

**ROMAIZA BINTI AB RAHMAN**  
No. 15, Jalan SE6, Park Villa, Sunway Eastwood  
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## QUOTATION

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**FROM:**

Romaiza binti Ab Rahman  
No.15, Jalan SE6, Park Villa  
Sunway Eastwood, Equine Park  
43300 Seri Kembangan, Selangor

**TO:**

Malaysia Productivity Corporation (MPC)  
Lorong Produktiviti Off Jalan Sultan  
46200 Petaling Jaya  
Selangor

**FOR:**

Appointment as the content writer for communication and promotion of e-Shared Prosperity Organisation (eSPO) Acknowledgement Certificate

Duration: January 2021 – March 2021

No.	Task and Details	Quantity	Price Per Unit (RM)	Sub-Total (RM)
1.	Content for entries in social media 10 entries in English Language 10 entries in Bahasa Malaysia	20 entries	250	5,000
2.	Draft press releases 3 drafts in English Language 3 drafts in Bahasa Malaysia Up to a maximum of 3 pages for each draft, formatted at Arial 12, 1.5 spacing, and normal margin	6 drafts	1,000	6,000
3.	Content editing for e-brochure	2 pages	200	400
4.	Translation of landing page	1 landing page	500	500
<b>Total</b>				<b>11,900.00</b>

**Terms and Conditions**

- i. Delivery of each draft is within three (3) days from the date assigned.
- ii. One off editing is inclusive after submission of each draft.
- iii. Payment is made in lump-sum after delivery of all deliverables.

Prepared by:



Name: Romaiza binti Ab Rahman  
Date: 14 January 2021