

REQUEST FOR QUOTATION

**RFQ:
SERVICE PROVIDER FOR UNDERGRADUATE
INDUSTRY EXPERIENCE PROGRAMME (UIEP) 2024**

REFERENCE NO: MARii/HCD/UIEP/2024/RFQ/001

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 Towards the NAP 2020, the human capital development is one of the core strategies that will ensure the 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 and one of the programs is the Undergraduate Industry Experience Programme (UIEP). This program is to provide early exposure and experience in the manufacturing industry environment to the undergraduate from local universities and training institution.

2.2 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 120 Bumiputera undergraduates with engineering background in the year 2024 with training and exposure to industry-related knowledge, skills and experience through classroom training and a site visit at the selected industry.

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
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

9.1 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: Service Provider for Undergraduate Industry Experience Programme (UIEP) 2024	
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: 120 Pax ii. Malaysian undergraduates in engineering from accredited MQA higher education. iii. Bumiputera. iv. 21 – 27 years old male / female.
3.	Training Duration	<ul style="list-style-type: none"> 1) 4 days physical training on 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-minutes break). b. Training break is at: 1.00 pm – 2.00 pm (1-hour break). Evening break is at: 3.00 pm – 3.15 pm (15-minutes break).
4	Languages	Training can be conducted in either English or in Bahasa Malaysia.
5	Class Size	Recommended 60 pax per cohort
6	Attire	The training provider shall always wear formal and appropriate attire during the training program.
Section B - Food and Beverages (F&B)		
1.	To prepare and provide food and beverages service	<p>Service Provider is required to;</p> <ul style="list-style-type: none"> 1) provide breakfast, lunch and dinner to all participants. 2) provide food with quality that complies with all applicable Federal and State laws, acts and regulations. 3) ensure the food & beverage is served within the designated time and period. 4) ensure the food & beverage served is enough for the participants during the programme.

No	Description	Requirement
		5) ensure the government law and local authorities' law must be always abided.
Section C - Transportation		
1.	Transportation arrangement for the participants	Service Provider is required to; <ol style="list-style-type: none"> 1) prepare and provide transportation services to all participants during the industry visit. 2) ensure the transportation is safe during the programme period. 3) ensure transportation is well maintained. 4) ensure the government law and local authorities' law must be always abided.
Section D - Administrative		
1.	Attendance Record	1) Service provider must prepare and submit the attendance record according to MARii's requirement.
2.	Administrative Services	Service Provider is required to; <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) coordinate with the participants during emergency, logistic and other administration purposes. 4) coordinate with the industries management during emergency, logistic and other administration purposes. 5) complete the administration tasks and documentation whenever needed.

No	Description	Requirement
	Monitoring and Reporting	<p>Service Provider is required to;</p> <ol style="list-style-type: none"> 1) collect and keep records of the participants' resumes, Application Form, Aku Janji Form, participant's NRIC copies and birth certificate, signed offer letter 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 4 days duration (with service provider company's logo). ii. the Executive Summary Report. iii. the training Daily Attendance Records for 4 days. iv. Summary of Attendance for the complete 4 days of the program. v. Pre and Post Evaluation Paper, and Evaluation Result Summary. vi. the complete participants database. <i>(The template of the reports will be provided)</i> 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) host a high tea Closing Ceremony on the last day of classroom training.
Section E - Module Development		

No	Description	Requirement
1.	Modules	1) Service Provider is required to develop four (4) days Training Modules. The detail as following; <ol 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. 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. 3) Intellectual property rights for the developed training modules will belong to MARii.
Day 1	Automotive Ecosystem & Manufacturing Process in Automotive Industry	<ol style="list-style-type: none"> i. Brief introduction on Automotive Ecosystem. ii. To educate on basic knowledge of overall basic manufacturing process starting from design, testing, production preparation and manufacturing to a complete product. iii. To educate on the basic 4M (Man, Machine, Method and Material) involvement in each process.
Day 2	Lean Production System (LPS) Introduction	<ol 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.

No	Description	Requirement
Day 3	Introduction of EV Safety and Components	<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 safety and components.
Day 4	Industry Visit	<ul style="list-style-type: none"> i. To expose the participants on experience to industry culture and real-world situations, providing exposure to the realities of the field. (by MARii)
Section F - Others		
	Takaful Coverage	<ul 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: <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). Temporary Total Disablement (MC) RM 40 per day x 10 days.

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.	120 Pax		
B	Food and Beverages for Participants To fulfill all requirements outlined in Section B's scope of work including to provide food and beverages and catering services to the participants.			
C	Transportation To fulfill all requirements outlined in Section C's scope of work, including arranging logistics and transportation for the participants.			
D	Administrative To fulfill all requirements outlined in Section D's scope of work including attendance report, administrative services and reporting and monitoring.			
E	Module Development To develop program module outlined in Section E's scope of work.	1		
F	Others - Takaful Coverage To procure insurance coverage for the participants.	120 pax		

Total RM

Total Tender Price in words: Malaysian Ringgit

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Company's Stamp:	Signature:
	Name: