

REQUEST FOR QUOTATION

RFQ:
MARii TECHNICIAN ACCELERATOR
DEVELOPMENT PROGRAMME (TADP)

REFERENCE NO: MARii/HCD/TADP/2024/RFQ/003

Issuance Date: 12 July 2024

Closing Date: 20 July 2024

Closing Time: 12.00 PM

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 MARii Technician Accelerator Development Programme (TADP) 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 MARii Technician Accelerator Development Programme (TADP). MARii & Efficient Frontier Principal Sdn Bhd has initiated MARii Technician Accelerator Development Programme (TADP), aiming to transform local graduates to become competent talents as technician in the automotive, transportation, and mobility industries, with a special focus on automotive manufacturing industries and its overall ecosystem across Malaysia.

2.3 TADP is an initiative to provide training and ensure job opportunities for Malaysians who have recently graduated or are 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 100 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 August 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

12 July 2024

ii. Submission of Quotation

- o Email: procurement@marii.my
- o Closing date: 22 July 2024 (Monday)
- o Closing Time: 12.00 pm
- o RFQ Briefing: 15 July 2024 (Monday)

Platform: Online (Teams) - Please use the link provided to join the briefing session. <https://tinyurl.com/yc7sp7dc>

- o 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:

- o Name: Ku Mohd Fahimi Bin Ku Hamid
Contact Number: +60 133956201
Email: fahimi@marii.my
- o 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. 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: MARii Technician Accelerator Development Programme (TADP)	
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 December 2024
2	Participants Requirement	<ul style="list-style-type: none"> i. Quantity: 100 Pax ii. Malaysian. iii. SKM 3 / Diploma or equivalent (STEM related to automotive manufacturing industries and its overall ecosystem. iv. 20 - 27 Years Old (Male/Female). v. No criminal record and healthy.
3.	Training Duration	<ul style="list-style-type: none"> 1) 20 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	Recommended 50 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.
2	Participants Management	The Service Provider (SP) is required to :

No	Description	Requirement
		<ol style="list-style-type: none"> 1) To manage promotion and enrolment activities through suitable platform and media. 2) To identify and propose suitable venue to conduct training program and manage necessary arrangements once the venue is agreed. 3) To build a database of potential participants to be recruited. 4) To screen the participants based on the qualifications and eligibility. 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.
3	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.
4	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.

No	Description	Requirement
		<p>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.</p> <p>4) submit all the completed documents as per below:</p> <ul style="list-style-type: none"> i. the Daily Training Report for the 20 days duration (with service provider company's logo). ii. the Executive Summary Report. iii. the training Daily Attendance Records for 20 days. iv. Summary of Attendance for the complete 20 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> <p>5) complete the administration tasks and documentation whenever needed. 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 on job training and job opportunities for the participants.
Section D - Accommodation		

No	Description	Requirement
1.		<p>The Service Providers (SP) are required to:</p> <ol style="list-style-type: none"> 1) provide 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 E – Module Development		
1	Modules	<ol style="list-style-type: none"> 1) The Service Provider is required to develop twenty (20) days of Training Modules. The details are as follows; <ol style="list-style-type: none"> i. Develop a detailed outline of the training program covering twenty (20) 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. 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. 2) Proposals must be submitted electronically to MARii before the first cohort start.

No	Description	Requirement
		Intellectual property rights for the developed training modules will belong to MARii.
Day 1	Career Onboarding and Profiling (MARii)	<ul style="list-style-type: none"> i. To introduce onboarding and profiling of MYFutureJobs. ii. To introduce social safety nets. iii. Industrial talk and workplace time management introduction.
Day 2	Resume preparation (MARii)	<ul style="list-style-type: none"> i. To introduce Career S.W.O.T Analysis. ii. To be able to identify the job search process resume interest. iii. To identify the things, you want prospective employers to see in the resume. iv. To provide an effective resume. v. 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 participant's mindset physically and mentally on facing competition in the job market. iii. To identify the success and failure factors of an employee.
Day 4	Basic Financial Management	<ul style="list-style-type: none"> i. To explain an understanding of the overall role and importance of the finance function, basic finance management knowledge and communicate effectively using standard business terminology.
Day 5	Time Management	<ul style="list-style-type: none"> i. To define current uses of time in daily life. ii. To explain procrastination behaviors and strategies to avoid
Day 6	Supervisory Skill	<ul style="list-style-type: none"> i. To expose participant on the understanding of organizational dynamics, enabling them to navigate challenges, promote a positive work culture and contribute to overall team and company success. ii. To guide participant on the capabilities, lead to more efficient
Day 7	Communication Skills	<ul style="list-style-type: none"> i. To learn about communication skills that are required in the workplace. ii. To be able to demonstrate right way of effective communication through various working level in workplace.

No	Description	Requirement
Day 8	Work Ethics	<ul style="list-style-type: none"> i. To learn on demonstrate a strong sense of integrity, reliability, and responsibility in their professional conduct. ii. To understand the importance of punctuality, commitment to tasks and a proactive approach on problem solving.
Day 9	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 10	Safety Awareness	<ul style="list-style-type: none"> i. To give participant awareness on importance of safety in the industry.
Day 11	ISO 9001: 2015 Requirements	<ul style="list-style-type: none"> i. To educate on overview of the ISO 9001: 2015 requirements, as well as providing a basis for making strategic business decisions relative to the implementation of ISO 9001:2015 into the organization's quality management system.
Day 12	Introduction to Industry 4.0 (MARii)	<ul style="list-style-type: none"> 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 13	Introduction of EV (MARii)	<ul style="list-style-type: none"> i. To expose the participants to the meaning and concepts of EV. ii. To give participants basic knowledge in EV components.
Day 14-16	Lean Production System Introduction – Jidoka, Just In Time (JIT) & Fundamental of Kanban	<ul style="list-style-type: none"> i. To explain overall concept of LPS (Jidoka, Just In Time (JIT) & Fundamental of Kanban). ii. To expose good manufacturing technique to produce high quality and profitable product.
Day 17	8D Problem Solving Methodology	<ul style="list-style-type: none"> 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 18	7 Quality Control Tools	<ul style="list-style-type: none"> i. To understand set of basic statistical techniques used for quality control and continuous improvement which are Check

No	Description	Requirement
		Sheets (Tally Sheets), Histograms, Pareto Charts, Cause-and-Effect Diagrams (Fishbone Diagrams), Scatter Diagrams, Control Charts (Shewhart Charts), and Statistical Process Control (SPC).
Day 19	Autonomous Maintenance Awareness	<ul style="list-style-type: none"> i. To expose the participant to 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 20	Interview Preparation (MARii)	<ul style="list-style-type: none"> i. To explain the meaning and importance of the interview. ii. To prepare participants physically and mentally before and during the interview. iii. To identify factors of success and failure during candidate interviews. iv. To be able to identify the job search process resume interest. v. To identify the things, you want prospective employers to see in the resume. vi. To provide an effective resume. vii. To identify things that should not be included in the resume.
Section F – Catering Services During Programme		
	To prepare and provide food and beverages service	<ul style="list-style-type: none"> 1) To provide breakfast, lunch and 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 always abided.

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.	100 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	Accommodation The Service Provider (SP) is required to provides accommodation service to all participants.			
E	Module Development To develop program module outlined in Section E's scope of work.	13 Modules		
F	Catering Services During Programme To prepare and provide food and beverages service	100 pax		

Total RM

Total Tender Price in words: Malaysian Ringgit

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