



WELINGTONS RESOURCES

SA 0398359-P

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**Quotation for Moderating Session**

**Dr.Suriati Zainal Abidin**  
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**Quotation for Moderator eSPO**

First and foremost, we would like to thank your organisation in seeking for our writing/editing services.  
Attached herewith is the proposal for the above-mentioned editorial project.

**1.0 Project Details:**

Project Type : Moderator eSPO  
Department : Unit PLWS, PCD, Malaysia Productivity Corporation

<b>Format for Press Release</b>	
<b>Length</b>	1 hour
<b>Language</b>	English/ Bahasa Melayu
<b>Services</b>	<b>Moderating eSPO session</b>
<b>Cost per session</b>	RM1,000

Validity of Quotation : 1 year

**2.0 Other Matters**

- Welingtons Resources shall not use any part of the publication for other purposes and agrees that your respective organisation holds the proprietary rights in all the documents and matters pertaining it.
- Welingtons Resources shall abide to all Proprietary Rights stated in your TOR.
- Welingtons Resources holds the responsibility to produce the contents as in writing, editing and proofreading as well as inputs in the form of tables and graphs if required. **This does not include any works on designing, layouts and publishing.**
- Welingtons Resources is aware that the names of the writer and editors are not published in the working paper.
- All writings shall be original as Welingtons Resources base its writings on inputs given and our organisation strictly forbids plagiarism.
- All payments should be made to :

BANK : BANK ISLAM

ACC Holder: WELINGTONS RESOURCES

ACC No : 1224 301 001 0768

- Payments should be made as per details in invoice.
- Payments quoted above does not include a 6% SST and all payments shall state the SST charges accordingly in the respective invoice.

We believe that the above details have met your requirement. Should there be any clarifications or requests, please do not hesitate to contact us at 012 4498933.

We sincerely hope to provide excellent services in meeting the standards set at your respective organisation and bring it forward in publications and other related services.

Thank you and best wishes.

Yours Sincerely,



**Kamine Kethieswaranathan**  
Managing Consultant

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