

**PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)**

Peti Surat 64, Jalan Sultan, 46904 Petaling Jaya, Selangor D.E., Malaysia.

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Lorong Produktiviti, Off Jalan Sultan, 46200 Petaling Jaya, Selangor D.E., Malaysia.

<http://www.mpc.gov.my>

(Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri - MITI)



MPC (DMO) 600-3/2/40

2nd March 2020

Mr. Yoong Kee Sin

Principal

EMSTRA Consultancy

No. 23, Jalan SS19/4G

47500 Subang Jaya

Selangor Darul Ehsan

Dear Mr. Yoong,

MACHINERY AND EQUIPMENT PRODUCTIVITY NEXUS (MEPN) ADVISOR FEE FOR 2020

Malaysia Productivity Corporation (MPC) would like to express our sincere gratitude to your contribution as Advisor towards the progress of MEPN initiatives throughout 2019.

2. We are pleased to inform you that MPC has agreed to continue your service as Advisor from March 2020 until December 2020 with the term of payments and other details that have been outlined in the Terms of Reference (TOR) of Annex 1. Kindly reply the Acceptance Form latest by **6 March 2020** (Friday).

3. Hopefully with this matter, you will continuously assist the MEPN in its endeavor promoting and driving National productivity targets. We wish you a long and rewarding journey with the Nexus and look forward to your contributions.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,

(DR. MAZLINA SHAFII)

Senior Manager

for Director-General

Malaysia Productivity Corporation

cc : YBrs. Mr. Mac Ngan Boon

Champion

Machinery & Equipment Productivity Nexus (MEPN)

TRANSFORMATION • INNOVATION • PARTNERSHIP

(Sila rujuk bilangan surat ini apabila menjawab)

ACCEPTANCE FORM

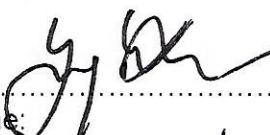
Director General
Malaysia Productivity Corporation (MPC)
P.O Box 64, Jalan Sultan
46904 Petaling Jaya, Selangor
(Attn: Abdul Rahman Kamis)
e-mail: arahman@mpc.gov.my

ACCEPTENCE FORM FOR THE MACHINERY AND EQUIPMENT PRODUCTIVTIY NEXUS (MEPN) ADVISOR FEE 2020

With regards to the above matter, I hereby accept the payment offered by Malaysia Productivity Corporation (MPC) for my expertise as Advisor to MEPN effective from March to December 2020.

Name : Yoong Kee Sin
Designation : ADVISOR
I/C No : 531229 05 5273
Acc No: 01418 750 7843
Bank Name : MAYBANK
Email : Yoong.kee.sin@gmail.com

Thank you.

.....
(Name: 
Yoong Kee Sin)

Terms of Reference
Nexus Advisor
Machinery & Equipment Productivity Nexus

1. Roles and Responsibilities

- i. To assist and advise the Productivity Nexus Champion on matters pertaining to the Machinery & Equipment Productivity Nexus;
- ii. To support the Productivity Nexus Champion on governing the Nexus and in implementing the productivity initiatives and activities;
- iii. To provide necessary professional inputs to support the implementation of all initiatives;
- iv. To assist the Nexus Secretariat in preparation and review minutes of meeting and ensure that the minutes are circulated within three (3) working days from the date of the meeting to all members present in the meeting;
- v. Attend relevant meetings and discussions with stakeholders within the as required;
- vi. Assist in preparation of agenda, relevant presentation materials for relevant workshop(s) or meetings as scheduled;
- vii. Attend project progress review sessions with MPC and MEPN secretariat;
- viii. To liaise with MPC on progress, issues and challenges in implementing the productivity initiatives of the Malaysia Productivity Blueprint; and
- ix. To advise and offer recommendations in own area of expertise or knowledge or reference on best practices and new developments, both local and overseas

2. Duration of the Appointment

The duration of the appointment is 10 months effective March to December 2020.

3. Consultant Profile Required

It is compulsory for the Advisor to provide curriculum vitae which meet the qualification, skills and experience related to the respective industry.

4. Output

Advisor is required to submit one of the following outputs for the service stated in item 1 as an evidence for payment:

- a) Attendance of Meeting/ Program;
- b) Project Progress Report;
- c) Minutes of Meeting;
- d) Presentation Slides;

- e) Chairman Talking Points; and
- f) Other relevant written materials.

5. Payment

- The payment shall not exceed MYR 2,000.00 per day as outlined in *Garis Panduan Kadar Bayaran Perkhidmatan Kepakaran (Bukan Perunding) di MPC*.
- Transportation and accommodation cost included in the payment stated above.
- The payment can only be made after the date of appointment.

Note:

- i. If the service rendered is limited to the **provision of professional inputs (activity iii only)**, the claimable rate is RM300 per hour and not exceeding RM2,000 per day.
- ii. If the service involves **preparation of report and/or meeting materials (activity iv and vi)**, the claimable rate is not exceeding RM200* per pages.

**Subjected to the discretion of MEPN secretariat.*

6. Confidentiality

All information shared and discussed during any meetings are confidential and shall never be disclosed to other parties in any manner without prior consent from the Champion and MPC.

7. Champion / Chairman

Mr. Mac Ngan Boon
Champion
Machinery & Equipment Productivity Nexus

8. Secretariat of M&E Productivity Nexus (MEPN)

Dr. Mazlina Shafi'i
Programme Manager
Delivery Management Office (DMO)
Malaysia Productivity Corporation
Lorong Produktiviti off Jalan Sultan
46200 Petaling Jaya, Selangor
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Abdul Rahman Kamis
Project Manager
Delivery Management Office (DMO)
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