

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

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

Cheng Boon Seng
The CEO, 31-13A-17, Lebuh Nipah 5
11950 Bayan Lepas,
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) 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)

Appendix 1: Terms of Reference

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** Develop syllabus for mentor training program
- 2.2** Identify potential pool of mentors for EETAM
- 2.3** Coordinate and conduct mentor training program

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

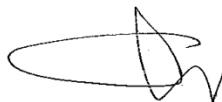
Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Lorong Produktiviti
off Jalan Sultan 46904
Petaling Jaya, Selangor
(Attention: Puan Lee Wan Wei)

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	Cheng Boon Seng
Designation	Director
I.C. Number	710901-08-6099
Email Address	cbs@elliancesystem.com
Mobile Number	012-4816099
Bank Name	Public Bank Berhad
Account Number	3190911600

Thank you.



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Name: Cheng Boon Seng
Date: 20/11/2020