

QUOTATION

Attention to:

Ms. Shanthini Tamadoram

Productivity & Competitiveness Development (PCD)

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Phone: +603 7955 7266

COMPANY

MALAYSIA PRODUCTIVITY CORPORATION

Lorong Productiviti, Jalan Sultan,

46200, Petaling Jaya, Selangor.

Website: www.mpc.gov.my

DATE	18/1/2021
QUOTE #	MPC/NCSWS02/CO/DEL/01/21
CUSTOMER ID	MPC/NCSWSR
VALID UNTIL	18/4/2021

DESCRIPTION	HOURS/TASKS	SERVICES (RM)	AMOUNT (RM)
Quotation Service Fee for Webinar Coordinators for 10 Sessions on NCS Webinar Series 2021	10	600.00	6,000.00
Scope of work & deliverables for Moderator/Coordinator:-			
1. To identify speakers & themes (1 hour per series including Q&A)			
2. To identify moderator to facilitate the session			
3. To Identify the target group or audience			
4. To make poster for the purpose of promotion & program announcement to get participants through social media			
5. To blast the invitation and reminder to speakers and potential audiences			
6. To register all webinar attendees into the Unified Public Consultancy (UPC) portal, create registration form and link; and			
7. Trial rehearsal for each speaker before the actual webinar session.			
8. To submit dashboard report and audience's outreach of every session to MPC; and			
9. To provide list of registered webinar participants into the Unified Public Consultancy (UPC) portal of every webinar session (details required: Name, Organization and Email ID)			
Others : Terms & Conditions			
The payment for the webinar coordinator will be made upon the completion of 10 series of webinar sessions.			
[Labor: X hours at RM] N/A			
[Other Services] N/A			

TERMS AND CONDITIONS

1. Client will be billed after indicating acceptance of this quote
 2. Payment will be due prior to delivery of service and goods
 3. Please email the signed price quote to the address elvira.denise@gmail.com
- Client's Acceptance (sign below):

x _____
Name:

Subtotal	6,000.00
Taxable	-
Tax rate	-
Tax due	-
Other	-
TOTAL	RM 6,000.00

If you have any questions about this price quote, please contact
[Denise Elvira Lim, Contact No.: +6016 696 6814, E-mail: elvira.denise@gmail.com]

Thank You For Your Inquiry!