

SPESIFIKASI TEKNIKAL

**SEBUTHARGA BIL. 6/2019:
PEMBEKAL PERKHIDMATAN UNTUK *FUTURE SME CONFERENCE 2019***

BIL.	BUTIRAN SKOP KERJA	PEMATUHAN (Sila <input type="checkbox"/> atau x)	CATATAN *
<p>A.</p> <p>1.</p>	<p><i>SME CONFERENCE</i></p> <p><u><i>Management of Conference</i></u></p> <p>1.1 <i>To provide and manage four (4) computers for registration at the registration counter one (1) day before and 1st day of the Conference. To manage computerised registration counter (i.e QR code or latest technology) and print name tag for all participants, speakers and officials involved.</i></p> <p>1.2 <i>To equip one (1) Organiser’s Office with the following facilities:</i></p> <ul style="list-style-type: none"> <i>i) Two (2) unit of PCs with installed software (Windows 10.0 or latest) equipped with two (2) high speed internet lines (minimum of 2MB or higher);</i> <i>ii) One (1) unit of 4 in 1 automated heavy duty colour machine (copier, printer, fax and scanner) with sorter and stapler;</i> <i>iii) Running coffee & tea, cookies and bottled mineral water during conference period (for 20 pax);</i> <i>iv) Stationeries (As per Appendix I, Lampiran A)</i> <i>v) Six (6) unit of palm size walkie talkies c/w earpiece and charger docks; and</i> <i>vi) A minimum of five (5) power points with extension.</i> <p>1.3 <i>To conceptualise and design the entire Conference in drawings, including the plan layout, artist’s impression as agreed and accepted by the Steering Committee of SME Corp. Malaysia.</i></p> <p><i>to propose at least THREE (3) designs of stage design, backdrop, publications, advertisement and promotion materials. All</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p><i>designs and concepts must obtain approval from the steering committee</i></p> <p>1.4 <i>To propose and develop (at least one (1) month before the event) questionnaire and conduct conference evaluation survey via the questionnaire to all participants and to submit the daily Conference report and Post Conference report within 24 hours after the Conference.</i></p> <p>1.5 <i>To manage the entire Conference with the following scope of works:</i></p> <p>a) <u><i>Speakers & Moderators Management</i></u></p> <p>i) <i>Logistic arrangements for international and local speakers and moderators including accommodation and ground handling for maximum of 15 pax;</i></p> <p>ii) <i>Prepare briefing notes for speakers & moderators;</i></p> <p>iii) <i>Any other considerations that will assist speakers & moderators to prepare themselves for the Conference; and</i></p> <p>iv) <i>To propose appropriate corporate gifts for a maximum of 15 pax for speakers and moderators</i></p> <p>b) <u><i>Participation for the Conference</i></u></p> <p>i. <i>To invite and obtain confirmation of <u>500 paying participants</u> for the Conference.</i></p> <p>ii. <i>To manage payment collection for participation and to report on the payment collection to the participation committee/secretariat on a daily basis from August 2019 onwards.</i></p> <p>iii. <i>To assist with participants registration using existing platform that is provided by SME Corp Malaysia</i></p> <p>iv. <i>To provide payment gateway for participants and link to registration platform</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p>c) <i>Stage Management</i></p> <p>i. <i>To propose and provide suitable stage design and layout</i></p> <p>ii. <i>To provide name plates/placards for speakers on stage</i></p>	<input type="checkbox"/>	
<p>B.</p> <p>1.</p>	<p><i>DIGITAL AND TECHNOLOGY EXHIBITION</i></p> <p><u><i>Design and Plan Layout for Exhibition</i></u></p> <p>1.1 <i>To conceptualise and design the entire Exhibition in drawings, including the plan layout, artist's impression as agreed and accepted by the Steering Committee of SME Corp. Malaysia.</i></p> <p><i>to propose at least THREE (3) designs of all pavilions/booth, exhibition layout and promotion materials. All designs and concepts must obtain approval from the steering committee.</i></p> <p>1.2 <i>To propose pavilion and special booth area design/s or layout/s in accordance to the Event's Theme (will be advised by SME Corp. Malaysia). The pavilion and booth design of each parameter must be different from each other</i></p> <p>a) <i>Malaysian and International SME in Digital and Technology:</i></p> <ul style="list-style-type: none"> <i>• Autonomous Robots;</i> <i>• Additive Manufacturing (3D Printing);</i> <i>• Big Data Analytics</i> <i>• System Integration;</i> <i>• Simulation; and</i> <i>• Cybersecurity</i> <p>b) <i>Digital and Technology Supporting Agencies/ Institutions (e.g: Financial Institutions, Research Institutions & Universities)</i></p> <p><i>However, the design and layout shall be modified according to the space availability and other technical requirements approved by SME Corp. Malaysia and venue provider</i></p>	<div style="text-align: center; margin-bottom: 100px;"><input type="checkbox"/></div> <div style="text-align: center; margin-bottom: 100px;"><input type="checkbox"/></div> <div style="text-align: center;"><input type="checkbox"/></div>	

