



**REQUEST FOR INFORMATION (RFI):  
BAH, UPGRADE KITA BERSAMA YAYASAN PENERAJU**

**Ref. No.: YP/RFI/DE/YPXLR8/07-2025**

Description	Date
RFI Opening Date	29 July 2025
RFI Closing Date	6 August 2025 @12.00noon

**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 RFI**

#### **Request for Information (RFI)**

The cut-off date for RFI participation is **6 August 2025 @ 12 noon**. Any registration and information received after the said dates and time will not be entertained. 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 RFI as Yayasan Peneraju reserves the right to use any information submitted as if it were in the public domain.

### **2.1 RFI Acceptance**

#### **2.1.1 Yayasan Peneraju's Rights**

- i) Yayasan Peneraju reserves the right to accept and award any RFI, not to accept the lowest proposal and reserves the right to reject any part of or the entire proposal without providing reasons for doing so.
- ii) Yayasan Peneraju may accept an RFI 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 Vendor.

- 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 Vendor shall be solely responsible for any omissions or errors on prices quoted to Yayasan Peneraju. The 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 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 RFI Document but shall not be responsible for any loss of profit or expenses incurred related to the omission.

#### 2.1.2 Obligations of Successful Vendor

The Successful Vendor shall commence the Services as described later in the Surat-Setuju Terima/Service Agreement.

**SECTION B**

**SCOPE OF SERVICES  
& REQUIREMENTS**

## SECTION B – SCOPE OF SERVICES & REQUIREMENTS

### 1. Background

*Bah, Upgrade Kita Bersama* YP is Yayasan Peneraju's outreach initiative in line with our commitment to expanding national reach and promoting inclusivity in Borneo. Through this effort, YP will collaborate with local organisations to implement targeted programmes that are responsive to local needs and priorities, while remaining aligned with YP's objectives and mandate.

### 2. Objective

The objective of the RFI is to gather preliminary information on the number and types of active NGOs, organisations, and social enterprises currently operating in Sabah. This will enable YP to better understand the landscape and plan for suitable programme types to be offered under a subsequent Request For Quotation (RFQ) stage. The information collected will guide decision-making and ensure alignment with local capacity, community needs, and YP's scope as per main programme objectives as follows:

1. To build greater Yayasan Peneraju (YP) presence in Sabah by leveraging the established networks and credibility of local organisations to increase awareness and visibility of YP's initiatives; and
2. To enlarge the talent pool from Sabah by facilitating talent identification, profiling, and engagement efforts—specifically targeting the creation of over 1,000 talent profiles on Peneraju.org

### 3. Scope of Works

Scope	Activities
1.0 Programme Proposal	Organisation shall prepare a Programme Proposal that includes: <ul style="list-style-type: none"><li>• Finalised agenda;</li><li>• Objectives of the programme;</li><li>• Target participants;</li><li>• Venue including the location, accessibility;</li><li>• Detailed budget breakdown.</li></ul>

Scope	Activities
2.0 Programme Implementation	<p>Organisation shall be responsible for the implementation of the approved programme that includes:</p> <ul style="list-style-type: none"> <li>• Participant <b>recruitment and outreach activities</b> to ensure that the target number of participants is achieved.</li> <li>• Managing <b>all logistics and on-ground coordination</b> to ensure a smooth and meaningful delivery of programmes.</li> <li>• Collect and submit <b>verifiable attendance records</b> for all participants and include relevant participant details (e.g., name, IC, address)</li> </ul> <p>Provide clear <b>documentation of the programme</b> eg; photographs (with participant consent) and, where possible, short videos or testimonials.</p>
3.0 Post-programme Report	<p>Organisation shall prepare and submit a comprehensive Post-Programme Report to document the outcomes, challenges, and overall impact of the initiative that includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Programme Overview</li> <li>• Summary of Activities</li> <li>• Participant Profile</li> <li>• Participant Feedback Summary</li> </ul>
4.0 Reputation Protection and Conduct	<p>Organisation shall conduct all activities under this programme in a professional, ethical, and culturally sensitive manner that upholds the values and reputation of Yayasan Peneraju.</p>

#### 4. Conclusion

*Bah, Upgrade Kita Bersama YP* reflects Yayasan Peneraju's focused commitment to empowering communities in Borneo through inclusive and impactful initiatives. By partnering with local organisations, YP aims to address the unique needs of the region while staying true to its mission of building national capability through targeted and equitable development.

# **SECTION C**

## **INSTRUCTIONS TO VENDOR**



## **SECTION C – IMPORTANT NOTICE**

This section (instruction to vendor) 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 Vendor to adhere to the practices and format to fulfil the requirement of RFI. Failure to follow any of these instructions will result in the RFI Proposal being rejected and will not be entertained.

### **1. Examination of RFI Document**

#### **1.1 Examination**

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

#### **1.2 Review and Verification**

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

#### **1.3 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 Vendors in the form of RFI Clarification.

### **2. RFI Proposal Preparation**

#### **2.1 Costs and Expenditure**

Vendor shall bear all the costs and expenditure incurred by Vendor 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.

## 2.2 Compliance

Vendor must ensure that the RFI Proposal will comply with the entire requirements as described herein.

## 2.3 Price

The price shall be in Ringgit Malaysia (RM). All prices quoted shall be fixed and not be subjected to any increase.

## 2.4 Approval of RFI

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

# 3. **RFI Proposal Submission**

## 3.1 Submission

The response of this RFI must be submitted by a person in the Vendor's organization with authority to commit to all information specified in the Microsoft form (refer Section 3.3)

## 3.2 No Economic Opportunity

By submitting this RFI to Yayasan Peneraju, Vendor affirms that they have not given, offered to give, nor intends 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 Vendor 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.

### 3.3 RFI Proposal Closing Date and Time

The complete RFI Proposal information must be submitted before **12.00 noon** on **6<sup>th</sup> August 2025 (Wednesday)** at the following Microsoft link:

**[REQUEST FOR INFORMATION \(RFI\): BAH UPGRADE KITA BERSAMA YAYASAN PENERAJU](#)**

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

## 4. **Confidentiality and Publicity**

- 4.1 This RFI document is strictly confidential. The information contained in this RFI document shall not be disclosed directly or indirectly to any other party.
- 4.2 This RFI document and its contents are confidential and shall remain at all times as property of Yayasan Peneraju. The vendor is only allowed to disclose relevant parts of the RFI to partners and/ or sub-vendors 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 Vendor with any other parties without written consent by Yayasan Peneraju shall result in immediate disqualification without any further notice.
- 4.3 Participating Vendors 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.
- 4.4 The information and documents provided by the Vendor will be treated as strictly confidential.

## 5. **Clarification and Oral Interpretation**

- 5.1 The Vendor 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 Vendor in writing in the form of RFI Clarification. Any oral interpretation received by Vendor is not considered as the modification to the RFI Document.

- 5.2 Request for clarification and modification by Vendor shall be received by the Secretariat before RFI Closing Date (*refer Section 3.3*) and be communicated via email only to the following contact person:

**E-mail** : [procurement@yayasanpeneraju.com.my](mailto:procurement@yayasanpeneraju.com.my)

**Attention** : **Procurement Department**

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

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