

MPC(DMO)600-3/2/40

14 October 2020

**Mr. Vincent Oh**

The Malaysian Industrial 4.0 System Integrator (MiSi4.0) Association  
PSDC Building, 2<sup>nd</sup> Floor  
No. 1, Jalan Sultan Azlan Shah  
11900 Bayan Lepas  
Pulau Pinang

*Dear Mr. Vincent,*

**APPOINTMENT AS INDUSTRY EXPERT FOR DEVELOPMENT OF NATIONAL SMART  
MANUFACTURING GUIDELINES FRAMEWORK**

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

Program	Development of National Smart Manufacturing Guidelines Framework
Date	15 October – 30 November 2020
Payment Terms	<b>RM2000 per manday</b> (Details of the payment for the appointment will be agreed in discussion with MPC and as stipulated in the <i>Garis Panduan Kadar Bayaran Penyedia Khidmat Pakar bagi Aktiviti-Aktiviti di bawah Nexus Produktiviti, Blueprint Produktiviti Malaysia</i> )
Project Duration	<b>1.5 months</b>
Scope of Work	Terms of Reference (TOR) as per Appendix 1

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](mailto:arahman@mpc.gov.my).

Thank you.

**“DRIVING PRODUCTIVITY OF THE NATION”**

Yours sincerely,



**(DR. MAZLINA SHAFI'I)**

Senior Manager  
Productivity Growth Division  
Malaysia Productivity Corporation (MPC)

cc : **Mr. Mac Ngan Boon**

Champion  
Machinery & Equipment Productivity Nexus (MEPN)

## Appendix 1: Terms of Reference

### TERMS OF REFERENCE (TOR) INDUSTRY EXPERT FOR DEVELOPMENT OF NATIONAL SMART MANUFACTURING GUIDELINES FRAMEWORK

#### 1.0 Purpose of the Assignment

The purpose of this assignment is to appoint an industry expert for Development of National Smart Manufacturing Guidelines Framework.

#### 2.0 Scope of Work

- 2.1 To stocktake existing guideline on Malaysia smart manufacturing.
- 2.2 To conduct comparative guideline between neighbouring countries.
- 2.3 To identify relevant gap to be documented into a proposal.
- 2.4 To facilitate round table discussion to gather relevant input.
- 2.5 To submit a proper framework for the development of the guideline.

#### 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 Timeline

The total task is expected to take a total of 5 man-days; starting on 15 October – 30 November 2020 (1.5 months).

PHASE		October				November			
1	Project Proposal								
2	RTD for Verification								
5	Submission of Final Draft								

#### 5.0 Payment Terms

5.1 An industry expert will be paid based on the following activities:

Activities	Payment (RM)	Unit	Total Payment (RM)
Preparation of Proposal	2000 per man-day	2 man-days	4,000.00
Preparation of Final Draft	2000 per man-day	3 man-days	6,000.00
Total			10,000.00

5.2 The payment includes other relevant costs incurred in performing the tasks as stipulated in the 2.0.

Prepared by:

Secretariat Machinery and Equipment Productivity Nexus (MEPN)