

3 May 2021

Director General

Malaysia Productivity Corporation (MPC)

Lorong Produktiviti, Jalan Sultan, 46200

Petaling Jaya, Selangor, Malaysia.

Attn: **Siti Sakinah Mohd Zaki**

RE: Project e-Shared Prosperity Organization

Thank you for giving us the opportunity to be invited to participate in the above exercise and the confident that we will be able to execute the assigned task for **Malaysia Productivity Corporation (MPC)**. This proposal is based on the request for proposal sent through email on the 19th April 20, 2021 from **Puan Siti Sakinah Mohd Zaki**.

A. Project Brief And Terms Of Engagement

MPC in its continual efforts in driving Organization Productivity Nation Wide, has implemented **eSPO** initiative with the objective to further enhance its organization capabilities meeting to organization strategic plan.

Top Foresight back by more than 25 years' experience in the area of Organization Performance and Data Management provide the necessary services with the aim to help **MPC** to execute the following scope of work

- The objective of this data validation engagement exercise is to successfully registered a minimum of 2,000 companies covering the 3 critical components of the eSPO through the use of the eSPO Assessment Tool (eSPO Registration System).
- The exercise will go live starting from the 17th of May and to be completed within a period of 2 month starting from 17th of May until 16th July.

(Note: This is based on the assumption that the project will be awarded on the 1st week of May and we need 2 weeks to mobilize the necessary resources and set-up)

- The exercise includes key-in, update and verifying the necessary information of successfully contacted companies as shown below
 - organization name
 - company registration number
 - contact number
 - estimated number of employee and
 - email address of person in charge.
- To email the eSPO Acknowledgment Certificate to each successful company.
- To report and update the status to eSPO secretariat upon the completion done on a weekly basis.
- Due to the nature of such an exercise and given the current challenging situation, we need MPC to provide a minimum data base of 15,000 companies instead of 5,000. Based on our experience, the data base of 5,000 companies might not be able to help generate 2,000 registered companies even if the data provided are of quality.



A. Project Brief and Terms Of Engagement

- Due to the initial investment that Top Foresight will have commit to execute the exercise, Top Foresight will need a 1 month notice of termination from MPC.
- We will require that MPC ensure the following during the 2 months period, there must be no interruption or downtime from the MPC server.

B. Top Foresight Corporate Profile

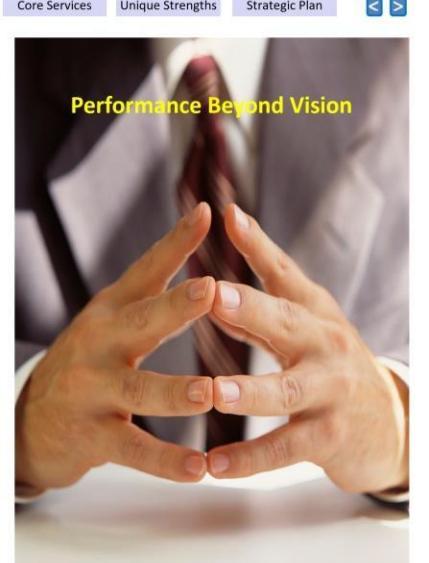
1. About Us

Brief

Top Foresight is a leading Performance Management Consulting Firm in Malaysia with more than 25 years of experience in its people.

Our core business is to provide **Performance Management Solution** that encompasses :

- **Performance Management Consulting**
- **Performance Management Framework Development**
- **Training and Human Capital Development**
- **ICT Implementation Tools to support development exercises and Performance Tracking**



Corporate Strategic Plan

1. About Us

Core Services

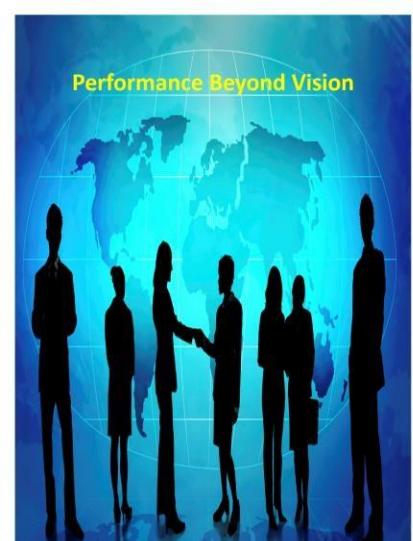
Over the years, we have provided the following core services to our esteemed customers :

Consulting Related

- Implementation of Human Capital Performance Management Solution
- Organization Strategic Planning, Development and Cascading of Performance Metrics
- Development of Corporate Strategic Directions
- Development of Key Performance Indicators (Functional and Job Positions)
- Target Setting Improvement Initiative
- Development of Corporate Values And Team Operating Principles
- Data Base Management Improvement Exercise

Training Related

- Key Performance Indicators to enhance Organization Performance
- Strategic Thinking Capabilities for Senior Managers
- Development of Teamwork Capabilities to improve Workplace Effectiveness
- Development of your Organization's Potentials with Leadership Capability





B. Top Foresight Corporate Profile

2. Performance Management Solution

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An Overview (1/2)

- **Managing performance of an organization or individual is always a challenge to all CEOs and Business Leaders.** This involves not only the understanding of Performance Management, but also ensuring that they act on performance issues at each level of the organization, from the individual, the department, the team and the business unit, to the organization itself.
- Apart from measuring and tracking performance, systems and processes, **performance management is all about managing people and the way people within an organization operate and work together.** Issues such as leadership, decision making, motivation, innovation encouragement, people involvement and risk-taking are just as important in bringing about improvement.
- **The issue of how organizations should assess their performance has been challenging to management practitioners and consultants for many years.** Financial measures have long been used to evaluate the performance of private organizations. Nevertheless, there has been a growing realization that, in the face of the increased complexity of organizations and the markets in which they compete, and the advancement of the ICT age and globalization, it is no longer appropriate to use financial measures as the sole criteria to assess success.
- **The shortcomings of traditional measurement systems have given rise to a “Revolution” in the field of performance management.** The work of Kaplan and Norton has led to the development of the Balanced Scorecard (BSC) as a strategic management tool to measure performance. The BSC was first introduced in 1992, and has evolved since then.

Strategic Framework Strategic Outputs Execution Plan Cascading Methodology Documentation HC Framework 8

Performance Beyond Vision

2. Performance Management Solution

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Performance Beyond Vision



B. Top Foresight Corporate Profile

Major Corporate Clients

As Of December 2020

7. Related Services

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Consulting

- **Organization Strategic Planning, Development And Cascading Of Performance Metrics**
A Comprehensive Corporate Strategic Initiative Exercise to help organizations put in place a 3 to 5 year strategic direction with clear alignment and cascading of Corporate Objectives and Measures to operating units.
- **Organization Strategic Analysis**
A Strategic Diagnostic Exercise to help organizations develop its corporate strategic plan incorporating Balanced Scorecard Framework.
- **Developing And Cascading Of The Corporate Balanced Scorecard**
A Balanced Scorecard Development Exercise to help organizations establish a Corporate Balanced Scorecard complete with Objective Mapping and Story Boarding and the option to carry out cascading exercises.
- **Customer Strategic Development And Analysis**
A Customer Analysis Exercise to help organizations identify the “Targeted Customer” and establish internal processes to effectively drive the required outcomes with the targeted customer group/s.
- **Developing Corporate Values And Team Operating Principles**
This Corporate Values Development Exercise helps organizations establish its corporate values, behavior statements and the rule of “Do’s and Don’ts” for everyone to follow on a daily basis.
- **Organization Structure Analysis**
This Analysis Exercise helps organizations put in place an Effective Organization Structure.
- **High Performance Team Assessment**
This is to assess the overall organization team based on 8 criteria of a High Performance Team and to help understand the overall team strengths and weaknesses throughout the organization.

Training



C. Investment Details

- The investment is based on the following justification.
 - It will require a minimum 40 man-days of 4 productive hours/ day to carry out the data validation engagement exercise with the objective to successfully participated a minimum of 2,000 companies covering the 3 critical components of the eSPO through the use of the eSPO Assessment Tool.
 - The estimated cost is RM 290.00 per hour inclusive all cost incurred for online training.
 - The total engagement cost will come up to (RM290.00 x 40 man-days x 4 hours) = RM 46,400.00
 - As for the weekly report, it will be based on RM240.00 per facilitation x 8 weeks. The weekly report will cover data consolidation.
 - The total cost for weekly report for participated companies is RM 1,920.00.

Total Investment RM 48,320.00 for two-months training and facilitation.

(RM 46,400 + RM1,920) – The total cost is NOT inclusive 6% of SST.

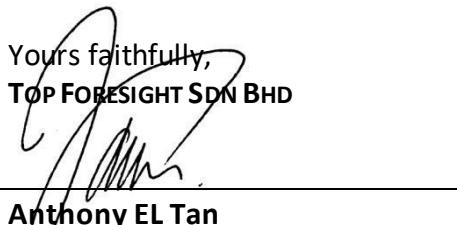
D. Terms and Conditions

- The followings are our terms and conditions for carrying out the proposed services.
 - a) As stated in the request for proposal, Top Foresight will bill to MPC upon achieving successfully participated 500 companies in phase 1 which expected to deliver within 1 – 2 weeks' time. Term of payment is 14 days from the date of the billing.
 - b) The contract period will exclude any form of delay from client and from the client inability to provide the relevant information requested during the implementation stage.
 - c) Circumstances, whereby additional time is required for consulting, may occur and where this happens, we will discuss and agree on additional time beyond that are stated.

We hope the above meet your requirements and please do contact us should you need further clarification. We look forward to having **MPC** as our long-term valued client.

Thank you.

Yours faithfully,
TOP FORESIGHT SDN BHD


Anthony EL Tan
Senior Consultant

We, **Malaysia Productivity Corporation** accept the contract with stated terms and conditions.


Siti Sakinah
Assistant Manager
Name & Designation