

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

MPC(DMO)600-3/1/

30 November 2020

Zunia Integrated Sdn. Bhd.

21-11 Q-Sentral 2A
Jalan Stesen Sentral 2
Kuala Lumpur Sentral
50470 Wilayah Persekutuan
Kuala Lumpur

Dear Sir /Madam,

APPOINTMENT AS TECHNICAL EXPERT FOR INSTANT FULLFILLMENT - BUILDING CAPABILITY & SCALABILITY IN INSTANT MARKETPLACE FULLFILLMENT

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as the technical expert in collaboration with the Retail and F&B Productivity Nexus (RFBPN) Team for the project as detailed below:

Program	INSTANT FULLFILLMENT - BUILDING CAPABILITY & SCALABILITY IN INSTANT MARKETPLACE FULLFILLMENT
Date	30th November 2020 – 14 December 2020
Payment Terms	Please refer schedule 1 (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>)
Project Duration	8 man-day
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. Nor Adira Adnan at 017-9860758 or e-mail to noradira@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,

(HJ. SUHAIMI HAMAD)

Director General
Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCE (TOR)

**TECHNICAL EXPERT FOR RETAIL AND F&B PRODUCTIVITY NEXUS (RFBPN) PROJECT:
MYMUDAH**

1.0 Scope of Work

1.1 Relevant Meetings and Discussions

- 1.1.1 Attend relevant meetings and discussions related to the subject matter;
- 1.1.2 Research relevant materials related to the subject matter
- 1.1.3 Prepare relevant drafts and materials related to meetings and discussions;
- 1.1.4 Liaise with relevant individuals and organisations who will be involved in meetings and discussions; and

1.2 Reports, Output Documents, and Concept Paper/s

- 1.2.1 Prepare daily report and analysis on feedback received; and
- 1.2.2 Prepare final overall report with recommendations.

2.0 Document Formatting

2.1 The document must be written in English Language.

2.2 Format of document must be referred to MPC and RFBPN secretariat.

3.0 Project Duration

The total task is expected to take a total of 8 man-day; starting on 30st November – 14th December 2020.

4.0 Payment Terms

4.1 A technical expert will be paid as per **schedule 1** below:

1. Fact Finding - Delivery Players	1 day
2. Fact Finding - F&B outlet platform	1 day
3. Development of Roadmap Delivery Players	2 days
4. Development of Roadmap - F&B outlet platform	2 days
5. Preparation for Way Forward Implementation Strategy Presentation – Check in meeting	2 days
Total	16,000.00

5.2 The payment includes other relevant costs incurred in performing the tasks as stipulated in the 2.0.

Prepared by:

Secretariat Retail and F&B Productivity Nexus (RFBPN)