

TENDER NO.: KKW/BPSM/I1 Q.7/2020
 INVITATION TO SUBMIT TENDER FOR THE IMPLEMENTATION OF THE IN-HOUSE PROGRAMME: PROGRAM PENINGKATAN KEMAHIRAN DAN KAPASITI KEMENTERIAN KEWANGAN DAN EKONOMI (MOFE-P2K2);
 "INTENSIVE COMMUNICATION SKILLS TRAINING PROGRAMME" FOR THE MINISTRY OF FINANCE AND ECONOMY FOR THE YEAR 2020 UNTIL 2022

Closing Date : 4 July 2020

COURSE NAME	NAME OF COMPANY	LEVEL	VENUE	TARGETED PARTICIPANTS	TOTAL (NO.OF PAX)	FREQUENCY	DURATION	VALIDITY PERIOD	COST BREAKDOWN		TOTAL COSTS FOR ONE SESSION	TOTAL COSTS FOR THREE SESSIONS	TOTAL COSTS PER DAY	TOTAL COSTS PER PARTICIPANT
									Training Course Costs + Training Material Costs	Facilitator's Ticket Flights, Per Diem Allowance, Hotel Accommodation, Transportation (If Applicable)				
INTENSIVE COMMUNICATION SKILLS TRAINING PROGRAMME		1) OFFICERS												
		OPTION A												
		BASIC	MOFE	Officers	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		INTERMEDIATE	MOFE	Officers	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		ADVANCED	MOFE	Officers	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		OPTION B												
		BASIC	Provided by the organiser	Officers	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		INTERMEDIATE	Provided by the organiser	Officers	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		ADVANCED	Provided by the organiser	Officers	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		2) STAFF												
		OPTION A												
		BASIC	MOFE	Staff	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		INTERMEDIATE	MOFE	Staff	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		ADVANCED	MOFE	Staff	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		OPTION B												
		BASIC	Provided by the organiser	Staff	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		INTERMEDIATE	Provided by the organiser	Staff	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						
		ADVANCED	Provided by the organiser	Staff	15 pax	3 sessions in 3 years (1 session / year)	3 days	Six (6) months						

TERMS AND CONDITIONS :

- The in-house course programmes are for 3 years (2020, 2021 dan 2022);
- The total costs of the course programme must include the facilitator(s)'s return flight ticket(s), per diem allowance, hotel accommodation (if applicable), transportation as well as training materials for the programme, pre- and post-training test (if applicable), individual report for each participants, certificates for the participants and the training venue (if applicable).
- For Option A, the training venue and refreshments will be provided by the Ministry of Finance and Economy whereas Option B, the training venue and refreshments will be provided by the organiser.
- The individual performance reports and certificates must be submitted no later than one (1) week after the completion of the course.

DOCUMENTS TO BE SUBMITTED BY THE TENDERERS:

- Copy of business registrations;
- Profile of the facilitator(s);
- Training course proposal;
- Profile of the company; and
- List of previous and present company's projects and experience

*Failure to submit all required supporting documents and adhere to the requirements may result in your application being **REFUSED**.

OFFICIAL COMPANY STAMP

Signature : _____
 Name : _____
 Identity Card : _____
 Date : _____
 Contact Number : _____
 Fax Number : _____
 Email Address : _____
 Office Address : _____