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2.	<p><u>Fabrication Works for Exhibition</u></p> <p>2.1 To fabricate and construct the agreed designed pavilions (open concept), a <u>maximum of 50 companies</u> showcasing new technologies, product and services, details as below:-</p> <p>a) <i>Malaysian and International SME in Digital and Technology:</i></p> <ul style="list-style-type: none"> • Autonomous Robots; • Additive Manufacturing (3D Printing); • Big Data Analytics • System Integration; • Simulation; and • Cybersecurity <p>b) <i>Digital and Technology Supporting Agencies/ Institutions (e.g: Financial Institutions, Research Institutions & Universities)</i></p> <p>Number of booth for each pavilion will be advised by SME Corp. Malaysia</p> <p>The proposed concepts are to be equipped with the following facilities:</p> <table border="1" data-bbox="280 1293 977 1743"> <tr> <td>Poster Boards:</td> <td>As per design.</td> </tr> <tr> <td>Fascia:</td> <td>As per design.</td> </tr> <tr> <td>Lighting:</td> <td>As per design</td> </tr> <tr> <td>Flooring :</td> <td>Needle punch carpet laid on the floor. 50 units of 13 amp power point</td> </tr> <tr> <td>Furniture:</td> <td>50 units info counter size (1m x 0.5m) 100 units of folding chair 50 units of waste paper basket</td> </tr> <tr> <td>Pylon:</td> <td>As per design</td> </tr> </table> <p>2.2 To supply and <u>install needle-punch carpet</u> at gangways. Color of the carpet will be advised in accordance to the concept and theme.</p>	Poster Boards:	As per design.	Fascia:	As per design.	Lighting:	As per design	Flooring :	Needle punch carpet laid on the floor. 50 units of 13 amp power point	Furniture:	50 units info counter size (1m x 0.5m) 100 units of folding chair 50 units of waste paper basket	Pylon:	As per design	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
Poster Boards:	As per design.														
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	<p>2.3 <i>To design and fabricate the <u>Meet-The-Buyers Networking Session</u> area in a dedicated room with the size of <u>515 sqm</u> using an open concept:</i></p> <p>a) <i>To provide appropriate number of bean bags and benches;</i></p> <p>b) <i>To provide appropriate number of power points within the area upon request by SME Corp. Malaysia;</i></p> <p>c) <i>To provide Meet-The-Buyers Networking Session Secretariat Area with the following facilities:</i></p> <p>i. <i>Two (2) units of PC or laptops with installed software (Windows 10 or higher) equipped with minimum of 2MB high speed internet lines;</i></p> <p>ii. <i>One (1) unit of 4 in 1 automated heavy duty colour machine (copier, printer, fax and scanner) with sorter and stapler;</i></p> <p>iii. <i>Four (4) unit of walkie talkies c/w earpiece and charging docks; and</i></p> <p>iv. <i>Stationeries (as per Appendix II, Lampiran A)</i></p> <p><i>The area should be able to accommodate all items in (c), including tables and chairs provided by venue operator.</i></p> <p>2.4 <i>Fabrication of SME Corporation Malaysia's Motherbooth including Ministry of Entrepreneur Development (MED) and agencies' counters</i></p> <p>a) <i>To design, fabricate and construct suitable SME Corp's motherbooth including MED and agencies' counters</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
3.	<p><u>Management of Exhibition</u></p> <p>3.1 <i>To obtain 50 companies, with the focus sectors and booth rate shall be determined by SME Corp</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>	

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	<p><i>Malaysia. List of exhibitors shall be approved by SME Corp Malaysia.</i></p> <p>3.2 <i>Operational Facilities:</i></p> <p>a) <i>To arrange and facilitate in the moving-in and moving-out.</i></p> <p>b) <i>Moving-in of exhibits pre-Exhibition (To facilitate in the moving-in of exhibits from point of entry to the allotted booth)</i></p> <p>c) <i>Moving-out of exhibits after the Exhibition (To facilitate in the moving-out of exhibits from the allotted booth to the point of exit)</i></p> <p>3.3 <i>Dismantling and clearing of the Exhibition booths and cleaning of the Exhibition Hall to its original condition after the Exhibition as per guidelines.</i></p> <p><i>The appointed service provider must engage only the appointed contractor/s of the venue provider. The full list of approved and accredited suppliers contact details can be obtained from the venue provider. The service provider must disclose the appointment of the exhibition supplier, freight forwarder, video system supplier, sound system supplier, lighting supplier, and interpretation system supplier or any other supplier that is deemed necessary for the project.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
C.	<p>EVENT MANAGEMENT</p> <p>1.1 <u>Soft Launch/Media Briefing</u></p> <p><i>Date: August 2019 (subject to changes)</i> <i>Venue and Theme: To be advised by SME Corp. Malaysia</i></p> <p>a) <i>To design and provide an opening gimmick for the soft launch of FUTURE SME Conference 2019 which includes:</i></p> <p>i. <i>Stage backdrops and props/decoration</i></p> <p>ii. <i>Multimedia/Video Presentation c/w voice over (duration < 3 minutes)</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>	

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	<p>b) <i>To provide;</i></p> <ul style="list-style-type: none"> i. <i>suitable backdrop</i> ii. <i>complete AV system with lightings and technical personnel,</i> iii. <i>two (2) laptops with display switcher, pointer with clicker</i> iv. <i>two (2) unit of 60" monitor TV</i> <p>c) <i>To design and provide the stage decoration for the Event including potted plants, stage and backdrop proportionate to the stage size.</i></p> <p>1.2 <u><i>Exhibitor's Briefing</i></u></p> <p>a) <i>To conduct an exhibitors' briefing for all confirmed exhibitors two (2) weeks prior to the Event. Venue to be advised and approved by SME Corp. Malaysia.</i></p> <p>1.3 <u><i>Facility for Opening Ceremony & Conference</i></u></p> <p>a) <i>To design and provide the interior decoration including potted plants, stage and backdrop proportionate to the stage size.</i></p> <p>b) <i>To provide Ten (10) VIP sofas and coffee tables in the holding room and hall for the Opening ceremony.</i></p> <p>c) <i>To provide one (1) unit of LED widescreen with measurement of 40ft x 15ft (measurement subject to space availability and other technical requirements in venue provider) complete with:</i></p> <ul style="list-style-type: none"> i. <i>complete AV system with technical personnel c/w live feed video;</i> ii. <i>AV wireless links and slide switcher;</i> iii. <i>visual content;</i> iv. <i>laptops with display switcher;</i> v. <i>eight (8) wireless microphones and two (2) collar mic</i> vi. <i>presentation laptop and;</i> vii. <i>two (2) Rostrums</i> 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p>d) <i>To design and provide an opening gimmick for FUTURE SME Conference 2019 as approved and instructed by SME Corp. Malaysia:</i></p> <p>i. <i>To design, fabricate and construct two (2) units of special design rostrum.</i></p> <p>ii. <i>To provide complete lighting system.</i></p> <p>iii. <i>To provide & supply two (2) unit of 60" LED TV on stage.</i></p> <p>e) <i>To design and provide a welcoming gimmick at the entrance.</i></p> <p>1.4 <u><i>Content Management</i></u></p> <p>a) <i>To provide and manage content for LED display based on SME Corp requirements and approval</i></p> <p>1.5 <u><i>Appreciation Dinner for Speakers and International Buyers</i></u></p> <p><u><i>Management Of Dinner</i></u></p> <p>a) <i>To make dinner arrangements and liaise with the venue provider to accommodate sixty (60) guests for a seated dinner;</i></p> <p>b) <i>To arrange for payment for the above arrangements with the venue provider;</i></p> <p>c) <i>To propose suitable entertainment for SME Corp's approval and subsequently make the necessary payment for the services.</i></p> <p>d) <i>To provide interior decoration including potted plants, stage, set-up and back drop for the Dinner;</i></p> <p>e) <i>To invite, issue invitation cards and e-invite and obtain confirmation of invitees for the Dinner</i></p> <p>f) <i>To manage registration desks during the dinner and to propose table setting and</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p><i>seating arrangement based on standard protocol.</i></p> <p><i>g) To provide suitable music, sufficient sounds and lighting system for the overall event.</i></p> <p><i>h) To propose and provide suitable stage design and layout</i></p> <p><i>i) To propose and provide suitable Photo Opp with raise platform (10 ft x 8 ft)</i></p> <p><i>j) To arrange and obtain all the necessary approvals and borne the expenses from the relevant authorities (i.e MACP/PPM)</i></p> <p>1.6 <u>Luncheon Talk</u></p> <p><i>a) To propose and provide suitable stage design and layout and appropriate stage decoration;</i></p> <p><i>b) To provide appropriate furniture on the stage during the luncheon talk such as high stool / high bar table / settee etc.</i></p> <p><i>c) To provide appropriate AV system ; and</i></p> <p><i>d) To provide appropriate backdrop</i></p>	<input type="checkbox"/>	
D.	<p>ARCHES AND BUNTINGS</p> <p><i>a) To design, fabricate, construct and install <u>400 unit</u> of 2m X 6m <u>street buntings</u> at (subject to changes):</i></p> <p><i>i) Putrajaya and Cyberjaya</i></p> <p><i>ii) Lebuhraya Pantai Baru (NPE)</i></p> <p><i>iii) Cheras / Kajang Highway</i></p> <p><i>iv) Lebuhraya KL – Seremban (after Tol Sungai Besi toward KL)</i></p> <p><i>b) Service Provider to appoint e-bunting supplier following the needed specification. Service provider must design a video and static advertisement for e-buntings following the needed</i></p>	 <input type="checkbox"/> <input type="checkbox"/>	

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	<p><i>specification from supplier. Service provider must coordinate with SME Corp. Malaysia in making the arrangements with the appointed and approved e-bunting supplier.</i></p> <p><i><u>E-buntings</u> must be subscribed for all available streets under the supplier, ie (subject to changes):</i></p> <ul style="list-style-type: none"> <i>i) Putrajaya and Cyberjaya</i> <i>ii) Federal Highway</i> <i>iii) Jalan Sultan Ismail</i> <i>iv) Lingkaran Syed Putra</i> <i>v) Jalan Bangsar-Travers</i> <i>vi) Jalan Dutamas</i> <i>vii) Jalan Tun Razak</i> <i>viii) Jalan Kepong</i> <p><i>c) Minimum three (3) unit of welcome arches</i></p> <p><i>d) Six (6) unit of direction markers c/w lighting.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
E.	<p>PROMOTION AND MEDIA PLANS</p> <ul style="list-style-type: none"> <i>a) To conceptualise, produce and provide one (1) promotional video on FUTURE SME Conference;</i> <i>b) To design and produce appropriate amount (as advised by SME Corp. Malaysia) of promotional posters suitable for advertorials and social media postings;</i> <i>c) To propose, arrange, manage and make payment for two (2) insertions of one (1) printed (full page, black & white) advertorial in The Star Newspaper</i> <i>d) To arrange, manage and make payment for at least two (2) promotions through TV crawlers at RTM and Astro Awani</i> <i>e) To arrange and make payment for at least one (1) interview slots each on mainstream TV and</i> 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	

