

REQUEST FOR QUOTATION

**RFQ:
INDUSTRY CERTIFICATION ENGINEERING -
DIGITAL ENGINEERING PROTOTYPING
PROGRAMME (ICE-DEP)**

REFERENCE NO: MARii/HCD/ICE-DEP/2024/RFQ/002

Issuance Date: 15 May 2024
Closing Date: 29 May 2024

1. Introduction

- 1.1. Malaysia Automotive, Robotics & IoT Institute (MARii), is an agency under the Ministry of International Trade and Industry (MITI). Serving as the focal point, coordination centre and think tank for the nation's automotive industry, it enhances technology, human capital, supply chain, market outreach, and aftersales capabilities of all automotive stakeholders and ecosystems.
- 1.2. MARii's main objective is to enhance the competitiveness of the automotive industry and overall mobility including Intelligent Transportation Systems (ITS) and Related Services through the adoption of robotics & IoT.

2. Project information

- 2.1 This RFQ aims to identify a potential Service Provider for the Industry Certification Engineering - Digital Engineering Prototyping (AICE-DEP) Programme 2024 for fresh graduates.
- 2.2 Towards the NAP 2020, human capital development is one of the core strategies that will ensure that local manpower readiness is in tandem with the development of current and future automotive technology. In line with that, MARii has developed several human capital programs, including the Industry Certification Engineering – Digital Engineering Prototyping Programme (ICE-DEP). This program is a capacity building program to train graduates with engineering background in specific in-demand areas within the manufacturing industry especially in the automotive industry and its ecosystem. This program immediately enhances the talent's knowledge within the industry.
- 2.3 This programme also ensures its graduates are multi-skilled and equipped with necessary industry knowledge, skill, experience, and culture to perform their duties. The programme targets to up-skill 110 Bumiputera participants with engineering background in the year 2024 and secure their job placement across automotive industry and its ecosystem.

3 Appointment of the Company

The engagement is a one-off project, and the commencement of services is scheduled for July 2024.

4 Scope of Work

Please refer to the **Attachment 2** (Job Scope Work, Performance of Services & Schedule of Work).

5 Deliverables

Please submit the Quotation to procurement@marii.my. The quotation must address to:

MARii HQ, CYBERJAYA

Block 2280

Jalan Usahawan 2, Cyber 6

63000 Cyberjaya

Selangor Darul Ehsan

6 Requirements of Quotation

- 6.1 The quotation submitted must state the detailed breakdown and itemized cost that will be incurred in this project (Please refer to **Attachment 2**)
- 6.2 The quotation should identify a contact (with contact information including telephone, mailing address, and email address) for future communications regarding the submission and acknowledge all addendums (IF Any) in the RFQ.
- 6.3 The Company must include a brief description of the team's qualifications and previous experience in similar events or projects.
- 6.4 The Quotation shall include (refer to checklist as per **Attachment 1**):
 - a) Cover Letter
 - b) Quotation
 - c) Company Details
 - d) Financial

7 Process Schedule

i. RFQ invitation

15 May 2024

ii. Submission of Quotation

- Email: procurement@marii.my
- Closing date: 29 May 2024 (Wednesday)
- RFQ Briefing: 17 May 2024 (Friday)
- Address: **Procurement Department**

Malaysia Automotive Robotics and IoT Institute (MARii)

Block 2280 Jalan Usahawan 2, Cyber 6, 63000 Cyberjaya Selangor

8 Points of Contact for future correspondent

For any inquiries or supplementary information of this RFQ statement, please contact the designated individual below:

• RFQ Submission:

- Name: Ku Mohd Fahimi Bin Ku Hamid
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Email: fahimi@marii.my
- Name: Fazirah Bt Kamaruddin
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9 Acceptance/ Rejection of Quotation

MARii is not obligated to accept the lowest quotation or any quotation, nor is it required to provide a reason for rejecting any quotation. The decision of the Evaluation Committee is final.

10 Quotation Price

10.1. The prices stated in the quotation shall encompass all costs, including taxes, duties, fees, and any other relevant charges.

