

Quotation

05 Feb 2021

Wong Poh Wen
37, Jalan PJS 10/5,
Subang Indah,
46150 Petaling Jaya,
Selangor Darul Ehsan.

To:
Ketua Pengarah
Perbadanan Produktiviti Malaysia (MPC),
Lorong Produktiviti, Off Jalan Sultan,
46200 Petaling Jaya,
Selangor Darul Ehsan.
(Attention of: En. Khidzir Ahmad)

Dear Sir,

Facilitator for Workshop on Improving Efficiency of Regulatory Delivery in Dealing with Construction Permits (DCP) Through Public and Private Sectors Collaboration

With reference to the above subject, I am pleased to provide my service as a facilitator with the key duties/responsibilities and price quotation as shown in the table below.

No.	Activities	Man Hours	Amount (RM)
1.	Pre-Workshop: <ul style="list-style-type: none">Attending Workshop Coordination MeetingAttending Session for Designing Workshop MaterialsParticipate in Workshop "Dry-Run"	3 hours	
2.	During Workshop: <ul style="list-style-type: none">To Facilitate session in the workshop (Break-out rooms)	3 hours	
3.	Post-Workshop: <ul style="list-style-type: none">To Finalize Workshop OutputsAttending Post-Mortem Meeting	2 Hours	
	Total	8 hours*	2000

Note: 8 Hours equivalent to 1 man-day

Thank you for your kind consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Wong Poh Wen', with a stylized flourish underneath.

Wong Poh Wen

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