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	<p><i>Radio at Astro Awani or TV3's Malaysia Hari and BFM.</i></p> <p>Note: SME Corp. Malaysia reserves the right to utilise all design and media artwork made for FUTURE SME Conference and promote it through our own means of promotion without any consent from the service provider.</p> <p>Service provider must comply to provide all media artwork files to be amended, change, modify, add or remove portions of these at our discretion.</p>		
F.	<p>PRINTED MATERIALS</p> <p><i>To design, produce and print:</i></p> <p>a) <i>1,000 pieces of FUTURE SME Conference 2019 brochures/flyers.</i></p> <p>b) <i>Printable high-resolution soft copy of show directory and programme books to be available for download from SME Corp. Malaysia's website.</i></p> <p>c) <i>200 pieces of invitation cards and design of e-invite (Service provider to propose appropriate design and size) for the opening ceremony c/w envelopes with printed theme & event's logo and <u>reply slip</u></i></p> <p>d) <i>5,000 pieces (A3 size) and 5,000 pieces (A4 size) non-woven bags - with SME Corp's corporate logo, name & SME Hub phone number</i></p> <p>e) <i>3,000 pieces of note pads (A5 size, 30 sheets each (perfect binding with water mark of SME Corp logo) and 10,000 units ballpoint pens – with SME Corp's corporate logo and name</i></p> <p>f) <i>500 pieces of program card (Service provider to propose design and size) for the opening ceremony</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p>g) <i>To print and supply ten (10) units of generic Business Matching roll-up buntings</i></p> <p>h) <i>Name tags with special holders and special printed lanyard for:</i></p> <ul style="list-style-type: none"> <i>i. VIPs - 100 pcs</i> <i>ii. Officials - 150 pcs</i> <i>iii. Press - 50 pcs</i> <i>iv. Exhibitors - 100 pcs</i> <i>v. Contractors - 50 pcs</i> <i>vi. Speakers - 30 pcs</i> <i>vii. Conference participants - 700 pcs</i> <p>i) <i>1,000 units of Conference kit containing bag, pen, memo pad and sponsors' gift and brochures</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
G.	<p>OTHERS:</p> <p>(a) <i>To arrange and make payment for the services of one (1) professional Master of Ceremony (MC) (appointment of MC to be agreed by SME Corp). Appointment of MC to cover Rehearsals and events as specified below :</i></p> <ul style="list-style-type: none"> <i>i) Opening Ceremony;</i> <i>ii) Conference; and</i> <i>iii) Any concurrent events such as MoU and product launching.</i> <p>(b) <i>To arrange and make payment for digital photography (to print 3 piece of 12"x12", 40 pages Story Book Album and the balance to be submitted in soft copy) and quality video recording of the Soft Launch, Opening Ceremony, Exhibition and Conference. Two copies of edited video with background music (120 minutes) to be submitted to SME Corp (in DVD format: two (2) copies of still photo, two (2) copies of still photo edited & two (2) copies of video edited). All soft copy to be submitted via external hard drive.</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	

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	(c) <i>To arrange and borne the expenses of any incurring management fees such as MACP/PPM/local authority/other related licensing.</i>	<input type="checkbox"/>	
	(d) <i>To arrange and pay for public liability and workmen insurance coverage for all damages on properties and public at the Event during the build-up, event and the tear-down period.</i>	<input type="checkbox"/>	

* sila nyatakan di ruangan ini jika terdapat maklumat tambahan berkaitan tawaran yang dikemukakan atau kemukakan kertas cadangan tambahan jika ruang tidak mencukupi

Note:

- i. ***All installation cost imposed by venue provider ie. rigging points, overtime, security, stage decoration, management charges must be borne by the Service Provider***

Saya / Kami memperakui maklumat yang diberikan adalah benar.

.....
 Nama :
 Jawatan :
 Tarikh :
 Cop Syarikat :

LIST OF STATIONERIES FOR MAIN SECRETARIAT

1)	A4 Paper	2 boxes
2)	A3 Paper	5 rims
3)	Masking Tape (2 inch)	5 rolls
4)	Stapler No. 10	5 units
5)	Staples No. 10	10 boxes
6)	Thumb Drive (32GB)	10 units
7)	White Board Marker (Blue, Red, Black)	1 box
8)	One Hole Punch	2 units
9)	Two Hole Punch	2 units
10)	Paper Clips	10 boxes
11)	Double Clip / Bulldog Clips	5 boxes
12)	Pilot G2 0.5 (Black)	1 box
13)	Pilot G2 0.5 (Blue)	1 box
14)	Pilot G2 0.5 (Red)	1 box
15)	Correction Pen (Liquid)	6 units
16)	Highlighter (multicolour)	1 box
17)	Sharpie Permanent Marker (Red, Blue, Black)	1 box each
18)	Table Top Pencil Sharpeners	3 units

LIST OF STATIONERIES FOR MEET THE BUYERS NETWORKING SESSION

1)	A4 Paper	2 boxes
2)	A3 Paper	5 rims
3)	Masking Tape (2 inch)	5 rolls
4)	Stapler No. 10	5 units
5)	Staples No. 10	10 boxes
6)	Thumb Drive (32GB)	10 units
7)	White Board Marker (Blue, Red, Black)	1 box
8)	One Hole Punch	2 units
9)	Two Hole Punch	2 units
10)	Paper Clips	10 boxes
11)	Double Clip / Bulldog Clips	5 boxes
12)	Pilot G2 0.5 (Black)	1 box
13)	Pilot G2 0.5 (Blue)	1 box
14)	Pilot G2 0.5 (Red)	1 box
15)	Correction Pen (Liquid)	6 units
16)	Highlighter (multicolour)	1 box
17)	Sharpie Permanent Marker (Red, Blue, Black)	1 box each
18)	Table Top Pencil Sharpeners	3 units