- 10.2. No claims for price adjustments will be considered due to fluctuations in labour costs or changes in government duties and taxes, whether occurring during the validity period of the quotation or throughout the project execution phase.

Attachment 1

PROPOSAL SUBMISSION CHECKLIST		TICK BY SP
A. COVER LETTER		
A1	Cover Letter including:	
	a. RFQ Submission Checklist	
B. QUOTATION		
B1	Quotation for: Industry Certification Engineering - Digital Engineering Prototyping (ICE-DEP)	
C. COMPANY DETAILS		
C1	Copy of Company Registration (SSM)	
	i. Corporate Information	
	ii. Certificate of Incorporation (Form 9)	
	iii. Of Shareholder (Form 24)	
	iv. Of Directors/Officers (Form 49)	
C2	Company background (Company profile, Organization Chart, Project Team Members, etc.)	
C3	Company Experience	
C4	MOF Certification / Other Related Certification (If Any)	
D. FINANCIAL		
D1	Latest 3 Months Company Bank Statement	
D2	Payment Term – Monthly Claim (The Bidder shall specify payment term)	

Attachment 2

SCOPE OF WORK

The RFQ shall cover the following:

No	Description	Requirement
Section A - Training		
1	Program Timeline	Training must be completed within August 2024 until 31 st December 2024.
2	Participants Requirement	<ul style="list-style-type: none"> i. Quantity: 110 Pax ii. Malaysian Fresh graduates (2022 and above) in engineering (Mechanical, Automotive, Electrical & Electronics, Manufacturing or Mechatronics) from accredited MQA higher education. iii. Bumiputera. iv. 21 – 27 years old male/female. v. CGPA 2.70 and above.
3.	Training Duration	<ul style="list-style-type: none"> 1) 22 days of physical training from Monday to Friday. 2) Training to be conducted from 9.00 am – 5.00 pm. (8 hours/day). <ul style="list-style-type: none"> a. Morning break is at: 11.45 am – 12.00 pm (15-minute break). b. Training break is from: 1.00 pm – 2.00 pm (1-hour break). c. Evening break is from: 3.00 pm – 3.15 pm (15-minute break).
4	Languages	Training can be conducted in either English or in Bahasa Malaysia.
5	Class Size	Recommended 30 pax per cohort/group
6	Attire	The training provider shall always wear formal and appropriate attire during the training program.
Section B - Administrative		
1	Documentation	
	Attendance Record	The services provider must prepare and submit the attendance record according to MARii's requirement.

No	Description	Requirement
2	Administrative Services	<p>The Service Provider (SP) required to:</p> <ol style="list-style-type: none"> 1) prepare the modules and teaching aids material for the training session. 2) prepare the physical class and teaching aids equipment for the training programme. 3) recruit potential candidates. 4) coordinate with the participants during emergency, banking, logistic and other administration purposes. 5) coordinate with the industries management during emergency, banking, logistic and other administration purposes. 6) complete the administration tasks and documentation whenever needed.
3	Monitoring and Reporting	<p>The Service Provider (SP) required to:</p> <ol style="list-style-type: none"> 1) collect and keep record of the participants' resumes, Application Form, Aku Janji Form, participant's NRIC copies and birth certificate, signed offer letter, Interview Form, bank account slip, and Health Declaration Form or any other document requested by MARii. 2) ensure the Daily Training Attendance Record of participants is recorded and compiled. 3) collect and handover one original copy of Daily Training Attendance Record to the Programme coordinator or representative at the end of the training on the same day. 4) submit all the completed documents as per below: <ol style="list-style-type: none"> i. the Daily Training Report for the 22 days duration (with service provider company's logo). ii. the Executive Summary Report. iii. the training Daily Attendance Records for 22 days. iv. Summary of Attendance for the complete 22 days of the program. v. Pre and Post Evaluation Paper, and Evaluation Result Summary. vi. the complete participant's database. <p>(The template of the reports will be provided)</p> 5) complete the administration tasks and documentation whenever needed.

