

**Attn To: Puan Siti Syafiqah Ahmad**  
**Assistant Manager**  
**Corporate Secretariat Unit**  
**Malaysia Productivity Corporation (MPC)**

## QUOTATION

Date: 8/07/2021

Quo# 01 – 2021

Dear Puan Siti Syafiqah Ahmad,

### **QUOTATION : Translation Service**

Thank you for inviting us to submit a quotation for the above. Based on the briefs given earlier, we have proposed the following costing for your further action and reference.

No	Descriptions	Qty	Unit price	Total (RM)
1.	<p>Translation for MPC 2020 Annual Report.</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>- Font : Arial</li> <li>- Size : 12</li> <li>- Line &amp; paragraph spacing : 1.5</li> </ul> <p>The tasks include the followings:</p> <ul style="list-style-type: none"> <li>- Translate text from <i>Bahasa Melayu</i> to English</li> <li>- Review</li> <li>- Editing</li> <li>- Rephrasing</li> <li>- Corrections &amp; Approval</li> </ul>	150	100 per page	15,000.00
	<b>TOTAL</b>			<b>15,000.00</b>

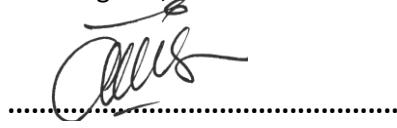
#### **Terms and Conditions:**

1. All payment must be made payable to “**NOR ATIKAH BINTI SULAIMAN**”  
**– BANK: CIMB BANK BERHAD A/C: 763 2954 690 – EQUINE PARK BRANCH**

We hope the above submitted would meet your requirements. Should you need further assistance on the above, please do not hesitate to contact the undersigned at 0187667967 or +6038958 4441.

Thank you.

Best Regards,



**ATIKA SULAIMAN**