



**PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)**

Blok Produktiviti, Lorong Produktiviti Off Jalan Sultan, 46200 Petaling Jaya, Selangor D.E., Malaysia

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



**SIRIM**  
ISO 9001:2015  
CERT. NO: QMS 00547

**Services Order**

**24 June 2021**

<b>To : Service Provider</b> Bizsphere Sdn Bhd 41-3, 3rd Floor, Block C2, Jalan PJU 1/39, Dataran Prima, 47301 Petaling Jaya, Selangor	<b>From : Malaysia Productivity Corporation</b> Lorong Productivity of Jalan Sultan. 46200 Petaling Jaya Selangor, Malaysia
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**PROJECT TITLE:** "SME Surveys of COVID-19 Impacts in Asian Countries" jointly organized by MPC with ADBI and Asian Productivity Organization (APO). The service provider shall conduct and deliver the survey to Malaysian SMEs with the minimum number 300 respondent.

**Term of Condition:**

- (i) Organize and coordinate the data collection activities in the field;
- (ii) Provide daily coordination between MPC
- (iii) Recruit and manage the survey team
- (iv) Ensure that the target number of responses is met on time, and that all activities are carried out in accordance with the approved joint study plan; and
- (v) Perform specific tasks including
  - a) translation of questionnaires into the local languages,
  - b) following up with SMEs by SMS, email, phone call, and SNS, and c) conducting phone interviews with SMEs

**PERIOD:** Upon acceptance date below until 31 December 2021 (or another later or earlier date as directed by MPC)

**FEE:**

- i) Payable after completing the translation the survey from English language Chinese amount of RM 850.00 + RM 51.00 (SST). Total amount RM 951.00.
- ii) Payable on satisfactory progress and completion as determined by MPC:  
All inclusive amount of RM 4,000.00 for minimum 300 respondent, additional RM 3.00 for each survey answer and the maximum amount RM 6,000.00.

**(Rosmi Abdullah)**

Pengarah

Khidmat Nasihat & Perundingan Produktiviti

I have read MPC's Standard Terms for Providers, including those related to title rights, deemed costs, ethics and applicable policies, termination, party relationship and dispute settlement, and agree to be bound by all of them in accepting this job/project.

Accepted and Agreed: (sign and return this by fax or email to confirm acceptance and terms)

By: \_\_\_\_\_

Company Stamp: \_\_\_\_\_



(Name :      Yap Keng Teck      )      Date: 30<sup>th</sup> June 2021