



PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)

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

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



SIRIM
ISO 9001:2015
CERT. NO : QMS 00547

MPC(PCD)600-1/2/12

6 Oktober 2020

Assistant Professor Dr. Fatin Husna Suib
Kulliyyah Ekonomi dan Sains Pengurusan
Universiti Islam Antarabangsa Malaysia
Jalan Gombak
53100 Selangor

YBrs Dr,

**PELANTIKAN TENAGA PAKAR UNTUK LAPORAN ‘BEST-PRACTICES
PRODUCTIVITY FRONTIER FIRMS OF THE ELECTRICAL & ELECTRONICS,
MACHINERY & EQUIPMENT, PRIVATE HEALTHCARE, AGRO FOOD, AND RETAIL
AND F&B PRIORITY SUBSECTORS’**

Dengan segala hormatnya, saya merujuk kepada perkara di atas.

2. Perbadanan Produktiviti Malaysia (MPC) merupakan agensi di bawah Kementerian Perdagangan Antarabangsa dan Industri (MITI) sedang dalam proses mendapatkan maklumat berkaitan amalan terbaik firma yang dikenalpasti sebagai peneraju dalam prestasi produktiviti. Maklumat ini akan dijadikan sebagai penandaaras kepada firma lain untuk meningkatkan produktiviti dan prestasi mereka.

3. Sehubungan itu, YBrs. Dr. Fatin Husna Suib sebagai Ketua Pasukan dan ahli (1) Dr. Noorihsan Mohamad; (2) Dr. Wan Rohaida Wan Husain adalah dilantik sebagai tenaga pakar untuk laporan ‘Best-Practices Productivity Frontier Firms of The Electrical & Electronics, Machinery and Equipment, Private Healthcare, Agro Food, and Retail and F&B Priority Subsectors’. Bersama-sama ini disertakan Terma Rujukan (TOR) dan borang setuju terima seperti di Lampiran B. Sekiranya YBrs. Dr bersetuju dengan lantikan ini, mohon kerjasama untuk mengembalikan borang setuju terima selewat-lewatnya pada **9 Oktober 2020**.

TRANSFORMATION • INNOVATION • PARTNERSHIP

5. Bagi sebarang pertanyaan atau maklumat lanjut YBrs. Dr boleh berhubung dengan Encik Zaffrulla Hussein di talian 013-3413195 / emel: zaff@mpc.gov.my atau Puan Rosmiza Rosly di talian 019-3323312 / emel: iza@mpc.gov.my.

6. Segala kerjasama, perhatian dan sokongan pihak YBrs. Dr dalam menjayakan penyelidikan ini amatlah dihargai.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

"MEMACU PRODUKTIVITI NEGARA"

Saya yang menjalankan amanah,



(SUHAIMI HAMAD)

Pengarah

Bahagian Pertumbuhan Produktiviti (PGD)

b.p. Ketua Pengarah

Perbadanan Produktiviti Malaysia (MPC)

BORONG JAWAPAN
LAPORAN 'BEST-PRACTICES PRODUCTIVITY FRONTIER FIRMS OF THE
ELECTRICAL & ELECTRONICS, MACHINERY & EQUIPMENT, PRIVATE
HEALTHCARE, AGRO FOOD, AND RETAIL AND F&B PRIORITY SUBSECTORS'

Tarikh:

Kepada:

Ketua Pengarah

Perbadanan Produktiviti Malaysia

Lorong Produktiviti Off Jalan Sultan

46904 Petaling Jaya Selangor

(U/P: Rosmiza Rosly)

Puan,

PER: PERSETUJUAN PELANTIKAN SEBAGAI TENAGA PAKAR UNTUK
LAPORAN 'BEST-PRACTICES PRODUCTIVITY FRONTIER FIRMS OF THE
ELECTRICAL & ELECTRONICS, MACHINERY & EQUIPMENT, PRIVATE
HEALTHCARE, AGRO FOOD, AND RETAIL AND F&B PRIORITY SUBSECTOR'

Saya No. Kad
Pegesimalan Bersetuju untuk menerima
pelantikan bagi tenaga pakar untuk laporan 'Best-Practices Productivity Frontier Firms
of The Electrical & Electronics, Machinery and Equipment, Private Healthcare, Agro
Food, and Retail and F&B Priority Subsectors' seperti yang dinyatakan di dalam surat
tawaran serta menerima pakai terma rujukkan yang ditetapkan.

Terima kasih.

Tandatangan :

Tarikh :

Maklumat Peribadi

Nama :

Organisasi :

Jawatan :

Alamat Pejabat:

No. Telefon (Pejabat) :

No. Telefon (HP) :

Emel :



TERM OF REFERENCE (TOR)

BEST-PRACTICES PRODUCTIVITY FRONTIER FIRMS OF THE ELECTRICAL & ELECTRONICS, MACHINERY & EQUIPMENT, PRIVATE HEALTHCARE, AGRO FOOD, AND RETAIL AND F&B PRIORITY SUBSECTORS

1. Background

The Malaysia Productivity Blueprint (MPB) which was launched on 2017 had identified firm-level intervention is imperative to address specific productivity constraints at the firm level and to ensure the achievement of industry and national productivity targets. One of the strategies in intervention at the firm level is for firms to benchmark with the best. The best practices firms or the firms at the frontier were identified and their best practices will be a benchmark to other firms.

With that, in studying the best practices implemented by the frontier firms identified, a further investigation study needs to be conducted. The study will be a benchmark to other firms to enhance their productivity performance.

2. Objectives

The objectives are:

- a. Examine the best practices implemented by the firm identified and could be benchmark by others; and
- b. Recommendation on benchmarking framework for enterprise-level productivity improvement.

3. Scope

It covers firms that been identified as productivity frontier firms of selected industry in the nine (5) priority subsector of the MPB, which is:

- Electrical & Electronics,
- Machinery & Equipment,
- Private Healthcare,
- Retail and F&B, and
- Agro Food

4. Methodology

The case study will be a desk research study, which information been gathered from the annual report of the company identified and articles highlighting the best practices. In gathering further information, an interview session through telecommunication (telephone conversation) will be

done if necessary. Other method of analysis could also be used to analyse the information gathered, as to produce the recommendation of benchmarking framework for the firms.

5. Report Contain

The report contains best practices implemented by the company identified and recommendation of benchmarking for the firms in the selected priority subsectors. A total of 5 case studies reported, which each case study contains best practices of one (1) firm of each of the selected priority subsectors.

6. Report Format

The report must be drafted in a format agreed with MPC. The report must be written in English. The write up must be 1.5 line spacing font Arial and size 12. Additional information for repo, clarification MUST be done without extra charge and within reasonable time.

7. Timeframe

The works of the write-up shall commence immediately upon effective date of the Letter of Award and shall be completed within a period of 3 months

8. Payment Terms

Payment Ternrs The ceiling cost of this project is kept at RM19,500.

Payment	Rate per Report (RM)	No of Report	Total (RM)
Once Final Report received from consultant	3,900	5	19,500
Total			19,500

9. Proprietary Rights

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The writer or his organisation agreed that their names will not be published in this research report. It is the duty of the writer to communicate with the organisation/ industry concern to get the necessary information regarding best practices absented.

All written text must be original and previously unpublished. Any write-up which has been plagiarized will be rejected.