

REQUEST FOR QUOTATION

**RFQ:
SABAH INDUSTRY – LED PROFESSIONAL
CERTIFICATE PROGRAMME (SIPC)**

REFERENCE NO: MARii/HCD/SIPC/2024/RFQ/002

Issuance Date: 20 September 2024

Closing Date: 02 October 2024

1. Introduction

1.1 Malaysia Automotive, Robotics & IoT Institute (MARii), is an agency under the Ministry of Investment, 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 Sabah Industry – Led Professional Certificate Programme (SIPC) for Sabah-Born with SPM/Diploma/SKM holders.

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 Sabah Industry – Led Professional Certificate Programme (SIPC). MARii & Jabatan Pembangunan Sumber Manusia Negeri Sabah (JPSM) has initiated SIPC, aiming to transform Sabah-born manpower to meet specific demands of the manufacturing companies in all sectors especially in the automotive industry and its ecosystem.

2.3 SIPC is an initiative aimed at providing training and ensuring job opportunities for young Sabah-born who have recently graduates from SPM/Diploma/SKM seeking employment opportunities.

2.4 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 50 Sabah-born participants with SPM/Diploma/SKM in the year 2024 and secure their job opportunities 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 September 2024.

4 Scope of Work

Please refer to the **Attachment 1** (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 2**):

- a) Commercial checklist
- b) Technical checklist

7 Process Schedule

i. RFQ invitation

20 September 2024

ii. Submission of Quotation

- Email: procurement@marii.my
- Closing date: 02 October 2024 (Wednesday)
- Closing Time: 12.00 PM
- RFQ Briefing: **23 September 2024 (Tuesday), 2.30 PM**
- Platform: Online (Teams) - Please use the link provided to join the briefing session. <https://tinyurl.com/4vbh5rm7>
- 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
Contact Number: +60 133956201
Email: fahimi@marii.my
- Name: Fazirah Bt Kamaruddin
Contact Number: +60 172794665
Email: fazirah@marii.my

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.

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.

11 Bribery and Solicitation

11.1 The offer of a bribe or other inducement to any person with the view to influence the placing of the Contract will result in the instant rejection of the Quotation.

11.2 Should any of our staff solicit directly or indirectly for any forms of benefits or favors of any kind, please report the matter directly to MARii's Internal Audit, Governance & Compliance Department (IAGC), at Integrity@marii.my or whistleblower@marii.my .

Attachment 1

SCOPE OF WORK

The RFQ shall cover the following:

No	Description	Requirement
Section A – Training		
1	Program Timeline	Training must be completed before 15 November 2024
2	Participants Requirement	<ul style="list-style-type: none"> i. Quantity: 50 Pax ii. Sabah-born Malaysian Citizens, and iii. Age:18 years old until 30 years old (based on the date of birth on the 1st day of training), and iv. Gender: Male or Female, and v. No criminal record and healthy, and vi. Academic qualification: minimum SPM, not higher than Diploma (STEM related) level.
3.	Training Duration	<ul style="list-style-type: none"> 1) 24 days of physical training from Monday to Sunday. 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: 11.00 am – 11.15 am (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	50 pax per 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) To manage promotion and enrollment activities through suitable platform and media. 2) To identify and propose suitable venue to conduct training program and manage necessary arrangement once the venue is agreed. 3) To build a database of potential participants to be recruited. 4) To screen the participants based on the qualification and eligibility: <ol style="list-style-type: none"> a. Sabah-born Malaysian Citizens, and b. Age:18 years old until 30 years old (based on the date of birth on the 1st day of training), and c. Gender: Male or Female, and d. No criminal record and healthy, and e. Academic qualification: minimum SPM, not f. higher than Diploma (STEM related) level. 5) To communicate with participants for program promotion and confirmation. 6) To follow up participants' status to join program. 7) To prepare and send Programme's Offer Letter to the participants. 8) To process the inquiries from participants and parents. 9) To provide warden service to ensure the safety of the participants and to control the movement of the participants. 10) To provide teaching aids equipment for the training programme. 11) To ensure the participants' welfare including health and safety. 12) To manage sick participants to clinics or hospitals. 13) To coordinate with the participants during emergency, banking, logistic and other administration purposes. 14) To provide MARii on the administration tasks and documentation whenever needed.

No	Description	Requirement
		<p>15) To coordinate the interview session between participants and industries at the training center or any location requested by MARii.</p> <p>16) To manage closing ceremony for SIPC at the training center or any location requested by MARii.</p>
3	Monitoring and Reporting	<p>The Service Provider (SP) required to:</p> <ol style="list-style-type: none"> 1) To 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 24 days duration (with service provider company's logo). ii. the Executive Summary Report. iii. the training Daily Attendance Records for 24 days. iv. Summary of Attendance for the complete 24 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. 6) Response to MARii within 1 hour for any urgent matters related to the training program. 7) Prepare and compile feedback form after each training session and after program end. 8) Distribute interview forms to interviewers from industries and to keep the record in documentation.

No	Description	Requirement
		9) Coordinate the interview session between participants and industries at the training centre or any location (if required) as requested by MARii. 10) Update the employment status in the participants' database. 11) Collect job Offer Letter from participants. 12) Service provider must ensure the government law and local authorities' law must be always abided.
Section C – Job Placement		
1.		The Service Provider (SP) required to provide job opportunities for the participants at least two times interview session.
Section D - Allowance		
1.		The Service Provider (SP) required to provide RM 300 allowance for the participants after class completion.
Section E – Accommodation		
1.		The Service Providers (SP) required to: <ol style="list-style-type: none"> 1) Provides accommodation service to all participants. 2) Ensure all the facilities are safe during the tenancy period. 3) Ensure the facilities are all well maintained. 4) Ensure basic facilities such as electricity, water, fan, bed, and wardrobe are equipped and well-functioning. 5) Ensures the government law and local authorities' law must always abide.
Section F – Module Development		
1.	Modules	1) The Service Provider is required to develop twenty-four (24) days of Training Modules. The details as follows; <ol style="list-style-type: none"> i. Develop a detailed outline of the training program covering twenty-four (24) days of instruction. ii. Design engaging and interactive training materials, including presentations, handouts, exercises, and assessments.

No	Description	Requirement
		<ul style="list-style-type: none"> 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. vii. Develop pre-training and post-training assessments to measure the effectiveness of the training program. viii. Revise and finalize the training modules based on feedback from MARii. <p>2) Proposals must be submitted electronically to MARii before the first cohort start. Intellectual property rights for the developed training modules will belong to MARii.</p>
Day 1	Career Onboarding and Profiling, MARii Introduction on Programme and Automotive Ecosystem (MARii)	<ul style="list-style-type: none"> i. Brief introduction to MARii's background and the programme course. ii. To introduce onboarding and profiling of MYFutureJobs. iii. To introduce social safety nets. iv. Industrial talk by industry expert and workplace time management introduction. v. Brief introduction on Automotive Ecosystem.
Day 2	Resume Preparation (MARii)	<ul style="list-style-type: none"> i. Industrial talk by industry expert. ii. To introduce Career S.W.O.T Analysis. iii. To be able to identify the job search process resume interest. iv. To identify the things you want prospective employers see in the resume. v. To provide an effective resume. vi. To identify things that should not be included in the resume.
Day 3	Self Enhancement	<ul style="list-style-type: none"> i. To explain the meaning and importance of "Jati Diri". ii. To prepare and transform participants mindset physically and mentally on facing competition in the job market.

