



15th January 2021

Our Ref: ACSB/MPC/BITC-01/2021(2)

Director-General
Malaysian Productivity Corporation
Lorong Produktiviti
Off Jalan Sultan
46200 Petaling Jaya
Selangor

Attn: Puan Nor Halisa Mohamad Halil

Dear Puan Nor Halisa,

**Re: Proposed Building Inspection Training Course – In-house Training
Two (2) days Programme by Architect Centre Sdn Bhd**

We are pleased to submit herewith our training proposal for your kind consideration.

The in-house personalised training will be conducted by registered professional Architects, Engineers and Technologists who are also Architect Centre's accredited inspectors.

Please feel free to contact me for to discuss further at 03-2201 6661 or via email at rajaselamah@architectcentre.com.my (017-3033768), or maisara@architectcentre.com.my or rashidah@architectcentre.com.my.

We look forward to your favorable reply soon.

Thank you and kind regards.

Yours faithfully,

FOR ARCHITECT CENTRE SDN BHD

A handwritten signature in black ink, appearing to read "Raja Selamah Binti Raja Osman".

Raja Selamah Binti Raja Osman / ACSB General Manager

Cc : Datuk Ar Ezumi Harzani Bin Ismail / ACSB Chairman

TERMS AND CONDITIONS

1. Schedule

Date : 22-23 February 2021
Time : 9.00am – 5.00pm
**Venue : Meeting Room, Blok Produktiviti,
Malaysia Productivity Corporation**

2. Target Group

Maximum 20 persons among the following groups:

- 1) Construction industry professionals
- 2) Property & Asset Managers
- 3) Project Managers
- 4) Contractors
- 5) Building Supervisors
- 6) Technicians
- 7) JMC members

3. Professional Fee for Preparation of Training Modules and Delivery:

RM40,000.00 only Including 6% government tax

Trainers consist of Consultant Architects, M&E Engineer, C&S Engineer and Technologists.

4. Training Fee Per Person:

Fee of RM2,000.00 per person covers:

- Course materials
- Architect Centre Certificate of Completion for Building Inspection

RM2,000.00 x 20 pax = RM40,000.00 only

5. Accommodation and Travel Mileage:

Travel to and from training venue, accommodation and other out-of-pocket expenses shall be at the participant's own expense.

6. Obligations and Responsibility of Client:

- Restricted to a maximum of 20 participants.
- Client shall provide training room, equipped with facilities (audio visual system), flipchart, whiteboard and stationery for classroom training.
- Client shall provide the building(s) for physical site inspection training.
- To arrange and provide for meals and refreshments (2 x Tea-breaks + 1 Lunch) for trainees, trainers and staff.
- To attend the full duration of the training programme.
- There shall be no refund for non-attendance by the Client's participant(s) for any part of the training programme.
- Reimbursements such as travel expenses, printing & photocopying and other out-of-pocket expenses shall be borne by Client.

7. Training Schedule:

The training programme is agreed with the Client on the basis of training needs and requirements, and diary commitments of both the Client and Trainer. In the event the Client wishes to change an agreed schedule, notification in writing of at least two (2) weeks would be appreciated.

Last minute cancellation of less than FIVE (5) working days by the Client shall incur 70% of total invoice by the Client.

8. Copyrights:

Architect Centre reserves all rights to training materials and other such company documentation used in the execution of the training programmes. Reproduction of materials and training is not permissible. Any videotaping, electronic recordings etc. of training sessions would require prior permission, otherwise it would infringe on copyright laws.

9. Payment Terms:

50% Payment payable upon acceptance of offer. Any additional fees and expenses incurred during the course subject to Client's approval, shall be billable at the end of the training course.

50% Balance payment upon completion of the training course.

The Client is responsible to pay for the 6% government service tax.

Cheque payment shall be made payable to **Architect Centre Sdn Bhd**

Bank Name : Malayan Banking Berhad, Branch : Wisma Sime Darby

Account No : 5142 9913 2032

10. Validity of Proposal: 30 days

Confirmation by Client

We/I hereby confirm the acceptance of the Terms and Conditions outlined above and accept this quotation as a Purchase Order.

i. Professional Fees: RM40,000.00 RM40,000.00

50% DISCOUNT to MPC upon agreeable (RM20,000.00)

GRAND TOTAL **RM20,000.00**

Name: Nor Halisa Mohamad Halil

Designation: Senior manager

Date: 18 January 2021

Company Chop & Signature below:



Nor Halisa Mohamad Halil
Senior Manager
Delivery Management Office (DMO)
Malaysia Productivity Corporation (MPC)