



MINISTRY OF HUMAN RESOURCES



# RiSE4WRD 2.0 CALL FOR PROPOSAL

VERSION 1

## PROPOSAL SUBMISSION GUIDELINE

Please provide the proposed training courses aligned with the company's planned technology transformation. The following information serves as a guideline for submission.		
1.	Company & Employee Detail	<p>a) HRD CORP registered company. Non-registered company may refer to employersupport@hrdcorp.gov.my for registration.</p> <p>b) Cover letter</p> <p>c) Employees' details</p> <ul style="list-style-type: none"><li>i. Name:</li><li>ii. IC No:</li><li>iii. Nationality:</li><li>iv. Age:</li><li>v. Qualification:</li><li>vi. Years in service:</li><li>vii. Current position:</li></ul>
2.	Training Provider / Vendor Detail	<p>a) Training Provider's Profile</p> <p>b) Training Provider registered with HRD CORP</p> <p>c) Trainer's profile (TTT) &amp; registered with TDMS</p> <p>d) Record of past performance</p> <p>e) Schedule of Prices</p> <p>Employer to get the above details from the engaged training provider.</p>

2.3	Course Detail	<p>a) Course Title: b) Level: c) Course Duration: d) Venue: e) Type of each course accordingly; Face-to-face / Classroom f) Certification or non-certification: Certificate level &amp; certification body - Please specify the course certification and its certification body with certificate copy/evidence (for courses with certification only) g) Course overview including how important the skills required for employees in addressing the technology gap. h) Course objectives i) Course content and learning outcome to accomplish for each module. j) Skill Focus Area or IR4.0 Pillar: k) Duration of the course – Actual training days/hours with breakdown by each day l) Training Schedule m) Training pre and post-evaluation sample</p> <p>Employer to get the above details from the engaged training provider</p>
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**SCHEDULE OF PRICES**

No.	Item	Description	Cost Per Group (25 pax) (RM)	Cost Per Pax (RM)	Justification & Detailed Calculation*
1	Trainer Fee	Trainer's Fees			
		Trainer's flight & accommodation (if applicable)			
2	Venue Rental, Food & Beverage	a) Capped at maximum of RM200/day/pax b) Not inclusive of lab equipment			
3	Training Materials	Inclusive of the following: - a) Consumables (e.g. stationeries) b) Printing of handouts c) Training Manual / Textbooks			
4	Facilities and Equipment	Inclusive of the following: - a) Software, hardware, and learning tools (incl. non-venue related rentals, e.g. laptop rental) b) Access to online portals			
5	Examination Fee	Applicable to both non-certification and certification courses			
6	Certification Fee	Exclusive to certification programmes only			

<b>7</b>	<b>Profit Margin</b>	Percentage calculated based on total of all cost items excl. profit margin	(e.g. RM x,xxx)		x%
<b>SUBTOTAL</b>					
<b>a.</b>	<b>SST (8%)</b>				
<b>GRAND TOTAL</b>					
<p>Note: Justification &amp; detailed calculations for each item are mandatory  <b>Subject to 4% PSMB Service Fee as per Master Service Agreement starting 1 Feb 2021.</b></p>					

## PROPOSAL CHECKLIST

### 1. Training Provider's Background

1.1 TP Registration Certification

1.2 Past Record

1.3 Performance of the company

### 2. Course Title

### 3. Course Overview

### 4. Learning Outcome(s)

### 5. Course Content(s)

5.1 Detailed Daily Training Schedule

### 6. Duration of Training

### 7. Trainer's Profile

7.1 Trainer's Resume and a copy of TTT Certification/TTT Exemption

### 8. Certification

8.1 Letter of Authorization from Certification Body (Stamped)

### 9. Course Fee

9.1 Schedule of Prices

### 10. RiSE4WRD Application Form

### 11. Other Supporting Document(s) – if any