No	Description	Requirement
		iii. To identify the success and failure factors of an employee.
Day 4	Basic Financial Management	<ul style="list-style-type: none"> i. To guide participants to create goals and direction. ii. To expose participant to how manage their financial management.
Day 5	Time Management	<ul style="list-style-type: none"> i. To expose participant to the time management technique. ii. To train participant to use these tools to achieve effective time management.
Day 6	Human Resource for New Worker	<ul style="list-style-type: none"> i. To expose participant on the HR related matter for new worker. ii. To guide participant on the responsibility of new worker of the company.
Day 7	Employability Enhancement	<ul style="list-style-type: none"> i. To learn about factor to enhance employability. ii. To enhance communication skills through group discussion & presentation.
Day 8	Workplace Communication	<ul style="list-style-type: none"> i. To learn about communication skills that are required in workplace. ii. To be able to demonstrate right way of effective communication through various working level in workplace.
Day 9 - 11	Overview of Overall Vehicle Manufacturing Process	<ul style="list-style-type: none"> i. To give participant the basic knowledge on overall car manufacturing process starting from design, testing, production preparation and manufacturing to a complete car.
Day 12 - 13	Introduction to Lean Production System (LPS)	<ul style="list-style-type: none"> i. To expose the participant on the meaning and concepts of LPS. ii. To explain the definition of LPS to the participant. iii. To expose the participant on the LPS implementation in short.
Day 14	Casting Process at Automotive Industry	<ul style="list-style-type: none"> i. To educate the participant step 1 of fundamental of LPS for casting process at automotive industry.
Day 15	Plastic Injection Process At Automotive Industry	<ul style="list-style-type: none"> i. To educate the participant step 1 of fundamental of LPS for automotive plastic injection process.
Day 16	Tools and Die Maintenance	<ul style="list-style-type: none"> i. To educate the participant step 1 of fundamental of LPS for tools and die maintenance.

No	Description	Requirement
Day 17	Quality Control at Stamping and Sub Assembly Welding Line	i. To educate the participant step 1 of fundamental of LPS for automotive sub-assembly welding line.
Day 18 - 19	5S and Safety Awareness	i. To give participant awareness of 5S System (Seiton, Seiso, Seiso, Seiketsu & Shitsuke). ii. To give participant awareness on importance of safety in the industry.
Day 20 - 21	Autonomous Maintenance Awareness	i. To expose the participant on the meaning and concepts of Autonomous Maintenance. ii. To explain the definition of Autonomous Maintenance to the participant. iii. To expose the participant on the Autonomous Maintenance activities and implementation.
Day 22 - 23	Quality Control Awareness (MARii)	i. To give participant awareness on quality planning and implementation. ii. To give participant basic knowledge in quality management system.
Day 24	Effective Interview (MARii)	i. To explain the meaning and importance of the interview. ii. To prepare participants physically and mental before and during the interview. iii. To identify factors of success and failure during candidate interviews.
Section G – Catering Services During Programme		
1.	To prepare and provide food and beverages service	The Service Providers (SP) required to: 1) To provide breakfast, lunch & dinner to all participants. 2) To provide food with quality that complies with all applicable Federal and State laws, acts and regulations. 3) To ensure the food & beverage is served within designated time and period. 4) To ensure the food & beverage served is enough for the participants during the programme. 5) Service provider must ensure the government law and local authorities' law must be abided at all times.

No	Description	Requirement
Section H – Logistics and Transportation		
1.	To prepare logistics and transportation service	<p>The Service Providers (SP) required to:</p> <ol style="list-style-type: none"> 1) Provide transportation services to all participants. 2) Ensure the transportation is safe during the program period. 3) Ensure transportation is well maintained. 4) Provide transportation for Friday Prayer from the hostel/training centre to the mosque. 5) Provide transportation service during the relocation process from the training center to the industries/hostel or any venue requested by MARii. 6) Ensure the safety of participants during the relocation process. 7) Ensure the government law and local authorities' law must be always abided.
Section I - Others		
1.	Takaful Coverage	<ol style="list-style-type: none"> 1) Service Provider must provide takaful coverage for participants with a minimum 6 months of coverage from day 1 of classroom training. 2) Minimum coverage inclusive of: <ol 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 = <ol 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).

No	Description	Requirement
		Temporary Total Disablement (MC) RM 40 per day x 10 days.
2	T-shirt program	The Service Provider (SP) is required to provide t-shirts for students participating in the program. The SP must create the design and obtain approval from MARii before printing

Cost Breakdown

A. Programme details:				Total (RM)
No	Item	Unit	Cost pe Unit (RM)	
A	Training Fee			
	To fulfil all requirements outlined in Section A's scope of work			
	Technical Skill	12 Days		
	Soft Skill	7 Days		
B	Administrative Fee To fulfil all requirements outlined in Section B's scope of work	24 Days		
C	Training Venue (Venue rental per day) The Service Provider (SP) required to provide participants with training venue	24 Days		
D	Allowance The Service Provider (SP) is required to provide a RM 300 allowance (pay and claim) to participants upon completion of the class.	50 participants		
E	Accommodation The Service Provider (SP) is required to provides accommodation service to all participants.	50 participants x 24 days		
F	Module Development To develop program module outlined in Section F's scope of work.	10 Modules		
G	Catering Services During Programme	50 participants x 24 days		

	To prepare and provide food and beverages service for 3 times per day			
H	Logistics and Transportation To prepare logistics and transportation service (If Applicable)	24 Days		
I	Others			
	<u>Insurance</u> To provide insurance coverage for student	50 participants		
	<u>T-Shirt Program</u> To provide t-shirts for students to wear during classroom sessions	2 pieces x 50 participants		
Total RM				

Total Tender Price in words: Malaysian Ringgit

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Company's Stamp:	Signature:
	 Name:

ATTACHMENT 2

1.0 Commercial Checklist

Category	Proposal Submission Checklist	PUT \checkmark	
		Yes	No
Cover Letter	1. Cover Letter including:		
	2. RFQ Submission Checklist		
Quotation	Quotation for: Sabah Industry – Led Professional Certificate Programme (SIPC)		
Financial	1. Latest 3 Months Company Bank Statement		
	2. Payment Term – 30 days upon receipt of invoice		

2.0 Technical Checklist

Category	No.	Submission Checklist <i>All information must be from the Year 2019 onwards only.</i>	PUT \checkmark	
			YES	NO
Company Profile	1	Company Profile Background		
	2	Organisational chart		
	3	Recent SSM Certificate obtained through online purchased only.		
	4	List of Customers* with past project experiences / portfolios with Delivery Order or Signed Service Form. *Please use the (Appendix 1) for submission		
Participants Requirement	1	Participant requirement proposal plan.		
	2	Letter of Authorisation / Certificate as training center / Any relevant certification in Training Provider		
	3	Recommendation Letters from the previous customers in related projects from 2019 onwards only **(If Any)		
	4	Training Module i. To submit the draft and plan module for 24 days. The draft must include all the program activities ii. Review and endorsement, preferably by subject matter experts such as a Professional Engineer (Ir.) or a Manager at the Research & Development or a related		

Category	No.	Submission Checklist <i>All information must be from the Year 2019 onwards only.</i>	PUT <input checked="" type="checkbox"/>	
			YES	NO
		department.		
	5	<p>Training Facilities</p> <p>i. please provide the following:</p> <ul style="list-style-type: none"> Type of venue Address Contact details Maximum capacity Photos <p>ii. Other facilities to be used in the training</p> <p>*Please use the (Appendix 2) for submission.</p>		
Refreshment	1	<p>Proposal* of daily menu for:</p> <p>i. Breakfast</p> <p>ii. Lunch</p> <p>iii. Dinner</p> <p>*Please use the (Appendix 3) for submission.</p>		
Transportation	1	<p>Please provide the details of transportation (If Any)</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> Type of Transportation Maximum capacity Photos <p>*Please use the (Appendix 4) for submission.</p>		
T-shirt Program	1	<p>Please provide the design or detailed information for the printing, which must be approved by MARii prior to production</p> <p>Please use the (Appendix 5) for submission.</p>		
Module Development	1	Draft proposal for Led Professional Certificate Programme (SIPC)		
Project Team	1	Letter of Employment of first and/or current employer for verification (Project Manager) .		
	2	Scroll / Official Transcript / Certificate (Project Manager) .		
	3	<p>Profile* with a minimum 1 year of professional experience (Project Manager)</p> <p>*Please use the (Appendix 6.1) for submission.</p>		
	4	<p>Profile* (Trainers)</p> <p>*Please use the (Appendix 6.2) for submission.</p>		
	5	Scroll / Official Transcript / Certificate (Trainers) .		
	6	Relevant professional certificates i.e. PMP, CSM, ACCA, TTT etc. (Trainers) .		

Category	No.	Submission Checklist <i>All information must be from the Year 2019 onwards only.</i>	PUT [✓]	
			YES	NO
Submission Format	1	As specified in the Scope of Work. (Mandatory)		

APPENDIX

Appendix 1



No.	List Of Customers			
	Company Name	Service Rendered	Delivery Order (Equivalent) <i>(Please complete/tick this form)</i>	
			Yes	No
1.				
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**Please include delivery order or signed service form*

No.	List Of Customers in Related Training			
	Company Name	Service Rendered	Delivery Order (Equivalent) <i>(Please complete/tick this form)</i>	
			Yes	No
1.				
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No.	List Of Customers for Ministries/Agencies			
	Company Name	Service Rendered	Delivery Order (Equivalent) <i>(Please complete/tick this form)</i>	
			Yes	No
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Appendix 2

Venue	
Venue	<i>The Avenue, Cyberjaya</i>
Address	<i>The Lodge, Persiaran Multimedia, Cyber 7, 63000 Cyberjaya, Selangor</i>
Contact Details	<i><u>03-8312 7010</u></i>
Maximum Capacity (No of Pax)	<i>50</i>
Picture 1	Picture 2
	

Appendix 3

Proposed Menu for Training Session						
No.	Criteria	Day 1	Day 2	Day 3	Day 4	Day 5 (if applicable)
1.	Breakfast	Hot Coffee Nasi Lemak Kuih Muih	To propose			
2.	Lunch	1. Carbohydrates: <ul style="list-style-type: none"> Nasi Putih 2. Proteins: <ul style="list-style-type: none"> Ayam Masak Merah Daging Masak Hitam 3. Fibre: <ul style="list-style-type: none"> Sayur Campur Masak Lemak 4. Fruits: <ul style="list-style-type: none"> Watermelon Honey Dew 5. Desserts: <ul style="list-style-type: none"> Agar-agar Puding Kastad 6. Beverages: <ul style="list-style-type: none"> Cold Water Sirap Cold Water Hot Coffee 	1. Carbohydrates: <ul style="list-style-type: none"> Nasi Putih 2. Proteins: <ul style="list-style-type: none"> Ayam Goreng Kunyit Daging Dendeng 3. Fibre: <ul style="list-style-type: none"> Kangkung Tumis Belacan 4. Fruits: <ul style="list-style-type: none"> Grape Pineapple 5. Desserts: <ul style="list-style-type: none"> Cream Puff Jeli Kelapa 6. Beverages: <ul style="list-style-type: none"> Cold Water Lemonade Cold Water Hot Coffee 			
3.	Dinner	Hot Tea Kuew Tiaw Goreng Kuih Muih	To propose			

Appendix 4

Venue	
Venue	<i>The Avenue, Cyberjaya</i>
Address	<i>The Lodge, Persiaran Multimedia, Cyber 7, 63000 Cyberjaya, Selangor</i>
Contact Details	<i><u>03-8312 7010</u></i>
Maximum Capacity (No of Pax)	<i>50</i>
Picture 1	Picture 2
	

Appendix 5: DESIGN: T-SHIRT			
NO .	NO .	SPECIFICATION ITEM	SPECIFICATION DETAILS
1	1	Quantity	Man = 12 pcs Women = 3 pcs Total Qty = 15 pcs.
2	2	Main Design - Man – short sleeve. - Woman – short sleeve.	Man: Collared polo shirt, short sleeve Woman: Collared polo shirt, short sleeve
3	3	Secondary Design - MARii Logo (.ai file provided) - SIPC Logo (.ai file provided) – with tagline	Logo (MARii): Front left side, upper side parallel to Industry4WRD logo Logo (SIPC): Front right side, upper side parallel to MARii logo MARii Full Name – Backside, centered, 2 lines
4	4	Method of printing	Fine Embroidery, Heat transfer
5	5	Fabric Composition	Cotton - 100%
6	6	Color	Main Fabric: Black Additional color line / hue: Red & White
7	7	Size range	S – 4XL (please provide measurement table to confirm order)

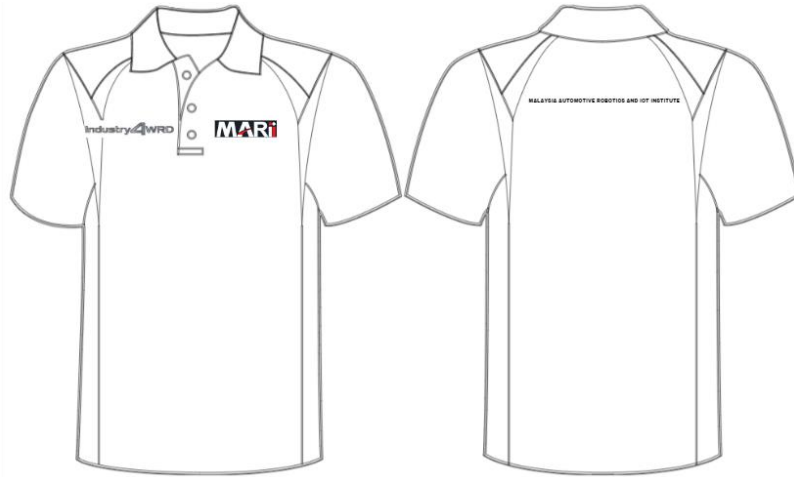
Appendix 5:

DESIGN: T-SHIRT

8

8

Sample of design / color




Logo Size & Color



1. MARii Logo: Color White & Red
Size: 2.5cm (H) x 8.75cm (L)

Appendix 6.1 (Project Manager)

Personal Particulars		
Name of Staff		
Company Name		
Designation		
Email Address		
Phone No.		
Years of <i>Working</i> Experience		
Years of <i>Teaching</i> Experience (if any)		
Age		
Academic Qualification – As Attached		
<ul style="list-style-type: none"> • <i>Master</i> • <i>Degree</i> • <i>Diploma</i> 		
Professional Certifications – As Attached		
<p><i>15 years of experience in Computer-Aided-Design (CAD), for mechanical engineering design in, various industries including automotive, manufacturing as well as in education sector as program and CAD trainer. Highly experience in Solid Works and Solid edge CAD software. Exposed for almost 2 years for CATIA, PLM and Dassault 3D experience platform</i></p>		
Area of Expertise		
<ul style="list-style-type: none"> • <i>Digital Marketing Strategy Development</i> 		
Major Work Experience – Employment letter for the first and current employer as attached		
<p><i>Sept 2019 – Present, PEBBLEREKA (Sales Manager, commercial & industry)</i></p> <ul style="list-style-type: none"> • <i>Leads sales roles in commercial industries including hunting and engage with new leads, maintain existing customer and account. Participate local and international related events locally together with principal. Prepare product presentations and provide solution based on customer requirement.</i> <p><i>Sept 2017 – Oct 2018, IME TECHNOLOGY SDN BHD (Senior sales Engineer)</i></p> <ul style="list-style-type: none"> • <i>Hunting new leads and engage with customer, perform product demonstration and maintain existing account and perform upselling to the potential buyer.</i> <p><i>Jan 2016 – Aug 2017, AUDATEX SDN BHD (Automotive Data Analyst)</i></p> <ul style="list-style-type: none"> • <i>Performing vehicle model analyst based on the current market trends, sales, policy change and others. To make sure the system is update with the latest models and keep data performing accordingly. Produce vehicle 2D drawing schematic base on vehicles models and specifications.</i> <p><i>DEC 2011 – DEC 2015, PROTON HOLDINGS BERHAD (Senior Research Engineer)</i></p> <ul style="list-style-type: none"> • <i>Performing technology mining activity to update the Proton Technology Roadmap to stay competitive in the industry. Conduct PTR workshop twice a year to gain more information and keep update the roadmap. Support special project team on new product development such as design packaging integration and testing by using CATIA. prepare final work report for technical feasibility findings.</i> 		

