

REQUEST FOR PROPOSAL (RFP)

1) COMPANY INFORMATION

Company Name & Registration Number	:	
Contact Person (Name & Designation)	:	
Email Address	:	
Phone No.	:	

2) PROJECT OVERVIEW

Project Title	:	Microsoft Excel Workshop (Intermediate & Advanced Level)
Project Description	:	A thorough comprehension of Excel's data analysis features, consolidation methods, advanced functions, and PivotTables.
Target Audience	:	For individuals seeking to gain or enhance their Microsoft Excel skills. Participants should have a basic understanding of Excel.
Desired Training Dates	:	TBA
Number of Participants	:	TBA
Location	:	TBA

3) TRAINING REQUIREMENTS

Specific Skills / Knowledge	:	
Desired Training Format	:	In-person
Assessment Method	:	Pre & Post Assessment
Expected Outcomes & Deliverables	:	Develop competency in <ul style="list-style-type: none"> • arranging and assessing data (Function, Formula, etc) • utilizing What-If analysis tools for informed decision-making • maximizing the functionality of two vital spreadsheet utilities: PivotTables and PivotCharts • exploring the most recent functionalities, such as slicers and the PowerPivot add-on

4) TRAINER QUALIFICATIONS

a) Personal Details

Name	:	
Nationality	:	
IC / Passport No	:	
Race	:	
Mobile no.		
Email		
TTT Certification No.		

b) Academic Qualifications

Qualification	:	
Name of Academic Institute	:	
Year Awarded	:	

c) Professional Qualifications

Professional Qualification	:	
Certificate Body	:	
Year Awarded	:	

d) Years of Career Experience

Previous Company	:	
Position	:	
Year (From & To)	:	

e) Training Experience

No. of training Conducted	:	
Year (From & To)	:	

5) PROPOSAL SUBMISSION

Deadline for Submitting Proposals	:	8 th March 2024
Submission Format	:	E-mail

6) ADDITIONAL INFORMATION

- Include any additional information that may be relevant to the project

Thank you for your interest in our project. We look forward to receiving your proposal and quotation.

Contact Information:

Please direct all questions and inquiries to:

- 1) Mr. Claudius Mitchell Hamarah (claudius@scope.net.my)
- 2) Ms. Husna Nadia Binti Abg Sapri (husna@scope.net.my)