



MPC (PCD) 600-4/1/16

26 October 2020

Puan Aminah Abd Rahman
No 56, Jalan Birai U8/66
Bukit Jelutong
40150 Shah Alam
Selangor

Puan,

APPOINTMENT AS TECHNICAL EXPERT FOR DRAFT MANUAL PREPARATION - DEALING WITH CONSTRUCTION PERMITS (DCP) SABAH

The above subject refers.

2. We are pleased to inform that Malaysia Productivity Corporation (MPC), would like to appoint you as one of the technical experts as follows:

Project name	: Process Improvement on Dealing with Construction Permits (DCP) Sabah
Fee	: RM2,000.00 per day
Working Days	: 3 mandays
Terms of Reference	: Appendix 1

3. Should you agree with the offer, please return the acceptance of the offer to MPC by signing off the "Acceptance of Offer" form in the accompanying page.

4. Any inquiries regarding this matter, please contact Ms Khalidatul Asrin Abdul Aziz at 012 5525439 or email asrin@mpc.gov.my .

Thank you.

Yours sincerely,

(MOHAMAD AZROL MOHAMAD DALI)

For Director General
Malaysia Productivity Corporation (MPC)

TRANSFORMATION . INNOVATION . PARTNERSHIP

(Sila rujuk bilangan surat ini apabila menjawab)

TERMS OF REFERENCE (TOR)
TECHNICAL EXPERT FOR DRAFT MANUAL PREPARATION - DEALING WITH
CONSTRUCTION PERMITS (DCP) SABAH

1.0 Roles and Responsibilities

- 1.1 To collect input (process information and procedures) from internal and external technical agencies or related.
- 1.2 Coordinate and manage the data according “to be” procedure.
- 1.3 To prepare a DCP draft manual for the project.

2.0 Duration of the Appointment

The duration of the appointment is effective from October to December 2020.

3.0 Payment Terms

The total of payment for the service rendered will be **RM6,000.00** inclusive of all tax imposed (RM2,000 per man-days) and the payment will be paid at the end of the programme.

4.0 Deliverables

Report on the session (Draft Manual).

Prepared by:

Secretariat for Technical Working Group

Dealing with Construction Permits (TWGDCP)