

MPC(DMO)600-3/2/40

5th November 2020

Ms. Nurul Dzihin binti Ahmad

Machinery & Engineering Industries Federation (MEIF)

Lot 586, 2nd Mile

Jalan Batu Tiga Lama

41300 Klang

Selangor

Dear Ms. Dzihin,

APPOINTMENT AS TECHNICAL EXPERT FOR THE DEVELOPMENT OF M&E INDUSTRY SPECIFIC DIRECTORY

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

Program	The Development of M&E Industry Specific Directory
Date	9 November – 30 December 2020
Payment Terms	RM2000 per manday (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	2 months
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.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,



(DR. MAZLINA SHAFI'I)

Deputy Director

Productivity Growth Division

Malaysia Productivity Corporation (MPC)

cc : **Mr. Mac Ngan Boon**

Champion

Machinery & Equipment Productivity Nexus (MEPN)

TERMS OF REFERENCE (TOR)
TECHNICAL EXPERT FOR THE DEVELOPMENT OF M&E INDUSTRY
SPECIFIC DIRECTORY

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a technical expert for The Development of M&E Industry Specific Directory

2.0 Scope of Work

- 2.1 To prepare a list of company to be included in the Directory of Malaysian Manufacturers of Special-Purpose Machinery.
- 2.2 To collect relevant company data.
- 2.3 To mapping the list of company based on M&E value chain.
- 2.4 To prepare final company profile, product and services catalogue.

3.0 Document Formatting

- 3.1 The document must be written in English Language.
- 3.2 Format of document must be in words for ease of editing

4.0 Project Timeline

The total task is expected to take a total of 10 man-days; starting on 9 November – 30 December 2020 (2 months).

PHASE		November				December			
1	Data Collection								
2	Submission of Preliminary Report								
3	Prepare Catalogue and Value Chain Mapping								
4	Submission of Final Report								

5.0 Payment Terms

5.1 A technical expert will be paid based on the following activities:

Activities	Payment (RM)	Unit (man-days)	Total Payment (RM)
Preparation of Preliminary Report	2,000.00	4	8,000.00
Preparation of Final Report	2,000.00	6	12,000.00
Total			20,000.00

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)