

BILANGAN TAWARAN SEBUTHARGA: KKW/BPSM/11 Q.8/2025

**TAWARAN MENGHADAPKAN SEBUTHARGA BAGI PENGENDALIAN LATIHAN DALAMAN (IN-HOUSE) BAGI KURSUS:
"GETTING THINGS DONE"**

TARIKH TUTUP IKLAN: 17 NOVEMBER 2025

NAMA SYARIKAT	TEMPAT	SASARAN PESERTA	JUMLAH PESERTA	KEKERAPAN	TEMPOH	TARIKH SAH SEBUTHARGA	PECAHAN KOS		JUMLAH KESELURUHAN	JUMLAH KOS SEHARI	JUMLAH KOS SEORANG
							Kos Yuran Program + Kos Bahan-Bahan Program	Bagi Fasilitator: Kos Tiket Penerbangan, Elaun Sara Hidup, Pengangkutan dan Tempat Penginapan (Jika Berkenaan)			
	KKWE	Pegawai	30 orang	1 sesi / tahun	3 hari	Dua Belas (12) bulan					

TERMA DAN SYARAT TAWARAN SEBUTHARGA:

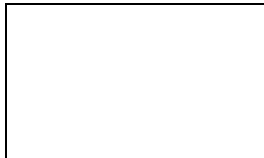
- Tempoh kursus (in-house) dilaksanakan bagi tempoh 1 tahun (Tahun 2025/2026);
- Harga kursus hendaklah termasuk yuran kursus, tiket penerbangan pergi/balik bagi fasilitator dan kemudahan bagi fasilitator seperti elaun sara hidup, pengangkutan dan tempat penginapan (jika berkenaan). Selain itu harga kursus turut merangkumi bahan-bahan/peralatan yang digunakan semasa menjalankan kursus latihan, pre- dan post-training tests, laporan penilaian individu bagi setiap peserta dan persijilan bersama MOFE.
- Tempat kursus dan jamuan makan minum akan disediakan oleh Kementerian Kewangan dan Ekonomi.
- Laporan penilaian individu dan persijilan selepas kursus bagi peserta kursus hendaklah diadapkan tidak lewat satu (1) minggu selepas kursus dijalankan.

DOKUMEN-DOKUMEN YANG PERLU DISERTAKAN:

- Salinan sijil pendaftaran;
- CV fasilitator-fasilitator;
- Kertas cadangan kursus latihan berkenaan;
- Profil syarikat; dan
- Pengalaman syarikat melaksanakan kursus-kursus latihan.

*Kegagalan untuk menghadapkan dokumen-dokumen dan mengikuti syarat-syarat yang dikehendaki, permohonan tawaran sebutbarga syarikat **TIDAK AKAN DIPERTIMBANGKAN**.

CHOP RASMI SYARIKAT



Tandatangan : _____
 Nama Pengurus : _____
 Bil Kad Pintar : _____
 Tarikh : _____
 No. Telefon : _____
 No. Fax : _____
 Alamat Emel : _____
 Alamat Pejabat : _____

TENDER NO.: KKW/BPSM/11 Q.8/2025

INVITATION TO SUBMIT TENDER FOR THE IMPLEMENTATION OF THE IN-HOUSE PROGRAMME:
"GETTING THINGS DONE"

CLOSING DATE: 17 NOVEMBER 2025

NAME OF COMPANY	VENUE	TARGETED PARTICIPANTS	TOTAL NUMBER OF PARTICIPANTS	FREQUENCY	DURATION	VALIDITY PERIOD	COSTS BREAKDOWN		TOTAL COSTS	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)			
	MOFE	Officers	30 pax	1 session / year	3 days	Twelve (12) months					

TERMS AND CONDITIONS :

1. The in-house course programme is for 1 year (Year 2025/2026);
2. The total costs of the course programme must include the facilitator(s)'s return flight ticket(s), per diem allowance, transportation, hotel accommodation (if applicable) as well as training materials for the programme, pre- and post-training tests, individual report for each participants and joint certificates with MOFE for the participants.
3. The training venue and refreshments will be provided by the Ministry of Finance and Economy.
4. 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:

1. Copy of business registrations;
2. Profile of the facilitator(s);
3. Training course proposal;
4. Profile of the company; and
5. 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

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