



PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)

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Lorong Produktiviti, Off Jalan Sultan, 46200 Petaling Jaya, Selangor D.E. Malaysia
<http://www.mpc.gov.my>



(Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri – MITI)

MPC (DMO) 600-3/2/18

6 May 2021

Mohammad Fadzrul Faridz Bin Hazni
Cindai G1-12
Jalan Astana 13/3 Astana Alam 1
Bandar Puncak Alam
42300 Selangor.

Dear En Fadzrul,

INVITATION AS FACILITATOR FOR ARTIFICIAL INTELLIGENCE FOR SMEs (AI4S)

Malaysia Productivity Corporation is organising the Artificial Intelligence for SMEs (AI4S). AI4S is an initiative to assist businesses to kick start their journey in Industry4.0 by promoting AI-based Machine Vision technology which is a key element of I4.0

2. As such, MPC would like to appoint your good self to be the facilitator for the programme. If you are interested, please complete the acceptance form (*refer Appendix 2*) and email it back to us together with your resume.

3. Attached together is the term of reference (*refer Appendix 1*) for your reference. Should you have further enquiries please do not hesitate to contact En. Aiman Zakwan (014-2700260/aiman@mpc.gov.my) or Puan Lee Wan Wei (012-2955105/wanwei@mpc.gov.my).

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely

(SUHAIMI HAMAD)

Director
Productivity Growth Division for Director General
Malaysia Productivity Corporation (MPC)

Appendix 1: Terms of Reference

TERMS OF REFERENCE (TOR)

FACILITATOR FOR ARTIFICIAL INTELLIGENCE FOR SMEs

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint as facilitator for Artificial Intelligence for SMEs (AI4S)

2.0 Scope of Work

- 2.1 Manage the participants registration and schedule
- 2.2 Work with Secretariat to schedule the training sessions
- 2.3 Conduct and facilitate the actual training sessions
- 2.4 Work with Company to prepare Proof of Concepts (POC)
- 2.5 Prepare and submit training and POC reports

3.0 Document Formatting

- 3.1 The document must be written in English Language.
- 3.2 Format of document must be referred to MPC.

4.0 Project Duration

- 4.1 The duration for this programme is from May to December 2021
- 4.2 There will be a workshop and a batch of trainees to be trained each month
- 4.3 The total workshop duration will take 6 half days
- 4.4 For each workshop day, the workshop will be organized for half day (4 hours)

Workshop	Quantity (hours)	Rate/Hour (RM)	Total (RM)
Workshop 1 (May)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500
Workshop 2 (June)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500
Workshop 3 (July)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500

4.0 Project Duration (continued)

Workshop	Quantity (hours)	Rate/Hour (RM)	Total (RM)
Workshop 4 (August)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500
Workshop 5 (September)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500
Workshop 6 (October)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500
Workshop 7 (November)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500
Workshop 8 (December)	4 hours x 6 days = 24 hours	RM 250	Maximum RM 2,500
			RM 20,000

5.0 Payment Terms

5.1 The facilitator will be paid RM250 per hour, with a maximum of RM2500 per month.

5.2 The payment rate is based on Kadar Bayaran Perkhidmatan Kepakaran (Bukan Penjawat Awam) which has enforced since 15th February 2021.

Prepared by:

Malaysia Productivity Corporation (MPC)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Lorong Produktiviti
off Jalan Sultan 46904
Petaling Jaya, Selangor
(Attention: Puan Lee Wan Wei)

ACCEPTANCE AS FACILITATOR FOR ARTIFICIAL INTELLIGENCE FOR SMEs (AI4S)

With regards to the above matter, I agree to be the facilitator for AI4S, as offered by Malaysia Productivity Corporation (MPC).

Name	
Address	
I.C. Number	
Email Address	
Mobile Number	
Bank Name	
Account Number	

Thank you.

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Name:
Date: