

ROMAIZA BINTI AB RAHMAN
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QUOTATION

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
Total				11,900.00

Terms and Conditions

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

Prepared by:



Name: Romaiza binti Ab Rahman

Date: 14 January 2021