

MPC(DMO)600-3/2/40

5th November 2020

**Ms. Nurul Dzihin binti Ahmad**

Machinery & Engineering Industries Federation (MEIF)  
Lot 586, 2<sup>nd</sup> 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:

<b>Program</b>	<b>The Development of M&amp;E Industry Specific Directory</b>
<b>Date</b>	9 November – 30 December 2020
<b>Payment Terms</b>	<b>RM2000 per manday</b> (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> )
<b>Project Duration</b>	<b>2 months</b>
<b>Scope of Work</b>	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](mailto:arahman@mpc.gov.my).

Thank you.

**“DRIVING PRODUCTIVITY OF THE NATION”**

Yours sincerely,

**(DR. MAZLINA SHAFII)**

Deputy Director  
Productivity Growth Division  
Malaysia Productivity Corporation (MPC)

cc : **Mr. Mac Ngan Boon**

Champion  
Machinery & Equipment Productivity Nexus (MEPN)

## Appendix 1: Terms of Reference

### 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	2	3	4	5	6	7	8
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
<b>Total</b>			<b>20,000.00</b>

- 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)