No	Description	Requirement
		<p>response to MARii within 1 hour for any urgent matters related to the training program.</p> <p>6) prepare and compile feedback form after each training session and after program end.</p> <p>7) distribute interview forms to interviewers from industries and to keep the record in documentation.</p> <p>8) coordinate the interview session between participants and industries at the training centre or any location (if required) as requested by MARii.</p> <p>9) update the employment status in the participants' database.</p> <p>10) collect job Offer Letter from participants.</p>
Section C – Job Placement		
1.		The Service Provider (SP) required to provide job opportunities for the participants.
Section D - Allowance		
1.		The Service Provider (SP) required to provide RM 1500 allowance for the participants after class completion.
Section E – Module Development		
1	Modules	<p>1) The Service Provider is required to develop twenty-two (22) days of Training Modules. The details as follows;</p> <ul style="list-style-type: none"> i. Develop a detailed outline of the training program covering four (4) days of instruction. ii. Design engaging and interactive training materials, including presentations, handouts, exercises, and assessments. iii. Ensure that the training content aligns with the learning objectives and is suitable for the target audience. iv. Incorporate adult learning principles and instructional design best practices to maximize learning outcomes. v. Provide clear instructions for trainers/facilitators to deliver the training effectively. vi. Include multimedia elements (e.g., videos, simulations) where applicable to enhance learning experiences.

No	Description	Requirement
		<p>vii. Develop pre-training and post-training assessments to measure the effectiveness of the training program.</p> <p>viii. Revise and finalize the training modules based on feedback from MARii.</p> <p>2) Proposals must be submitted electronically to MARii before the first cohort start.</p> <p>Intellectual property rights for the developed training modules will belong to MARii.</p>
Day 1	Self-Discipline	<p>i. To educate on avoiding unhealthy excess of anything that could lead to negative consequences.</p> <p>ii. To educate on rejecting instant gratification and pleasure, in favor of some greater gain, which requires spending effort and time to get it.</p> <p>iii. To educate on pursuing the plans despite temptations to abandon them.</p>
Day 2	Time Management	<p>i. To educate on current uses of time in daily life.</p> <p>ii. To educate on identifying procrastination behaviors and strategies to avoid them.</p>
Day 3	Management Skills	<p>i. To educate on improving communication skills.</p> <p>ii. To educate on understanding the role of a leader.</p> <p>iii. To educate on improving decision-making skills.</p>
Day 4	Financial Management	<p>i. To educate on relevant, systematic, efficient and actual knowledge of financial management that can be applied in practice with making financial decisions and resolving financial problems.</p> <p>ii. To educate on demonstrating an understanding of the overall role and importance of the finance function, basic finance management knowledge and communicate effectively using standard business terminology.</p>
Day 5	Kenegaraan dan Kerohanian	<p>i. To educate on Islamic aqidah.</p> <p>ii. To educate on Islamic way of life.</p> <p>iii. To educate on learning life history of prophet and its lesson.</p>

No	Description	Requirement
		<ul style="list-style-type: none"> iv. To educate on identifying the importance of patriotism towards the country. v. To educate on learning how to give contribution towards the country.
Day 6	Vehicle Manufacturing Process	<ul style="list-style-type: none"> i. To educate on basic knowledge of overall vehicle manufacturing process starting from design, testing, production preparation and manufacturing to a complete car. ii. To educate on the basic 4M (Man, Machine, Method and Material) involvement in each process.
Day 7	Quality Control	<ul style="list-style-type: none"> i. To educate on the basic 4M (Man, Machine, Method and Material) fundamental of automotive Quality Control that contributed to Build in Quality process. ii. To educate on the Quality Control operation in Stamping and Sub Assembly Welding Process.
Day 8	Lean Production System (LPS) Introduction	<ul style="list-style-type: none"> i. To educate on overall concept of LPS (Jidoka, Just In Time). ii. To educate on good vehicle manufacturing technique to produce high quality and profitable product.
Day 9	Fundamental of Standardized Work	<ul style="list-style-type: none"> i. To educate on introduction of standardized work and why standardized work is important. ii. To educate on time study analysis – introduction and objective. iii. To educate on preparation requirement to time study analysis. iv. To educate on analyzing product type chart, product quantity chart. v. To educate on understanding and making time study analysis procedure and practice using video and stopwatch.
Day 10	Fundamental of Kanban	<ul style="list-style-type: none"> i. To educate on Production System Introduction – Planned, Fill-up and Customer ordering. ii. To educate on Kanban system – Kanban history, definition, type of Kanban and roles of Kanban. iii. To educate on Kanban lead time – definition and Kanban lead time calculation.

No	Description	Requirement
		iv. To educate on understanding acquire good manufacturing method to optimize material flow and reduce waste of resources.
Day 11 - 13	IATF 16949 : 2016 Requirements	i. To educate on overview of the IATF 16949 : 2016 requirements, as well as providing a basis for making strategic business decisions relative to the implementation of IATF 16949 : 2016 into the organization's quality management system.
Day 14	8D Problem Solving Methodology	i. To educate on how to apply problem solving techniques in the workplace. ii. To educate on understanding when, where and how problem-solving techniques are used. iii. To educate on defining the eight disciplines of problem solving. iv. To educate on knowing the major processes for problem solving.
Day 15 - 17	CATIA V5	i. To educate on understanding the Catia V5 Interface and Features. ii. To educate on becoming familiar in Catia V5 as user.
Day 18 - 20	Basic of Engineering Analysis Training	i. To educate on introducing the Failure Mode and Effects Analysis (FMEA) method, when to implement FMEA, to obtain knowledge on FMEA procedure, resources, and examples. ii. To educate on obtaining knowledge on how to develop a Control Plan. iii. To educate on the concept of Six Sigma, Six Sigma tools, six steps in Six Sigma.
Day 21	Introduction to Industry 4.0	i. To expose the participants to the meaning and concepts of Industry 4.0. ii. To give participants basic knowledge in Industry 4.0
Day 22	Introduction of EV Safety and Components	i. To expose the participants to the meaning and concepts of EV. ii. To give participants basic knowledge in EV safety and components.

No	Description	Requirement
Section F - Others		
	Takaful Coverage	<p>1) Service Provider must provide takaful coverage for participants with a minimum 6 months of coverage from day 1 of classroom training.</p> <p>2) Minimum coverage inclusive of:</p> <ul style="list-style-type: none"> i. Death = RM 40,000 ii. Permanent Disablement = RM 40,000 iii. Medical Expenses = RM15,000 iv. Funeral Expenses = RM 1,500 v. Hospital Income = RM 300 vi. Temporary Total Disablement = RM 40 vii. Medical Expenses = <ul style="list-style-type: none"> a) RM15,000 any one accident / aggregate - For accidents during classes and industrial training arranged by MARii (Including direct journey between college / workplace and participant's home) OR b) RM1,000 any one accident - b) For accident not falling under (a) above ie during non-class and non-work. Note: If the participant deviates in the journey to another place, the benefits will be covered under (b). viii. Hospital Allowance = RM 300 per person (Max 15 days). <p>Temporary Total Disablement (MC) RM 40 per day x 10 days.</p>

Cost Breakdown

A. Programme details:				Total (RM)
No	Item	Requirement	Unit Price (RM)	
A	Training Fee To fulfill all requirements outlined in Section A's scope of work.	110 Pax		
B	Administrative To fulfil all requirement in section B's scope of work including attendance report, administrative services and reporting and monitoring.			
C	Job Placement The Service Provider (SP) required to provide participants with suitable employment job opportunities			
D	Allowance The Service Provider (SP) is required to provide a RM 1500 allowance (pay and claim) to participants upon completion of the class			
E	Module Development To develop program module outlined in Section E's scope of work.	16 Modules		
F	Others - Takaful Coverage To procure insurance coverage for the participants.	110 pax		

Total RM

Total Tender Price in words: Malaysian Ringgit

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Company's Stamp:	Signature:
	<p>Name:</p>