

**INSTITUT KEUSAHAWANAN NEGARA BERHAD
REQUEST FOR PROPOSAL FORMAT
FOR FOR TRAINING KIT FOR INSKEN'S PROGRAMME 2025**

PART A : COMPANY PROFILE (15%)

Company/Business Name	:	ABC Sdn Bhd
Registration No	:	IM - XXXXXX - D
Year Incorporated	:	2013
Address & Phone No	:	ABC Sdn Bhd No 8-1, Jalan Usahawan 7, Pusat Bandar Damansara 50450 Kuala Lumpur No Tel: 03 - 8312 XXXX No Fax: 03 - 8314 XXXX
Shareholder(s)/ Partner(s)	:	a) Encik Ali bin Alias MSc in Supply Chain Management (UiTM), 1984, Director of Operation Celcom b) Puan Khadijah Mohd Advanced Diploma in Business Studies (Majoring in International Business) (ITM Shah Alam), 1990, Senior Manager (10 years of experienced in customer relationship & corporate ser, Product Development, Supply Chain, Operations Management)
Last year turnover (2018)	:	RM3,456,291.20
Full Employee(s)	:	22
Experience in industry	:	15 years
Track Record	:	Business to Consumer (B2C) Managed more than 20 company to supply collateral item (Such as Notebook, pen, Lanyard and many more). Business to Business (B2B) a) Petronas b) Sime Darby Motor c) UMW Toyota d) Suruhanjaya Koperasi Malaysia (SKM) e) Kementerian Kemajuan Luar Bandar & Wilayah (KKLW)

PART B: SPECIFICATIONS OF THE PRODUCTS (85%)

i. Specification of the products

Programme	:	Training Kit for INSKEN's Programme 2025
Tenure	:	1 Months
Objective	:	1. To ensure quality and cost is the best value for the company. 2. Ensure that the items are tailored to the target audience and meet quality standards.
Target Participant	:	Entrepreneurs all over Malaysia
Content	:	Proposed of the budget and the quality of the product
Submission by & Address		ABC Sdn Bhd No 8-1, Jalan Usahawan 7, Pusat Bandar Damansara 50450 Kuala Lumpur No Tel: 03 - 8312 XXXX No Fax: 03 - 8314 XXXX Contact name: Pn Azizah binti Abu (012 - 345 6789)
Make your pitch (Not more than 30 words & avoid generic pitches)	:	We have 15 years experiences managing event. Xxx Among notable events before: 1. XXXX 2. XXXX 3. XXXX

PART B: EXAMPLE DESIGN OF THE PRODUCTS (EXAMPLE ONLY)

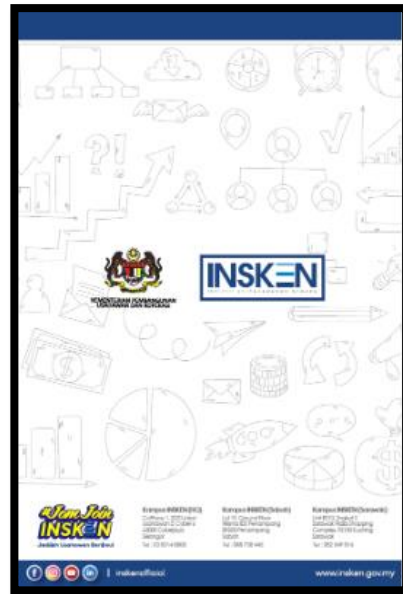
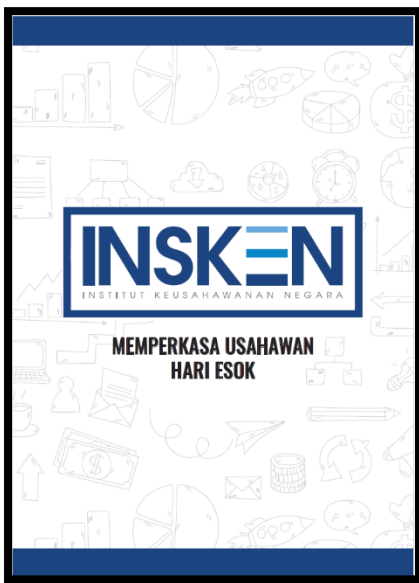
1. T-SHIRT



2. LANYARD



3. INSKEN NOTEBOOK



4. GOODIES BAG



5. PEN



6. BUNTING



SAMPLE

SAMPLE

PART C : PROPOSED COSTING (20%)

No	Item	Total Cost (RM)
Delivery for 500 pax, Majlis Graduasi Program Bimbingan INSKEN 2024		
1	Venue management & P/A systems and lighting	30,000.00
2	Participants on-site management (tagging, registration, ushering & etc)	5,000.00
3	Performance – (<i>refer discussion with INSKEN</i>)	7,000.00
4	Stage and hall decoration works (based on theme)	15,000.00
5	Banners, buntings	5,000.00
6	Backdrop main stage/LED Screen	10,000.00
7	Photo Booth/Event Photo Wall	4,000.00
8	Emcee during event	3,000.00
9	Full video recording and photography of event	11,000.00
Total Overall		95,000.00

Note: The costing is subject to further negotiation (*for sample ONLY*)