



QUOTATION

MINDSMITHS SDN BHD
(1110593-X)

Quotation No: MSB2020/000025/01

1408 Jalan 17/26
46400 Petaling Jaya,
SELANGOR

Date: 28 October 2020

Attn:
En Amirol

MALAYSIA PRODUCTIVITY CORPORATION
Headquarters (Petaling Jaya)
Lorong Produktiviti,
Jalan Sultan
46200, Petaling Jaya,
SELANGOR

Ref:

PROPOSAL FOR TRAINING PROGRAMME

Item #	Description	Quantity	Unit Price	Amount (RM)
DAY 1	Understanding Conceptual & Analytical Skills			9,000
DAY 2	Strengthening Management & Leadership Skills			
			TOTAL	9,000
			GRAND TOTAL	9,000

TERMS

Final costs are subject to increase or reduction at the discretion of the Trainer-in-Charge.

1. A deposit of 50% is payable immediately upon the confirmation of dates for the event.
2. The balance payment shall fall due prior to the commencement of the scheduled event.
3. Meals and accommodation of all Facilitators (as per required of each event) during the event, one (1) days before the programme for setup, and one (1) night after (only for events conducted out of Peninsular Malaysia) is to be duly arranged and borne by the Client.
4. In the event of any cancellation or postponement after receiving the Confirmation of Services, a forfeit on the professional fees and disbursements such as meals and accommodation, transport etc subject to 3rd party vendor terms and conditions will apply as follows:
 - Notice of less than 60 days - 25% forfeit on professional fees
 - Notice of less than 30 days - 50% forfeit on professional fees
 - Notice of less than 14 days - 100% forfeit on professional fees.

Prepared by

EVAN NGOW
Managing Director
Mindsmiths Sdn Bhd. 1110593-X