

MPC (PCD) 600-4/1/22

10 November 2020

Ms. Liya Saffura Binti Ab Rashid

Zaid Ibrahim & Co

Level 19, Menara Milenium,

Jalan Damanlela,

Pusat Bandar Damansara,

50940, Kuala Lumpur

Ms. Liya Saffura,

**APPOINTMENT AS THE FACILITATOR FOR TECHNICAL WORKING GROUP
CONTRACTING WITH THE GOVERNMENT (TWGCG) PROPOSAL PAPER**

The above subject refers.

2. We are pleased to inform that Malaysia Productivity Corporation (MPC), a statutory body under the Ministry of International Trade and Industry (MITI) would like to appoint you as the facilitator for TWGCG Proposal Paper:

Project name : TWGCG: Buy Malaysia Product First Proposal Paper

Payment terms : Facilitator – RM1,500.00/ man-days

Project duration : 12 November 2020 – 31 December 2020

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. If you have any inquiries regarding this matter, please contact Ms. Rabiatul Hana Ishak, 014-7169285 or e-mail rabiatulhana@mpc.gov.my.

Thank you.

"DRIVING PRODUCTIVITY OF THE NATION"

Yours sincerely,



(MOHAMAD AZROL MOHAMAD DALI)

On behalf of Director General

Competitiveness Section

Malaysia Productivity Corporation (MPC)

ACCEPTANCE FORM

To: Director General
Malaysia Productivity Corporation
(u.p. Ms. Rabiatul Hana Ishak)

Tel : 014-7169285
E-mail : rabiatulhana@mpc.gov.my

APPOINTMENT AS THE FACILITATOR FOR TECHNICAL WORKING GROUP CONTRACTING WITH THE GOVERNMENT (TWGCG) PROPOSAL PAPER

With regards to the above matters,

I _____ hereby accept the offer by Malaysia Productivity Corporation (MPC) as the appointment as the facilitator for TWGCG Proposal Paper

Thank you.

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Organization :

I/c No :

Acc No :

Bank Name :

Email :

Date :

**TERMS OF REFERENCES
FACILITATOR**

**Technical Working Group on Contracting with the Government (TWGCG):
“Buy Malaysia Product First” Proposal Paper**

1.0 Purpose of the assignment

The purpose of this assignment is to appoint a facilitator for TWGCG: Buy Malaysia Product First” Proposal Paper.

2.0 Scope of Work

- 2.1 Attend and facilitate stakeholder engagements and assist the secretariat to prepare input and output of the meetings regarding “Buy Malaysia Product First”.
- 2.2 Assist the secretariat in preparing a proposal paper on “Buy Malaysia Product First”.
- 2.3 Provide constructive feedback (i.e: legislation matters) on the proposal by stakeholders.
- 2.4 Deliver a draft and final proposal paper on “Buy Malaysia Product First” (in slides or Words/PDF format).

3.0 Duration of the Appointment

The work of the facilitator shall commence from 12 November 2020 – 31 December 2020.

4.0 Project Cost

The computation of facilitator cost is as follows:

Scope of work	Man-days	Fee	Total (RM)
a. Facilitating stakeholders management: i. Working group meetings ii. Ministries and agencies iii. PEMUDAH meeting (if necessary) including preparation of slides before the meeting, facilitating the session and assisting in preparation for outputs of the engagements	5	RM1,500/man-day	7,500
b. Facilitating PEMUDAH Secretariat in preparing proposal paper including providing feedback (i.e: legal matters) and ensuring every industries' feedback is taken into consideration	3	RM1,500/man-day	4,500
			12,000

5.0 Deliverables

- Presentation slides
- Proposal paper