



**PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)**

Peti Surat 64, Jalan Sultan, 46904 Petaling Jaya, Selangor D.E Malaysia

Tel: 603-79557266, 79557050, 79557080, 79557172, 79557190, 79557232, 79557341

Fax: 603-79558068 (E), 79551824, 79606264(B), 79540795 (Promosi)

Lorong Produktiviti, Off Jalan Sultan, 46200 Petaling Jaya, Selangor D.E. Malaysia

<http://www.mpc.gov.my>



(Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri – MITI)

MPC (DMO) 600-3/2/18

5 November 2020

Cheang Wai Mun  
No 5, Persiaran Sungai Ara Satu,  
11900 Pulau Pinang.

Tuan,

**APPOINTMENT AS TECHNICAL EXPERT FOR ELECTRICAL AND ELECTRONICS  
TECHNOLOGY ADOPTION MENTORING (EETAM)**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as technical expert for the project as detailed below:

Program	Electrical and Electronics Technology Adoption Mentoring (EETAM)
Period	November – December 2020
Payment Terms	RM2000.00 / man days
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 Ms. Lee Wan Wei (012-295 5105 [/wanwei@mpc.gov.my](mailto:wanwei@mpc.gov.my)) or Mr Aiman Zakwan Zahari (014-2700260/aiman@mpc.gov.my)

Thank you.

**“DRIVING PRODUCTIVITY OF THE NATION”**

Yours sincerely

**(SUHAIMI HAMAD)**

Director

Productivity Growth Division for Director General  
Malaysia Productivity Corporation (MPC)

**TERMS OF REFERENCE (TOR)**

**TECHNICAL EXPERT FOR ELECTRICAL AND ELECTRONICS**

**TECHNOLOGY ADOPTION MENTORING (EETAM)**

**1.0 Purpose of the Assignment**

The purpose of this assignment is to appoint a technical expert for Electrical and Electronics Technology Adoption Mentoring (EETAM)

**2.0 Scope of Work**

- 2.1** Developing EETAM Mentoring Report
- 2.2** Developing I4.0 Implementation Blueprint & Roadmap
- 2.3** Develop SOP, TOR and Flow Chart for Virtual Business Mentoring

**3.0 Document Formatting**

- 3.1** The document must be written in English Language.
- 3.2** Format of document must be referred to MPC.

**4.0 Project Duration**

- 4.1** The duration for this programme is on November to December 2020

**5.0 Payment Terms**

- 5.1** The technical expert will be paid RM2,000.00 per man days

**Prepared by:**

**Malaysia Productivity Corporation (MPC)**

## Appendix 2: Acceptance Form

Director General  
Malaysia Productivity Corporation (MPC)  
P.O. Box 64, Lorong Produktiviti  
off Jalan Sultan 46904  
Petaling Jaya, Selangor  
**(Attention: Puan Lee Wan Wei)**

### **ACCEPTANCE AS TECHNICAL EXPERT FOR ELECTRICAL AND ELECTRONICS TECHNOLOGY ADOPTION MENTORING (EETAM)**

With regards to the above matter, I agree to be the coordinator for EETAM, as offered by Malaysia Productivity Corporation (MPC).

Name	
Designation	
I.C. Number	
Email Address	
Mobile Number	
Bank Name	
Account Number	

Thank you.

.....  
Name:

Date: