



MPC (PCD) 600-4/1/22

25 March 2021

Otto Solutions

16 Jalan Kemboja 5, Bukit Beruntung
48300, Rawang,
Selangor
(Attn: Mr. Abdullah Zariffizree Ruslan)

Mr. Abdullah,

APPOINTMENT AS THE SUPPLIER FOR 3 VIDEOS ON PRODUCTIVITY AND MPC GO DIGITAL

We hereby refer to the above subject.

2. We are pleased to inform that Malaysia Productivity Corporation (MPC), a statutory Body under the Ministry of International Trade and Industry (MITI) would like to appoint you as the supplier for 3 videos on productivity and MPC Go Digital. The details of the project are as follows:

Project Title	: 3 Videos on Productivity and Mpc Go Digital
Proposed Date	: April 2021
Payment Term	: i. RM5,000 per video ii. Upon submission of 3 videos
Total payment	: RM15,000

3. Should you agree with the offer, please return the completed 'Acceptance of Offer' form (as attached) to MPC.

4. Please do not hesitate to contact Ms. Rabiatul Hana Binti Ishak (Tel: 014-7169285; Email: rabiatulhana@mpc.gov.my) if you have any further enquiry.

Thank you.

Your sincerely,

(ATI DJAM SRI MONTOI)

Senior Manager
Productivity and Competitiveness Development Division
Malaysia Productivity Corporation (MPC)

TRANSFORMATION • INNOVATION • PARTNERSHIP

(Sila rujuk bilangan surat ini apabila menjawab)

APPENDIX A

1. RESPONSIBILITIES OF A VIDEO SUPPLIER

- a) Produce 3 short videos (maximum 2 minutes) on Productivity and MPC Go Digital
- b) Discuss and propose ideas to MPC team
- c) Videos can be in Bahasa or English
- d) Editing services based on MPC's feedback – maximum 3 times

*MPC will own all materials and graphics produced under this procurement

2. PAYMENT TERM

The following table outlines the payment term for this project:

Project Title	: 3 Videos on Productivity and Mpc Go Digital
Proposed Date	: April 2021
Payment Term	: i. RM5,000 per video ii. Upon submission of 3 videos
Total payment	: RM15,000

4. Proposed Title for Videos

No.	Webinar Title
1.	MPC Wilayah Produktif
2.	MPC Go Digital
3.	Produktiviti 1010 (Version 2021)