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QUOTATION

FROM:

Romaiza binti Ab Rahman
No.15, Jalan SE6, Park Villa
Sunway Eastwood, Equine Park
43300 Seri Kembangan, Selangor

TO:

Malaysia Productivity Corporation (MPC)
Lorong Produktiviti Off Jalan Sultan
46200 Petaling Jaya
Selangor

FOR:

Appointment as the editor for MPC's Annual Productivity Report (APR)
Duration: March 2021 – April 2021

No.	Task and Details	Quantity	Price Per Unit (RM)	Sub-Total (RM)
1.	Draft and edit Message from the Senior Minister	1 draft	550	550
2.	Draft and edit Chairman's Message	1 draft	550	550
3.	Editing Services	60 pages	140	8,400
4.	Other Services (Refer to 4 and 5 in the Scope of Services)	1	500	500
Total				10,000

Scope of Services

1. Draft and edit Message from the Senior Minister (500 – 700 words);
2. Draft and edit Chairman's Message (500 – 700 words);
3. Editing Services (60 pages, inclusive of Appendices) - which include the following:
 - 3.1. Edit full report which comprises, but not limited to:
 - a. Full report consists of two (2) parts;
 - b. Charts and graphics; and
 - c. Appendices
 - 3.2. Edit language and content consistencies and flow, grammatical conventions and sentence structures, choice of words and expressions, punctuations, and paragraphing;
 - 3.3. Rewrite sentences for clarity and accuracy; and
 - 3.4. Proofread full report.
4. Draft additional content based on the information, facts, and figures given;
5. Analyse and draft additional data and information into the report, where applicable; and
6. Attend discussions and meetings related to producing the report.

Prepared by:



Name: Romaiza binti Ab Rahman
Date: 1 March 2021