



TENDER DOCUMENT

**REQUEST FOR INFORMATION (RFI):  
TO PROVIDE EVENT ORGANIZER (EO)/EVENT MANAGER (EM) FOR  
YAYASAN PENERAJU**

**Ref. No.: YP-052/012026-RFI**

Description	Date
RFI Opening Date	12 January 2026

**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.

### **2. About the RFI**

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

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 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.
- ii) 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.

- iii) 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.
- iv) 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.

**SECTION B**

**SCOPE OF SERVICES  
& REQUIREMENTS**

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

### **1. Background**

Yayasan Peneraju Pendidikan Bumiputera is a Malaysian government-linked foundation under the Ministry of Economy, mandated to develop and strengthen Bumiputera talent. In support of its mandate and strategic objectives, Yayasan Peneraju regularly plans and delivers a range of corporate and official events, including but not limited to conferences, workshops, stakeholder engagements, and official functions.

### **2. Objective**

The objective of this Request for Information (RFI) is to invite expressions of interest from service providers capable of supporting the planning and delivery of Yayasan Peneraju's events. Through this RFI, Yayasan Peneraju aims to identify qualified and experienced Event Organizer (EO)/ Event Manager (EM) service providers capable of delivering comprehensive event management services. These services include strategic event planning, logistics coordination, vendor and stakeholder management, on-site execution, and post-event reporting, with a focus on professionalism, efficiency, and quality outcomes.

### **3. Scope of Works**

Interested Event Organizer (EO)/Event Manager (EM) shall be responsible for end-to-end planning and management services, including the coordination, execution, on-site management and post-event activities for the proposed event(s). The scope includes, but is not limited to, the following:

- a) Event concept and theme development
- b) Event planning and scheduling (timeline)
- c) Venue sourcing and coordination
- d) Vendor management (catering, AV, decoration, printing, etc.)
- e) Budget planning and cost control
- f) Registration and guest management
- g) Event production and on-site management

- h) Technical support (sound, lighting, LED, livestream if required)
- i) Event staffing (MC, ushers, crew, security)
- j) Risk management and contingency planning.
- k) Post-event reporting and evaluation.

#### **4. Conclusion**

Yayasan Peneraju via this RFI to seeks a qualified and experienced Event Organizer (EO) / Event Manager (EM) to plan, manage, and deliver professional and seamless events. The information collected through this RFI will help YP assess vendor capabilities, services offerings, lead times, and value-added services. Vendors are encouraged to provide detailed responses to facilitate shortlisting for potential procurement and future collaboration.

**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\*\*\*\*\*