



**REQUEST FOR PROPOSAL (RFP) OPEN TENDER:
TRAINING AND DEVELOPMENT IN FINANCE/BUSINESS SERVICES FOR
WORKING ADULTS**

Ref. No.: YP/RFP/OT/DE/PD/02/10-2024

Description	Date
Registration Opening Date	22 nd November 2024
Briefing Registration Closing Date	2 nd December 2024@12noon
Briefing Date	4 th December 2024 @ 3pm-4.30pm (Virtual Briefing via Microsoft Teams)

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 (YP) is an agency under the Ministry of Economy that functions as Talent Bank to identify, nurture and manage Bumiputera talents to accelerate the global competitiveness of Bumiputera. We aim to establish the most efficient funneling mechanism for talents with potential to become Value Creators through three (3) categories, which are: Professional Leaders, Business Leaders and Community Leaders.

Key functions of YP as Talent Bank include Talent Identification & Acquisition, Competency Development & Enhancement, Financial Resource Mobilisation and Networking & Industry Integration.

2. About the RFP

Request for Proposal (RFP)

The cut-off date for registration of participation is **2nd December 2024 @ 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 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.

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 shall be solely responsible for any omissions or errors on prices quoted to Yayasan Peneraju. The Bidder 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 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

1. Background

Yayasan Peneraju is seeking proposals from qualified learning/training institutions (LTI)/companies/Professional bodies/Association to deliver training and certification in Finance or Business Services and/or development programmes for working adults with over five years of professional experience in the related field. The training should aim to enhance participants' knowledge and skills to excel in Finance or Business Services roles and develop their leadership capabilities that will empower them to become professional leaders who create values for their organizations and stakeholders.

2. Objective RFP

To deliver high-quality training programmes that includes:

a) Skill Enhancement and Certification

Equip participants with advanced knowledge and practical skills in Finance or Business Service and provide a recognized certification that validates the skills and knowledge gained in key areas such as:

- i. Finance including but not limited to:
 - Chartered Financial Analyst (CFA)
 - Financial Modelling & Valuation Analyst (FMVA)
 - Financial Risk Manager (FRM)
 - Certified Internal Auditor (CIA)
 - Certified Investment Management Analyst (CIMA)
 - Certified Corporate Financial Planning and Analysis Professional (FPAC)

- ii. Business Services including but not limited to:
 - Chartered Institute of Marketing (CIM)
 - Project management
 - Society of Human Resource Management Certifications
 - Innovation and Technology Management

AND/OR

b) Leadership Development

Cultivate leadership qualities and abilities that empower participants to effectively strategize, communicate, lead, and make meaningful contributions to their organizations and stakeholders.

Proposed training and certification must be:

- I. Certified and/or accredited by Professional Bodies / Industry / Association / Government Agency.
- II. In high demand, or required for future demand, or niche area.
- III. Certification **DOES NOT** include academic award such as Diploma, Degree, Master, PhD and TVET award such as SKM, DKM, DLKM.

3. Scope of Work/Services

The selected bidder will be responsible for:

a) Curriculum Development:

- I. Design a comprehensive curriculum that covers intermediate or advance level knowledge and skills in specific areas in Finance/Business Services and/or leadership development modules for different level of leaders.
- II. Ensure the curriculum is aligned with industry standards and trends.

b) Training Delivery:

- I. Conduct training sessions using a blend of methodologies (e.g., workshops, hands-on projects, online modules).
- II. Offer both in-person and virtual training options to accommodate diverse learning preference.

c) Assessment and Certification:

- I. Develop assessment tools to evaluate participants' understanding and application of the training content.
- II. Issue certificates to participants who successfully complete the program.

d) Other Value-added Services

- i. Monitor progress of participants.
- ii. Provide learning support to participants.

4. Proposal Requirements

Interested bidder are invited to submit proposals that includes the following:

- a) Company Profile: Background information, including relevant experience and qualifications.
- b) Proposed Training Details: A detailed description of the business case, data related with market demand on local and global level, entry requirement, proposed training modules, delivery methods, and assessment processes.
- c) Certification Information: Outline the certification process, any affiliations with recognized certifying bodies, and impact of the certification towards individual progress (career trajectory, business impact, etc).
- d) Timeline: Duration of proposed training delivery, examination, and certification.
- e) Cost Structure: Detailed pricing, including any potential discounts.
- f) Experience: List of clients and training conducted or similar projects for the **past 3 years**.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a) Strong business case and high market demand.
- b) Relevance and quality of the training curriculum.
- c) Experience and qualifications of the training team.
- d) Flexibility and accessibility of training delivery methods.
- e) Cost-effectiveness.
- f) Experience in providing training and certification.
- g) Resources and support available to participants.
- h) Innovative approaches to leadership and skills development.

SECTION C
IMPORTANT NOTICE

SECTION C – IMPORTANT NOTICE

This section (instruction to bidder) 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 during registration for participation will **NOT BE CONSIDERED** for further evaluation.
- 1.2 All interested Bidder are required to confirm their participation by registering at the link below:

[Registration of Tender Briefing](#)

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., 2021, 2022 and 2023).

2. Clarification and Oral Interpretation

Inquiries or clarification by interested Bidder shall be sent to the Tender Secretariat (Yayasan Peneraju's Procurement team) before registration closing date via email only to the following e-mail address:

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

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

Bidder 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 shall be immediately disqualified without further discussion and notification if found for the violation.

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