



PROPOSAL

ORGANIZATION: **Malaysia Productivity Corporation**

CONTACT:

Name: Ms. Nik
Address: Jalan Sultan
PJS 52,
City, State, Postal Code: 46200 Petaling Jaya,
Country: MY
Phone Number: 6019 718 1804
Email: nikhaneez@mpc.gov.my

NAME OF EVENT: **Meeting**

REFERENCE #: CAT1091-2020-CT

OFFICIAL PROGRAM DATES: **27.10.2020 or 28.10.2020**

Dear Ms. Nik,

Thank you for considering Sheraton Petaling Jaya Hotel for your upcoming event.

Further to your request, we are delighted to propose the following rates and information to you:

Schedule of Events

Kindly note all rates are subject to 0% Service Tax unless otherwise stated. Should these rates change or any other taxes, levies or charges be introduced into Malaysia, they will be additional to the rates quoted throughout this proposal.

As per the 2020 Stimulus Package announced by the Malaysian Government, please note that the 6% service tax on hotel accommodation and related services (EXCEPT for services provided in the hotel by 3rd party operators) will be waived from 1 March 2020 to 30 June 2021.

Date/Time	Event	Setup	Function Space	Att.
Date: Tuesday / 27.10.20 or Wednesday / 28.10.20				
Half Day Conference Package (Lunch)				
09:00-13:00	Meeting	Classroom	Grand Ballroom	250
10:00-10:30	AM Coffee Break	Standing Concept	Grand Ballroom Foyer	250
12:00-14:00	Seminar Bento Set Lunch	Existing Setup	Grand Ballroom	250

*Please note that function space quoted above is not reserved. Function space will be subjected to availability upon confirmation

Meeting Package

Half Day Meeting Package at MYR 150.00+ (MYR 150.00nett) per person per day (with Lunch)

The above meeting package is inclusive of the following:

- ❖ **Preferential rate for this event only on 27.10.2020 or 28.10.2020, with minimum guarantee of 250 persons per day**
- ❖ Use of a fully equipped meeting room from 0900hrs to 1300hrs
- ❖ Morning coffee break with snacks selected by culinary team
- ❖ Seminar Bento Set Lunch in existing function room
- ❖ Clutter free meeting amenities includes of Banquet Pens, Meeting notepads & Mineral Water for all participants
- ❖ Complimentary usage of standard PA system with 1 cordless microphone for speeches. Additional microphones will be chargeable at **MYR 250.00+** per unit per day
- ❖ Complimentary full day use of one LCD projector with build-in screen
- ❖ Complimentary built-in signage 21-inch LED TV at the entrance of meeting room
- ❖ Complimentary usage of wireless internet access for all participants at the convention area
- ❖ Complimentary usage of one unit flipchart/whiteboard. Additional flipchart/whiteboard will be chargeable at **MYR 60.00+** per unit per day.
- ❖ Complimentary usage of one unit extension cord. Additional extension cords will be chargeable at **MYR 60.00+** per unit per day.

Additional Requirements

Items	as attached
Ballroom LED Screen (P3) *10'ft x 20'ft	at MYR 3,500.00+ per unit per day (Grand Ballroom consists of 2 sets of projectors)
3-Phase Power Supply (63A)	at MYR 450.00+ per ballroom per day

All food and beverage prices, including above, are non-commissionable. Should these rates change or any other taxes, levies or charges be introduced into Malaysia, they will be additional to the rates quoted throughout this proposal.

Parking

Self-Parking Rates		
Monday to Friday	7:00AM – 6:00PM	MYR 3.00nett per hour
	6:00PM – 7:00AM	MYR 4.00nett for first 3 hours Every subsequent hour MYR 3.00nett
Saturday, Sunday and Public Holidays		MYR 4.00nett for first 3 hours Every subsequent hour MYR 3.00nett
Hotel Parking (Flat Rate)		
Room Guests / F&B Diners		MYR 5.00nett per entry per day
Seminar & Banquet Guests		MYR 10.00nett per entry per day
Valet Parking		MYR 30.00nett per entry per day

Note:

**Loss of ticket will result in a penalty of MYR 50.00nett*

**The above rates are subject to change without prior notice.*

Sheraton Petaling Jaya Hotel

Please click on the link to gain an overview of our facilities www.sheraton.com/petalingjaya

Booking Status

Currently the hotel is **not holding** any function space. Function space shall be subject to availability at the time when you wish to place your reservation on a definite status.

The Hotel would like to highlight that the rates quoted in this proposal are valid until **28.09.2020** from the date of issuance. Rates will differ and subject to change at the time when confirmation is made after the stated date of issuance for this proposal.

We trust that the above is in order as per your requirements. Once you have a chance to review our proposal, we look forward to a further discussion with you. Please feel free to email Carmen Teh at **carmen.teh@sheraton.com** if you have further inquiry.

Thank you and best regards,

Name	: Carmen Teh
Title	: Sales Center Executive
Date	: 24 September 2020