



QUATATION

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

Date : 25/1/2021

QUATATION: COORDINATOR COMPETITIVENESS TALK (WEBINAR) SESSIONS 2021

Item	Price
<ul style="list-style-type: none">• Coordinate the sessions• Liaise with speaker• Identify attendees• Design poster/brochure (Deliverable: poster/brochure)• Prepare and send invitation to stakeholders via email and whatsapp• Coordinate slide presentation from speaker and upload to webinar• Prepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)• 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)• Registering attendees in UPC Portal	RM 600.00 Per Session

Payment can be made to the account : Maybank 154138053083

Muhammad Hanif Bin Che Wan Naman

Thank You

Regard

(Muhammad Hanif Che Wan Naman)