



## QUATATION

Perbadanan Produktiviti Malaysia  
Jalan Sultan, PJS 52,  
46200 Petaling Jaya,  
Selangor, Malaysia

Date: 8/2/2021

### QUATATION: COORDINATOR FOR WEBINAR COORDINATOR

Item	Price
<ul style="list-style-type: none"> <li>Start the webinar system an hour earlier for necessary preparation</li> <li>Coordinate the sessions</li> <li>Design poster/brochure (Deliverable: poster/brochure)</li> <li>Identify attendees and send invitation to stakeholders via email and social media platform</li> <li>Assist moderators and speakers during Q&amp;A session, as well as to respond on any queries in chatbox</li> <li>Prepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)</li> <li>Prepare report on the webinar session (attendance list, analysis of the survey and list of questions and answer of the session) (Deliverable: Report of the session)</li> <li>Key-in participant details in CDMO Customer Database</li> </ul>	<b>RM 550.00 Per Session</b>

Payment can be made to the account: Maybank 154138053083

**Muhammad Hanif Bin Che Wan Naman**

Thank You

Regard

(Muhammad Hanif Che Wan Naman)