



MPC(DMO)600-3/2/40

1st October 2020

Assoc. Prof. Dr. Afiza Mohamad Ali

International Islamic University Malaysia (IIUM) Pagoh Edu Hub
KM 1, Jalan Panchor
84600 Muar
Johor

Dear Dr. Afiza,

**APPOINTMENT AS PROOFREADER FOR MACHINERY & EQUIPMENT BUSINESS
VIRTUAL ADVISORY SERVICES**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as the proofreader in collaboration with the Machinery and Equipment Productivity Nexus (MEPN) Team for the project as detailed below:

Program	Machinery & Equipment Business Virtual Advisory Services
Date	October – November 2020
Payment Terms	Terms of Reference (TOR) as per item 5.0
Project Duration	2 months
Scope of Work	Terms of Reference (TOR) as per item 2.0

2. Should you agree with the offer, please respond to MPC by signing the Acceptance Form as per appendix 2.

3. Any inquiries regarding this matter please contact Mr. Abdul Rahman Kamis at 013-369 3243 or e-mail to arahman@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,

(DR. MAZLINA SHAFI'I)

Senior Manager
for Director General
Malaysia Productivity Corporation (MPC)

cc : **Mr. Mac Ngan Boon**

Champion
Machinery & Equipment Productivity Nexus (MEPN)

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR) WRITER FOR MACHINERY AND EQUIPMENT BUSINESS VIRTUAL ADVISORY SERVICES

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a writer for Machinery and Equipment Business Virtual Advisory Services (BVAS).

2.0 Scope of Work

- 2.1 To proofreading any writing materials on the BVAS activities; and
- 2.2 To deliver relevant output which ever required by MEPN secretariat.

3.0 Document Formatting

- 3.1 The document must be written in English Language.
- 3.2 Format of document must be referred to MPC and MEPN secretariat.

4.0 Project Duration

The duration of appointment is two (2) months effective on October to November 2020.

5.0 Payment Terms

The payment for writer services as the following details:

No.	Item	Cost	Quantity	Total (RM)
1.	Proofreading	RM100/page	30 pages*	3,000.00
	Total (RM)			3,000.00

**Note: the total pages are based on the ad-hoc delivery.*

Prepared by:

Secretariat Machinery and Equipment Productivity Nexus (MEPN)