

REQUEST FOR QUOTATION

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

**REFERENCE NO: MARii/HCD/PICE-
DEP/2024/RFQ/004**

Issuance Date: 12 July 2024

Closing Date: 22 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 Penang Industry Certification Engineering - Digital Engineering Prototyping Programme (PICE-DEP) 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 Penang Industry Certification Engineering – Digital Engineering Prototyping Programme (PICE-DEP). MARii & Majlis Pembangunan Bumiputera Pulau Pinang (MPBPP) has initiated PICE-DEP Programme, aiming to transform local graduates to become competent talents as an Engineer and Executive in the automotive, transportation, and mobility industries, with a special focus on automotive manufacturing industries and its overall ecosystem in Penang.

2.3 PICE-DEP is an initiative aimed at providing training and ensuring job opportunities for young Penangites 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 25 Penangites 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

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

Platform: Online (Teams) - Please use the link provided to join the briefing session. <https://tinyurl.com/6t74wney>

- 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. 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: Penang Industry Certification Engineering - Digital Engineering Prototyping (PICE-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 30 th September 2024.
2	Participants Requirement	<ul style="list-style-type: none"> i. Quantity: 25 Pax ii. Penang Citizens/Resident in Penang for at least 5 Years. iii. Degree Graduates in Engineering fields (Mechanical, Automotive, Manufacturing, Electrical & Electronics, Manufacturing). iv. 21- 27 Years Old (Male/Female). v. Graduates from 2021 and onwards in engineering courses with a PREFERABLY CGPA of 2.70 and above. vi. No criminal record and healthy.
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: 11.00 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 25 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	

No	Description	Requirement
	Attendance Record	The services provider must prepare and submit the attendance record according to MARii's 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.

No	Description	Requirement
		<ul style="list-style-type: none"> v. Pre and Post Evaluation Paper, and Evaluation Result Summary. vi. the complete participant's database. (The template of the reports will be provided) 5) complete the administration tasks and documentation whenever needed. response to MARii within 1 hour for any urgent matters related to the training program. 6) prepare and compile feedback form after each training session and after program end. 7) distribute interview forms to interviewers from industries and to keep the record in documentation. 8) coordinate the interview session between participants and industries at the training centre or any location (if required) as requested by MARii. 9) update the employment status in the participants' database. 10) collect job Offer Letter from participants.
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 1500 allowance for the participants after class completion.
Section E – Module Development		
1	Modules	<ul style="list-style-type: none"> 1) The Service Provider is required to develop twenty-two (22) days of Training Modules. The details as follows; <ul style="list-style-type: none"> i. Develop a detailed outline of the training program covering twenty-two (22) 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.

No	Description	Requirement
		<ul style="list-style-type: none"> 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.</p> <p>Intellectual property rights for the developed training modules will belong to MARii.</p>
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 by industry expert and workplace time management introduction.
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 to see in the resume. v. To provide an effective resume. vi. To identify things that should not be included in the resume.
Day 3	Management Skills	<ul style="list-style-type: none"> i. To educate on improving communication skills. ii. To educate on understanding the role of a leader. iii. To educate on improving decision-making skills.
Day 4	Financial Management	<ul style="list-style-type: none"> 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.

No	Description	Requirement
		<ul style="list-style-type: none"> 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.
Day 5	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 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	Manufacturing Process at Industry	<ul style="list-style-type: none"> i. To educate on the basic 4M (Man, Machine, Method and Material) fundamental of manufacturing process that contributed to Safety, 5S, Quality and Output. ii. To educate on the safety, manpower rule and operation procedure of manufacturing process.
Day 8	5S & Kaizen	<ul style="list-style-type: none"> i. To give participant awareness of 5S System (Seiton, Seiso, Seiso, Seiketsu & Shitsuke). ii. To give participant awareness on importance of Kaizen in the industry.
Day 9-10	Lean Production System (LPS) Introduction - Jidoka & Just in Time (JIT)	<ul style="list-style-type: none"> i. To educate on overall concept of LPS (Jidoka, Just in Time). ii. To educate on good manufacturing techniques to produce high quality and profitable product. iii. To educate on Production System Introduction – Planned, Fill-up and Customer ordering. iv. To educate on Kanban system – Kanban history, definition, type of Kanban and roles of Kanban. v. v. To educate on Kanban lead time – definition and Kanban lead time calculation. vi. vi. To educate on understanding acquire good manufacturing method to optimize material flow and reduce waste of resources.

No	Description	Requirement
Day 11	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 12	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. i. To educate on understanding acquire good manufacturing method to optimize material flow and reduce waste of resources.
Day 13	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 14	IATF 16949 : 2016 Requirements	<ul style="list-style-type: none"> iv. To educate on the overview of IATF 16949 : 2016 requirements, as well as providing a basis for making strategic business decisions relative to the implementation of IATF 16949 into the organization's quality management system.
Day 15	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. i. To educate on knowing the major processes for problem solving.

No	Description	Requirement
Day 16	7 Quality Control Tools	i. To understand set of basic statistical techniques used for quality control and continuous improvement which are Check Sheets (Tally Sheets), Histograms, Pareto Charts, Cause-and-Effect Diagrams (Fishbone Diagrams), Scatter Diagrams, Control Charts (Shewhart Charts), and Statistical Process Control (SPC).
Day 17	Introduction to CAD	i. To understand the CAD Interface and Features. ii. To become familiar in CAD as user.
Day 18	Introduction to Industry 4.0 (MARii)	ii. To expose the participants to the meaning and concepts of Industry 4.0. iii. To give participants basic knowledge in Industry 4.0.
Day 19	Introduction of EV (MARii)	ii. To expose the participants to the meaning and concepts of EV. iv. To give participants basic knowledge in EV components.
Day 20-21	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 22	Interview Preparation (MARii)	i. Meet and greet between industry and participants. ii. To explain the meaning and importance of the interview. iii. To prepare participants physically and mentally before and during the interview. iv. To identify factors of success and failure during candidate interviews. v. To be able to identify the job search process resume interest. vi. To identify the things you want prospective employers to see in the resume. vii. To provide an effective resume. iii. To identify things that should not be included in the resume.

No	Description	Requirement
Section F – Catering Services During Programme		
	To prepare and provide food and beverages service	<ol style="list-style-type: none">1) To provide breakfast, lunch & tea break 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.

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.	25 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.	15 Modules		
F	Catering Services During Programme To prepare and provide food and beverages service	25 pax		

Total RM

Total Tender Price in words: Malaysian Ringgit

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