

REQUEST FOR QUOTATION

**RFQ:
SERVICE PROVIDER TO AUTOMOTIVE INDUSTRY
CERTIFICATION ENGINEERING-DIGITAL
ENGINEERING PROTOTYPING (AICE-DEP)
PROGRAMME 2024**

**REFERENCE NO: MARii/HCD/AICE-
DEP/2024/RFQ/001**

**Issuance Date: 21 March 2024
Closing Date: 03 April 2024**

1. Introduction

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.

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

The purpose of this RFQ is to identify a potential Service Provider for the Automotive Industry Certification Engineering - Digital Engineering Prototyping (AICE-DEP) Programme 2024 for fresh graduates.

MARii has developed numerous talent development programs to develop a competent and adequate workforce at all levels within the industry. AICE-DEP is a program under Human Capital Development that caters to fresh graduates.

MARii through AICE-DEP Program, is assisting the industry to transform local graduates to become competent talents as an engineer/executive in the automotive industry. This program is a 6 months program which consists of:

- I. Twenty-two (22) days of online training to be conducted from 9.00 am-5.00 pm.
- II. Five (5) months of On Job Training (OJT) in the industry. After 6 months of training, the industry's management will proceed with evaluating the participants. Those successful participants will be absorbed in as the contract staff for the 1 year. Then, the employment will be confirmed for the participants based on their performance.
- III. Those unsuccessful participants will be channeled to fill in the available vacancies with other companies.

There are sixteen (16) modules to be conducted which will cover the elements of Soft Skills, Manufacturing Processes, Management Systems, Lean Production Systems (LPS), CATIA designing, and Engineering Analysis as well.

The designated company must furnish a qualified trainer and develop training modules or content tailored to MARii's specifications, subject to MARii's endorsement. Moreover, the service provider is tasked with comprehensive documentation management related to the training.

3. Appointment of the Company

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

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

21 March 2024

ii) Submission of Quotation

- o Email: procurement@marii.my
- o Closing date: 03 April 2024 (Wednesday)
- o RFQ Briefing: 26 March 2024 (Tuesday)
- 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

- 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: Service Provider to AICE-DEP Program 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
1	Modules	22 days Modules
	a) Day 1: Self-Discipline	<ul style="list-style-type: none"> i. To educate on avoiding unhealthy excess of anything that could lead to negative consequences. ii. To educate on rejecting instant gratification and pleasure, in favor of some greater gain, which requires spending effort and time to get it. iii. To educate on pursuing the plans despite temptations to abandon them.
	b) Day 2: Time Management	<ul style="list-style-type: none"> i. To educate on current uses of time in daily life. ii. To educate on identifying procrastination behaviors and strategies to avoid them.
	c) 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.
	d) 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. 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.
	e) Day 5: Kenegaraan dan Kerohanian	<ul style="list-style-type: none"> i. To educate on Islamic aqidah. ii. To educate on Islamic way of life. iii. To educate on learning life history of prophet and its lesson.

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.
	f) Day 6: Basic Manufacturing Process	<ul style="list-style-type: none"> i. To educate on basic knowledge of overall basic manufacturing process starting from design, testing, production preparation and manufacturing to a complete product. ii. To educate on the basic 4M (Man, Machine, Method and Material) involvement in each process.
	g) Day 7: Stamping Process at Manufacturing Industry	<ul style="list-style-type: none"> i. To educate on the basic 4M (Man, Machine, Method and Material) fundamental of manufacturing stamping process that contributed to Safety, 5S, Quality and Output. ii. To educate on the safety, manpower rule and operation procedure of stamping process.
	h) Day 8: Casting Process at Manufacturing Industry	<ul style="list-style-type: none"> i. To educate on the basic 4M (Man, Machine, Method and Material) fundamental of manufacturing casting process that contributed to Safety, 5S, Quality and Output. ii. To educate on the safety, manpower rule and operation procedure of Casting Process.
	i) Day 9: 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.
	j) Day 10: 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 manufacturing technique to produce high quality and profitable product.

No	Description	Requirement
	k) 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.
	l) 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. iv. To educate on understanding acquire good manufacturing method to optimize material flow and reduce waste of resources.
	m) Day 13-15: 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.
	n) Day 16: 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.
	o) Day 17-19: CATIA V5	<ul style="list-style-type: none"> i. To educate on understanding the Catia V5 Interface and Features.

No	Description	Requirement
		ii. To educate on becoming familiar in Catia V5 as user.
	p) Day 20-22: 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.
2	Platform	
	1) Online Platform	Any online platform that can accommodate more than 100 pax at one session.
3	Target Number of Participant	
	1) Minimum no of Participants for Peneraju Skil AICE-DEP	1) 226 Pax
4	Program Duration	
	1) Program timeline	1) Training must be completed within April 2024 until 31 st December 2024
5	Target Group	
	1) Target Group Specification	1) Malaysian Fresh postgraduates in engineering from accredited MQA higher education (2021 and above). 2) Bumiputera 3) 23 – 27 years old male / female 4) CGPA 2.70 and above
6	Training Duration	
	1) Training duration specification	1) 22 days online training. 2) Training to be conducted from 9.00 am – 5.00 pm (8 hours/day). 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). c. Evening break is at: 3.00 pm – 3.15 pm (15-minutes break).

No	Description	Requirement
7	Languages	
	1) Program languages specification	1) Training can be conducted in either English or in Bahasa Malaysia.
8	Class Size	
	1) Class size specification	1) Minimum 20 pax per cohort/group.
9	Attire	
	1) Trainers attire requirement	1) Training provider shall always wear formal and appropriate attire during the training program.
10	Modules	
	1) Modules development 2) Modules printing	1) Service Provider shall develop training modules or content according to MARii's requirements and endorsed by MARii. 2) Training providers need to prepare modules handout to the participants.
11	Documentation	
	1) Attendance Record	1) Training provider must prepare and submit the attendance record according to MARii's requirement.
12	Administrative Services	
	1) To carry out administration tasks	1) To prepare the modules and teaching aids material for the training session. 2) To prepare the online class and teaching aids equipment for the training programme. 3) To complete the administration tasks and documentation whenever needed.
13	Monitoring and Reporting	
		1) To collect and keep record of the participants' resumes, Application Form, Aku Janji Form, participant's NRIC copies, signed offer letter, Interview Form, bank account slip, and Health Declaration Form or any other document requested by MARii. 2) To ensure the Daily Training Attendance Record of participants is recorded and compiled. 3) Collect and handover Daily Training Attendance Record to the Programme coordinator or representative.

No	Description	Requirement
		<p>4) To submit all the completed documents as per below:</p> <ul 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 participants database. <p>5) The template of the reports will be provided.</p> <p>6) To complete the administration tasks and documentation whenever needed.</p> <p>7) Able to response to MARii within 1 hour for any urgent matters related to the training program.</p> <p>8) To prepare and compile feedback form after each training session and after program end.</p> <p>9) To distribute interview forms to interviewers from industries and to keep the record in documentation.</p> <p>10) To coordinate the interview session between participants and industries via online session.</p> <p>11) To update the employment status in the participants' database.</p> <p>12) To collect job Offer Letter from participants.</p>