

MPC (ISO) C8/ P3/ F.01	Semakan : 2
	Tarikh : 10.10.2018
	Mukasurat : 2/2

**PERBADANAN PRODUKTIVITI MALAYSIA (MPC)
BORANG PERMOHONAN PEROLEHAN**

1. No. _____ 2. Bahagian/Wilayah/Unit WILAYAH SABAH 3. Peruntukan SDO-NM HQ

4. Jenis Perolehan : ☒ Bukan Aset Alih ☐ Aset Alih (Tandakan [x] di ruangan yang
5. LO dihantar secara : ☐ Pos ☒ By hand berkenaan)
6. Sila bekalkan barangan/perkhidmatan/kerja-kerja seperti berikut: (Sila kepitkan dokumen sokongan)

Butiran Maklumat Perolehan (Perolehan/ Perkhidmatan dan Tajuk Program)	Kuantiti	Harga seunit (RM)	Jumlah harga (RM)
JEMPUTAN SEBAGAI TENAGA PAKAR PROGRAM SUSULAN SESI PERUNDINGAN BERSAMA INDUSTRI BAGI INISIATIF LANGKAH-LANGKAH BUKAN TARIF (NTMs) DALAM PROSEDUR IMPORT DAN EKSPORT BAGI SARAWAK - Fasa 1	12 man/days	1,500.00	18,000.00
Tarikh Perolehan / Program diperlukan: Oktober 2020	Jumlah Kasar		18,000.00
Lokasi Perolehan / Program diperlukan: Kuching, Sarawak	SST (xxx %)		-
Jumlah Bersih			18,000.00

7. Dipohon oleh :

Tandatangan

Nama Mohd Wafi Hj Arip

Jawatan Pengurus

Tarikh 22/5/2020

8. Disokong oleh :

Tandatangan

Nama Mokhzani Aris Mohd Yusoff

Jawatan Pengarah

Tarikh 21/5/2020

9. Pembekal yang disyorkan : Encik Nik Shehar bin Nik Wan

No. 2, Jalan Pinggiran 3/3A, Taman Pinggiran Batu Caves, 68100 Batu Caves, Selangor

10. Permohonan perolehan ini mematuhi tatacara perolehan :

(Pengurus Kanan/ Penolong Pengurus Unit PCT)

11. Permohonan perolehan aset alih ini disokong:

(Pegawai Aset MPC)

12. Kod Pembekal :

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13. Kod Peruntukan : (i).....

(ii).....

(iii).....

14. No. Pesanan Jabatan :

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15. Peruntukan mencukupi/ tidak mencukupi :

(Unit Kewangan/ Perolehan)

16. Permohonan Perolehan diluluskan oleh :

Tandatangan :

Nama :

Jawatan :

Tarikh :

SENARAI SEMAK DOKUMEN SOKONGAN PENGISIAN BORANG PERMOHONAN PEROLEHAN

Sila tandakan (X) jenis perolehan yang berkaitan dan dokumen yang dilampirkan bersama permohonan ini.

SENARAI SEMAK (WAJIB)

- ☐ Sekurang-kurangnya 3 sebut harga
- ☒ Keratan minit kelulusan BOM
- ☒ Anggaran perbelanjaan BOM yang diluluskan beserta muka hadapan permohonan BOM
- ☐ Sijil *Sales and Service Tax* (SST) (jika perkhidmatan adalah yang pertama kali)
- ☐ Justifikasi sekiranya menggunakan 1 sebut harga

kerana : _____

LAIN-LAIN DOKUMEN TAMBAHAN YANG BERKAITAN:

- A ☐ Penginapan hotel/ tiket penerbangan
- ☐ Senarai nama penginap
- ☐ Senarai nama tiket kapal terbang
- B ☒ Lantikan perunding/ penceramah Tempatan/ Luar Negara
- ☐ Kelulusan Kementerian Kewangan (MOF) (jika permohonan melalui eGPA)
- ☐ PLPS (jika berkaitan)
- ☒ Surat Setuju Terima
- ☒ Surat lantikan
- ☒ Jadual pembayaran
- ☒ *Terms Of Reference* (TOR)
- ☐ Borang Hasil & Kos Menjalankan Kursus (Program tidak berjadual)
- ☐ Borang Lampiran B (sekiranya menggunakan khidmat kakitangan kerajaan)
- ☐ Invois (bagi bayaran yang dibuat secara *telegraphic transfer* (TT) kepada pembekal di luar negara)
- C ☐ Perolehan melalui Sebut harga B (> RM20K) / Sebut harga A (> RM50K) / Tender (>RM500K)
- ☐ Surat Setuju Terima (SST)
- ☐ Keputusan Mesyuarat Sebut harga/ Lembaga Perolehan
- ☐ Surat Lantikan
- D ☐ Teknikal/ penyelenggaraan
- ☐ Laporan penyelenggaraan yang disahkan
- ☐ Kontrak (Salinan)
- E ☐ Makanan
- ☐ Senarai nama peserta bengkel/ ceramah/ taklimat
- ☐ Tentatif program

Nota:

- Pegawai bertanggungjawab hendaklah setuju menerima sebut harga (quotation) pihak pembekal yang dipilih untuk membekalkan perkhidmatan berkaitan.
- Sila pastikan tarikh sah laku sebut harga (quotation) masih sah semasa pengisian borang ini.
- Sila rujuk (<http://www.mpc.gov.my/prince/>) untuk maklumat lanjut.



MPC(SBO)600-1/4/1(2020)

23 September 2020

Encik Nik Shehar bin Nik Wan
No. 2, Jalan Pinggiran 3/3A
Taman Pinggiran Batu Caves
68100 Batu Caves, Selangor

YBrs. Tuan,

JEMPUTAN SEBAGAI TENAGA PAKAR PROGRAM SUSULAN SESI PERUNDINGAN BERSAMA INDUSTRI BAGI INISIATIF LANGKAH-LANGKAH BUKAN TARIF (NTMs) DALAM PROSEDUR IMPORT DAN EKSPORT BAGI KEMENTERIAN DAN AGENSI DI SARAWAK

Dengan hormatnya saya diarah merujuk perkara tersebut di atas.

2. Untuk makluman Tuan, Blueprint Produktiviti Malaysia (Malaysia Productivity Blueprint – MPB) telah dilancarkan pada 8 Mei 2017. Salah satu aktiviti di bawah Blueprint ini adalah menyemak semula Langkah-langkah Bukan Tarif (Non-tariff Measures – NTMs) supaya dapat menyokong pertumbuhan perniagaan dan kecekapan prestasi sektor logistik. Merujuk kepada pembentangan daripada pihak Perbadanan Produktiviti Malaysia (MPC) Wilayah Sabah, NTMs merangkumi apa sahaja mekanisma bukan tarif yang dikenakan oleh kementerian dan agensi-agensi seliaannya kepada pihak industri yang terlibat dengan kegiatan import dan eksport, seperti contoh; lesen, permit, sijil, kuota dan sebagainya.

3. Perbadanan Produktiviti Malaysia (Malaysia Productivity Corporation – MPC) dipertanggungjawabkan untuk menjalankan kajian semakan NTMs di Malaysia. Salah satu aktiviti penting dalam kajian ini termasuklah mendapatkan maklum balas berkaitan dengan keberkesanan NTMs beserta pelaksanaannya di peringkat industri. Hal ini merupakan salah satu elemen penting dalam mengamalkan amalan peraturan terbaik yang diperkenalkan oleh perbadanan ini. Sehubungan itu, bagi mendapatkan maklum balas mengenai prosedur import dan eksport yang dikenakan kepada industri, pihak MPC akan mengadakan satu program bengkel rundingan pada ketetapan seperti berikut:

Program	: Program Susulan Sesi Perundingan Bersama Industri Bagi Inisiatif Langkah-Langkah Bukan Tarif (NTMs) Dalam Prosedur Import dan Eksport bagi Kementerian dan Agensi di Sarawak
Tarikh	: 22-23 Oktober 2020
Masa	: 8.00 pagi – 5.00 petang
Tempat	: The Waterfront Hotel, Kuching

4. Justeru itu, bagi membincangkan isu dengan lebih terperinci, saya mewakili Perbadanan Produktiviti Malaysia (MPC), berbesar hati ingin menjemput YBrs. Tuan sebagai salah seorang tenaga pakar bagi sesi seperti yang dinyatakan di atas. Tuan juga dipohon untuk menghantar kembali borang surat setuju terima kepada pihak sekretariat selewat-lewatnya pada 14 Oktober 2020 untuk penyelarasan selanjutnya pihak urus setia.

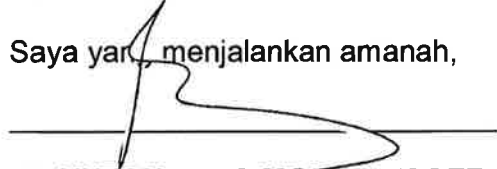
5. Kerjasama dan sokongan daripada pihak YBrs. Tuan dalam menjayakan program ini kami dahului dengan jutaan terima kasih.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

"MEMACU PRODUKTIVITI NEGARA"

Saya yang menjalankan amanah,



MOKHZANI ARIS MOHD YUSOFF

Pengarah

Perbadanan Produktiviti Malaysia (MPC)

Wilayah Sabah

Subject: BORANG SETUJU TERIMA

Kepada: Dato' Abd. Latif Hj. Abu Seman
Ketua Pengarah
Perbadanan Produktiviti Malaysia
Lorong Produktiviti, Jalan Sultan
46200 Petaling Jaya, Selangor.
(u.p. Nurfariha Ahmad)

Email: Nurfariha@mpc.gov.my

**PERKARA: JEMPUTAN SEBAGAI PERUNDING UTAMA PROGRAM SUSULAN
SESI PERUNDINGAN BERSAMA INDUSTRI BAGI INISIATIF LANGKAH-
LANGKAH BUKAN TARIF (NTMs) DALAM PROSEDUR IMPORT DAN
EKSPORT BAGI KEMENTERIAN DAN AGENSI DI SARAWAK**

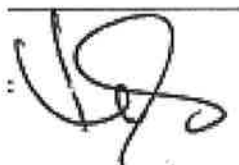
Merujuk kepada perkara di atas.

Saya Nik Shehar bin Nik Wan dengan ini bersetuju dengan lantikan oleh Perbadanan Produktiviti Malaysia (MPC) sebagai tenaga pakar bagi Program Susulan Sesi Perundingan bersama Industri bagi Inisiatif Langkah-Langkah Bukan Tarif (NTMs) dalam Prosedur Import dan Eksport bagi Kementerian dan Agensi di Sarawak pada 22-23 Oktober 2020, 8.00 pagi – 5.00 petang.

Terima kasih.

Nama	: Nik Shehar bin Nik Wan
No. Kad pengenalan	: 690326-03-5037
Nama bank	: BANK ISLAM BERHAD
No. Akaun bank	: 12029020511275
Tarikh	:

Tandatangan:





Prepared by: MPC Sabah Branch
Date: 23 September 2020

**TERMS OF REFERENCE (TOR) FOR TECHNICAL EXPERT FOR NON-TARIF MEASURES (NTMs) PROCEDURAL REQUIREMENTS AND COMPLIANCE COSTS: KEMENTERIAN DAN AGENSI DI SARAWAK
PHASE 1- DATA GATHERING AND ANALYSIS.**

i. Purpose of the assignment

The purpose of this appointment is to collect NTMs criteria, procedural requirements and compliance cost for the selected ministry.

ii. Timeframe

The assignment start date is September 23, 2020 and includes work from the consultant's home on record during this time as needed. The engagement with related stakeholders will occur from the start date till end of the project. The consultant will be provided 3 days for pre-travel work and preparation and post travel reporting if needed. Final data collected for the selected ministry will be delivered to MPC no later than November 1, 2020.

iii. Scope of work

The main tasks of the consultant include:

Stage	Activities	Deliverables	Man-Days
1.	Data collection based on the criteria, procedural requirements and estimated compliance costs.	- Indicates numbers of NTMs for the ministry - Indicate the estimated Compliance costs	8
2.	Validation and verification on the criteria, procedural requirements and estimated compliance costs.	- Validate NTMs and procedural requirement for the ministry - Indicate the estimated Compliance costs. *Both no. of NTMs and estimated compliance costs need to be	4

Stage	Activities	Deliverables	Man-Days
		included in a report (Interim Report).	

iv. Methodology

The consultant with their relevant knowledge and experience are expected to carry out the following scope of work:

- To facilitate workshops/seminars related to the project
- To attend discussion/meetings related to the project
- To attend site visits (if necessarily)
- To prepare the progress of project from time to time or as when requested by MPC.

v. Duty station

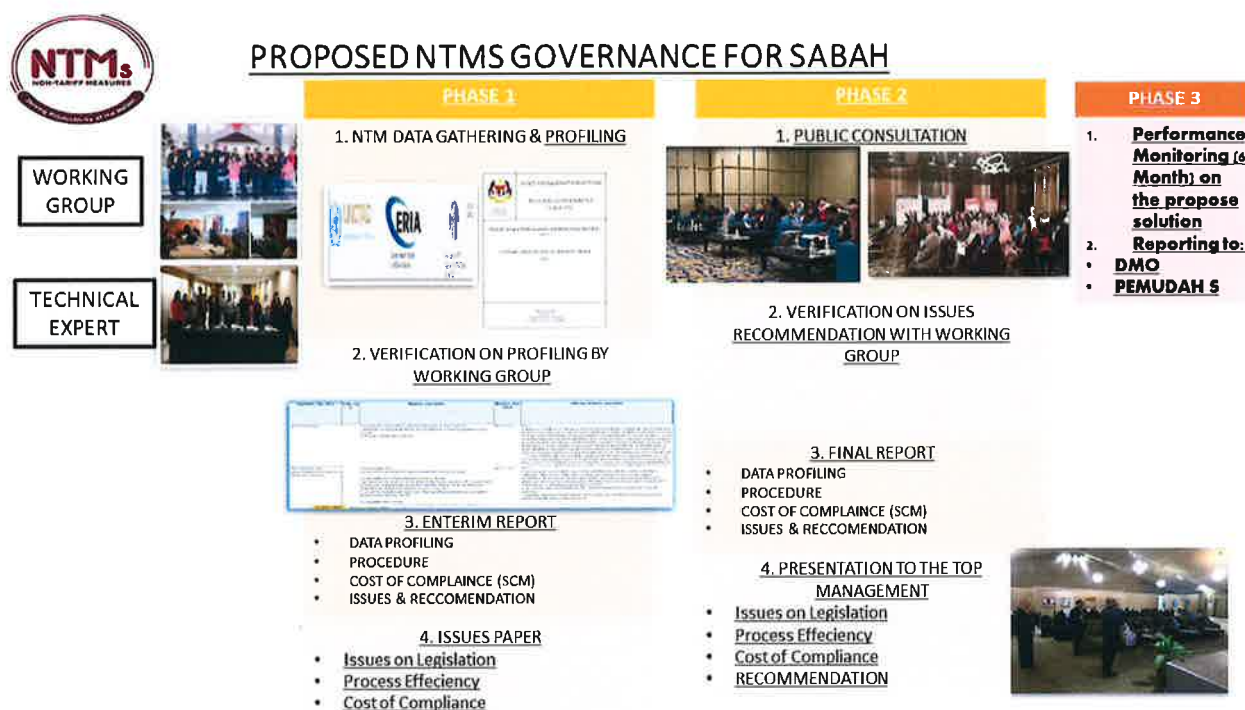
- The consultant may work at MPC premises or wherever deemed appropriate and also through other means of communication such as teleconferencing, telephone, email and other non-face-to-face interactions to speed up the efficiency of work done.
- Interaction with MPC staff is required to ensure consistency in the deliverables. The consultant is expected to attend any meetings, engagements or session that is relevant to the scope of work within MPC premises or other outside premises.
- The consultant also shall work closely with MPC's team as and when needed.

vi. Report Formatting

- The report must be drafted in a format agreed by MPC.
- The report must be written in English.
- The write up must be **1.5** line spacing, **Arial** font with **size 12**.
- Additional information for report clarification **MUST** be prepared without extra charges and within reasonable time.

