes are subject to your actual module delivery*

SAMPLE

IV. INSTRUCTIONAL GUIDE (3X COACHING)

SESSION	DURATION	TITLE/TOPIC	LEARNING OUTCOME	ACTIVITY	MATERIAL
1					
2					
3					

SAMPLE

PART C : PROPOSED COSTING (20%)

Delivery for 30 pax (Coaching and Experiential Learning)				
NO	**ITEM**	**COST PER UNIT (RM)**	**UNIT**	**TOTAL COST (RM)**
1	Coaching Fee – (30 pax, 3 times)	7,000	3	21,000
2	Traveling & Accommodation – (Coaching to meet all participants at their venue, please estimate traveling in peninsular Malaysia and coaching trip is suggested by region travel)	5,000	2	10,000
3	Delivery – Industry Specific Workshop (3 days), including Module Development, Stationeries, workbooks and equipment	6,000	1	6,000
4	Experiential Leaning	1,500	1	1,500
			TOTAL	**38,500**

**Note: The cost is subject to further negotiation*

SAMPLE