



Tarikh : 31 Mei 2022

Y.Bhg. Dato' Abdul Latif Haji Abu Seman
Ketua Pengarah
Perbadanan Produktiviti Malaysia
Peti Surat 64, Jalan Sultan
46904 Petaling Jaya
Selangor

Y.Bhg. Dato',

CADANGAN JADUAL PERINGKAT PEMBAYARAN BAGI KAJIAN PERUNDINGAN : *STUDY ON MEASURES AND STRATEGIES TO INCREASE LABOUR COMPENSATION*

Dengan segala hormatnya perkara di atas dan draf dokumen perjanjian perunding adalah dirujuk.

Pihak UPM Consultancy & Services Sdn Bhd (UPMCS) terlebih dahulu ingin mengucapkan ribuan terima kasih atas kepercayaan pihak Y.Bhg. Dato' melantik kami sebagai firma perunding bagi mengetuai kajian yang dimaksudkan seperti yang termaktub dalam Surat Setuju Terima bertarikh 9 Mei 2022.

Sehubungan dengan itu, pihak UPMCS ingin mencadangkan jadual peringkat pembayaran bagi kajian ini seperti di **Lampiran A** untuk dipersetujui bersama dalam dokumen perjanjian - *Appendix 11 : Schedule of Payment*. Cadangan jadual peringkat pembayaran ini adalah berpandukan Pekeliling Perbendaharaan Malaysia – Manual Perolehan Perkhidmatan Perunding yang terkini dikeluarkan oleh Kementerian Kewangan Malaysia.

Pertimbangan sewajarnya daripada pihak Y.Bhg. Dato' berkenaan perkara ini amat kami harapkan.

Sekian, terima kasih.

UPM CONSULTANCY & SERVICES SDN BHD

DR. AZLIZAM AZIZ
Pengurus Besar

LAMPIRAN A

NO	PHASE / SPECIFICATIONS	PAYMENT (%)	TOTAL AMOUNT
1	Phase 1 - Inception Report i. Revised working plan, approach, and timeline ii. Finalized list of stakeholders iii. Developed survey instruments and questionnaires iv. Lists of data request	10% from Professional Fees only (Inception Report) Payment will be made after the Inception Report submitted and/or presented to the MPC	RM32,481.03 + RM1,948.86 (SST 6%) = <u>RM34,429.89</u>
2	Phase 2 – Interim Report i. Findings on sensitivity assessment on the measures of labour compensation ii. Results of productivity-compensation gap. iii. Results of demand-supply analysis in Penang. iv. Findings obtained from pilot survey v. Initial assessment of the benchmarking and site visit.	40% from Professional Fees only (Interim Report) Payment will be made after the Interim Report submitted and/or presented to the MPC	RM129,924.12 + RM7,795.45 (SST 6%) = <u>RM137,719.57</u>
3	Phase 3 – Draft Final Report i. Results of productivity and other determinants of the labour compensation. ii. Findings obtained from survey analysis on the labour shortage in Penang. iii. Establishing components of feasibility study. iv. Policy recommendations	20% from Professional Fees only (Draft Report) Payment will be made after the Draft Final Report submitted and/or presented to the MPC	RM64,962.06 + RM3,897.72 (SST 6%) = <u>RM68,859.78</u>
4	Phase 4 – Final Report i. Submission of Final Report	30% from Professional Fees only (Final Report) Payment will be made after the Final Report submitted and presented to the MPC	RM97,443.09 + RM5,846.59 (SST 6%) = <u>RM103,289.68</u>
TOTAL		100%	RM344,298.92