Jan 2011 – Nov 2011, QUALITY BUS & COACH SDN BHD (Design Engineer)

- *Design and analyse the bus and coach to ensure in comply with the local regulation. Managing design team to ensure the task complete and performing root cause analysis on the product and design.*

May 2005 – Dec 2010, F1 IN SCHOOLS SDN BHD (Technical Program Associate)


- *Conduct CAD& CAM training to the end user and support the technical team for troubleshooting and participate on national event throughout Malaysia.*

June 2004 – April 2005, TEKNION FURNITURE SYSTEMS R&D Technician)

- *Assist R&D Engineer for new product development including testing and standard verification. Follow up on special product order.*

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Appendix 4.2 (Trainer Profile)

Personal Particulars		
Name of Staff		
Company Name		
Designation		
Email Address		
Phone No.		
Years of <i>Working</i> Experience		
Years of <i>Teaching</i> Experience (if any)		
Age		
Academic Qualification – As Attached		
<ul style="list-style-type: none"> • <i>Master</i> • <i>Degree</i> • <i>Diploma</i> 		
Professional Certifications – As Attached		
<p><i>15 years of experience in Computer-Aided-Design (CAD), for mechanical engineering design in, various industries including automotive, manufacturing as well as in education sector as program and CAD trainer. Highly experience in Solid Works and Solid edge CAD software. Exposed for almost 2 years for CATIA, PLM and Dassault 3D experience platform</i></p>		
Area of Expertise		
<ul style="list-style-type: none"> • <i>Digital Marketing Strategy Development</i> 		
Major Work Experience – Employment letter for the first and current employer as attached		
<p><i>Sept 2019 – Present, PEBBLEREKA (Sales Manager, commercial & industry)</i></p> <ul style="list-style-type: none"> • <i>Leads sales roles in commercial industries including hunting and engage with new leads, maintain existing customer and account. Participate local and international related events locally together with principal. Prepare product presentations and provide solution based on customer requirement.</i> <p><i>Sept 2017 – Oct 2018, IME TECHNOLOGY SDN BHD (Senior sales Engineer)</i></p> <ul style="list-style-type: none"> • <i>Hunting new leads and engage with customer, perform product demonstration and maintain existing account and perform upselling to the potential buyer.</i> <p><i>Jan 2016 – Aug 2017, AUDATEX SDN BHD (Automotive Data Analyst)</i></p> <ul style="list-style-type: none"> • <i>Performing vehicle model analyst based on the current market trends, sales, policy change and others. To make sure the system is update with the latest models and keep data performing accordingly. Produce vehicle 2D drawing schematic base on vehicles models and specifications.</i> <p><i>DEC 2011 – DEC 2015, PROTON HOLDINGS BERHAD (Senior Research Engineer)</i></p> <ul style="list-style-type: none"> • <i>Performing technology mining activity to update the Proton Technology Roadmap to stay competitive in the industry. Conduct PTR workshop twice a year to gain more information and keep update the roadmap. Support special project team on new product development such as design packaging integration and testing by using CATIA. prepare final work report for technical feasibility findings.</i> 		

Jan 2011 – Nov 2011, QUALITY BUS & COACH SDN BHD (Design Engineer)

- *Design and analyse the bus and coach to ensure in comply with the local regulation. Managing design team to ensure the task complete and performing root cause analysis on the product and design.*

May 2005 – Dec 2010, F1 IN SCHOOLS SDN BHD (Technical Program Associate)

- *Conduct CAD& CAM training to the end user and support the technical team for troubleshooting and participate on national event throughout Malaysia.*

June 2004 – April 2005, TEKNION FURNITURE SYSTEMS R&D Technician)

- *Assist R&D Engineer for new product development including testing and standard verification. Follow up on special product order.*

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