vii. Reporting obligation

- The report that covered all the above-mentioned contents must be approved or endorse by MPC, Ministry and Expert members as figure below:



- The consultant must report/update MPC from time to time and all deliverables must be submitted to the following MPC officers for review and approval:

Ingrid@mpc.gov.my
Nurfariha@mpc.gov.my

- Prior to the verification with the working group, the **draft report** must be submitted to secretariat no later than 1 week before the date of seminar/workshop held.
- Within 2 weeks after the verification with the working group, the **report** need to be submitted to Secretariat.
- If this portion are not fulfilled, it will be count as breach of contract and the responsible parties' contract can be terminated.

viii. Payment Terms

The ceiling cost of service for the consultant is kept at **RM18,000.**

Payment Summary by Stages		Man-Days	Rate per Man-Day (RM)	Total (RM)
Stage 1	• Data collection based on the criteria, procedural requirements and estimated Compliance costs.	8	1,500	12,000
Stage 2	• Validation and verification on the criteria, procedural requirements and estimated Compliance costs.	4	1,500	6,000
TOTAL				18,000

Note:

1. The appointed consultant shall deliver the assigned job scope, as specified in **Scope of work** stated above, where the tasks must be achieved and the soft copy of all relevant information and findings sought under this project is handed over to MPC based on the format determined by MPC.

ix. Proprietary Rights

- MPC has exclusive proprietary rights to all publication, scripts and any relevant photos of this project report.
- No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or any means of electronics, mechanical, photocopying, recording or otherwise, without prior written permission from MPC.
- The consultant or their organisation agreed that their names will not be published in this project report.
- It is the duty of the writer to communicate with the organisation/industry concern to get the necessary information regarding best practices observed.
- All written text must be original and previously unpublished. Any write-up which has been plagiarized will be rejected

EXECUTIVE SUMMARY

PROPOSAL	:	Implementation of Reviewing the Non-Tariff Measures (NTMs) in Sabah and Sarawak 2020
VENUE	:	MPC Sabah (SBO)
OBJECTIVES	:	i. To review all legislation, NTMs and its procedural requirement that are being imposed by regulators; and ii. To reduce unnecessary regulatory burdens that impede business.
Output	:	i. Final list on the number of NTMs for selected ministry; ii. Number of legislations developed for the purpose of implementing and enforcing NTMs in Sabah & Sarawak; iii. List of recommendations for improvement; iv. Updated database on numbers of NTMs in Malaysia; and v. 25% potential cost savings.
EXPECTED OUTCOME	:	• Cumulative gain in GDP of USD 107 billion or RM 211 billion over 2018-2027 in middle- and high-income economics, respectively; • Increase local participation in Global Value Chains (GVCs); • Improve trade facilitation and encourage investor to Sabah & Sarawak; and • Improve Malaysia ranking in international report such as: ➢ Logistics Performance Index (LPI), ➢ World Competitiveness Yearbook (WCY), ➢ Global Competitiveness Report (GCR); and ➢ Doing Business report.
ESTIMATED TOTAL COST	:	RM450,000.00
BUDGET	:	NTMs
DEPARTMENT	:	MPC SBO
Comment/ Signature by PCT	:	

13	Federal Agricultural Marketing Authority (FAMA)	-	2
14	State Veterinary Authority, Sarawak	-	34
15	Natural Resources and Environmental Board Sarawak	-	1
16	Sarawak Electricity Supply Corporation (SESCO)	-	2
17	Sarawak Museum	-	1
Total		6	179

8.0 PROPOSED BUDGET

8.1 Project Costing

No	Facilitator fees (RM1,500/ man-days) (Phase 1&2)	Residential meeting package (Seminar/ lab/ workshop/ meeting/ public consultation) (RM500/pax/day)	Accommodation and allowances (RM500/ night/ pax)	Flight fare (RM1,500 return/ pax)	Total (RM)
1.	Phase 1 Principle Consultant: RM1,500 x 24 mandays x 1 = RM36,000.00 Consultant: RM1,500 x 14 mandays x 1 = RM21,000	RM500 x 20 pax x 2 sessions = RM20,000	RM500 x 1-night x 4 pax x 2 sessions = RM4,000	RM1,500 x 4 pax x 2 sessions = RM12,000	93,000
2.	Phase 2 Principle Consultant: RM1,500 x 24 mandays x 1 = RM36,000 Consultant: RM1,500 x 14 mandays x 1	RM500 x 20 pax x 2 sessions = RM20,000	RM500 x 1-night x 4 pax x 2 sessions = RM4,000	RM1 500 x 4 pax x 2 sessions = RM12,000	93,000

No	Facilitator fees (RM1,500/ man-days) (Phase 1&2)	Residential meeting package (Seminar/ lab/ workshop/ meeting/ public consultation) (RM500/pax/day)	Accommodation and allowances (RM500/ night/ pax)	Flight fare (RM1,500 return/ pax)	Total (RM)
	= RM21,000				
3.	<u>Monitoring Phase</u> Principle Consultant: RM1,500 x 5 mandays x 1 = RM7,500 Consultant: RM1,500 x 5 mandays x 1 = RM7,500	RM500 x 20 pax x 2 sessions = RM20,000	RM500 x 1-night x 4 pax x 2 sessions = RM4,000	RM1 500 x 4 pax x 2 sessions = RM12,000	51,000
4.	<u>Monitoring Phase</u> Principle Consultant: RM1,500 x 5 mandays x 1 = RM7,500 Consultant: RM1,500 x 5 mandays x 1 = RM7,500	RM500 x 20 pax x 2 sessions = RM20,000	RM500 x 1-night x 4 pax x 2 sessions = RM4,000	RM1 500 x 4 pax x 2 sessions = RM12,000	51,000
5.	External Junior Consultant: RM1,500 x 25 mandays x 3 = RM112,500	RM500 x 20 pax x 2 sessions = RM20,000	RM500 x 1-night x 3 pax x 2 sessions = RM3,000	RM1 500 x 3 pax x 2 sessions = RM9,000	144,500
JUMLAH					432,500

Note:

1. Total man-days for payment for each facilitator will be based on the appointment letter.
2. The review on NTMs at ministry level is led by at least one facilitator, which will be appointed by Director General MPC.
3. The cost of accommodation will be based on the rate specified in the government circular.

8.2 Secretariat Costing

No	Activities	Total (RM)
1.	Honorarium for 3 rapporteurs (RM1,000.00 x 3)	3,000.00
2.	Publication (writer, proof-reader, printing, and layout design)	12,500.00
JUMLAH		15,500.00

9.0 APPROVAL FROM BOM

The approval of the Board of Management (BOM) is sought on the implementation of Reviewing Non-Tariff Measures (NTMs) 2020 & Improving Trade Facilitation in Sabah and Sarawak in conjunction with Reviewing Non-Tariff Measures (NTMs) initiatives which estimated total expenses of RM450,000.00 (utilizing approved BOM paper: Reviewing Non-Tariff Measures (NTMs) in Malaysia, approved on 6/1/2020 - Bil.8/2020).

Prepared by:

Verified by:

Mokhzani Aris Mohd Yusof
Director
Sabah Regional Office

Zahid Ismail
Deputy Director General
Malaysia Productivity Corporation

6 March 2020

6 March 2020

KERATAN MINIT MESYUARAT LEMBAGA PENGURUSAN MPC

Bil. : 361/2020
Tarikh: 12/03/2020

NURFARIHA AHMAD

Implementation of Reviewing the Non-Tariff Measures (NTMs) in Sabah and Sarawak 2020

KOS: **RM 450,000.00**

1. K/WANG PEMBANGUNAN NTM Memudahkan Peraturan Perniagaan Perdagangan Antarabangsa

Mesyuarat telah menimbangkan kertas cadangan di atas dan mengambil keputusan berikut:

KEPUTUSAN	KOD	CATATAN
DILULUSKAN	3 (361)	Ulasan Dato KP: Setuju

Disediakan oleh:

(Roseleena Hashim ▾)

Setiausaha

Lembaga Pengurusan MPC

s.k 1. KETUA AKAUNTAN

2.Mokhzani Aris Mohd Yusof