

SPESIFIKASI TEKNIKAL

**SEBUTHARGA BIL. 12/2019:
PEMBEKAL PERKHIDMATAN MAJLIS ANUGERAH ENTERPRIS 50, 2019**

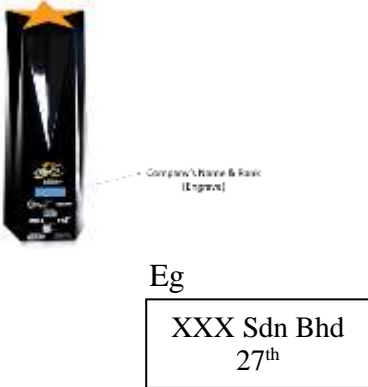
BIL.	BUTIRAN SKOP KERJA	PEMATUHAN (Sila ✓ atau x)	CADANGAN (PROPOSAL)/ CATATAN **
A.	<p><i>PRESS CONFERENCE</i></p> <p>1. <u><i>Management of Press Conference</i></u></p> <p>1.1 <i>To provide and propose appropriate size of *platform to best accommodate thirteen (13) pax. *Propose sizing of the platform is (16ft L x 36ft W x 2ft H)</i></p> <p>1.2 <i>To provide, propose and construct printed backdrop suitable to the size of the platform.</i></p> <p>1.3 <i>To set up & equip the *platform with head table setting of seven (7) unit of long tables and 13 banquet chairs including table & chair covers and appropriate decorations (posies, etc)</i></p> <p>1.4 <i>To provide & equip the venue** of the Press Conference with:</i></p> <p><i>i. Five (5) handheld microphones c/w three (3) desktop mic stands to be placed at the head tables</i></p> <p><i>ii. One (1) wired microphone for emcee c/w mic stand and rostrum.</i></p> <p><i>iii. Two (2) wired microphones c/w stand for Q&A</i></p> <p><i>iv. Audio & Visual equipment & technical support apart from those provided by the venue provider</i></p> <p><i>v. One (1) display LED TV (50" inch) for presentation to be placed in front of the stage or c/w TV stand if necessary</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> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p>2.2 <i>To propose, design, fabricate and construct suitable look and feel of the stage in accordance with the proposed theme.</i></p> <p><i>*Service Provider should also consider placement of 40 award pedestals on the stage and with a total of at least 60 persons on stage at one go when designing the stage.</i></p> <p>2.3 <i>To provide ample power supply to connect 40 *pedestals for the award winners on stage</i></p> <p><i>*Service provider may use the pedestals from previous E50 award dinner that is available at SME Corp. Malaysia. There are 40 pedestals available.</i></p> <p>2.4 <i>To propose, design and provide suitable e-backdrop (digital animated backdrop) according to the flow of the event as such:</i></p> <ul style="list-style-type: none"> <i>i. VIPs' speeches</i> <i>ii. Performances</i> <i>iii. Name and brief information of the winning companies during Award Presentation (50 companies + 1 women award)</i> <p>2.5 <i>To propose and provide suitable table decoration including table covers, flower arrangement or ornaments in accordance with the proposed event theme & color for:</i></p> <ul style="list-style-type: none"> <i>i. One (1) VVIP Main Table (round table);</i> <i>ii. Six (6) VIPs & Sponsors' Table (round table);</i> <i>iii. Six (6) Winner's Table (viking style) and;</i> <i>iv. Remaining Guest Table (round table)*</i> <p><i>*Estimated no. of guest is 650 max including VIPs & Winners.</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>	

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	<p><u>OPENING GIMMICK & AWARD PRESENTATION</u></p> <p>2.6 <i>To propose and provide an opening gimmick in accordance with the proposed theme as approved and agreed by SME Corp. Malaysia inclusive of fabrication of interactive launch pad</i></p> <p>2.7 <i>To propose, design and produce a short video (without voice over) including storyline (maximum 4 minutes) as part of the launching gimmick</i></p> <p>2.8 <i>To propose and provide complete and suitable lighting system with sounds and special effects where applicable (Confetti, smoke machine, AV wireless links) c/w AV technicians.</i></p> <p>2.9 <i>To provide suitable music, sounds and lighting system for the overall event (VIP Entrance, Dinner & Performance, etc).</i></p> <p>2.10 <i>To provide two (2) units of 60” LCD TV display on stage.</i></p> <p>2.11 <i>To provide and supply for LED Panel at the main stage with a measurement of 9.6 m x 5.76 m</i></p> <p><i>*The venue provider has a permanent LED Panel that is available as per the specified size above.</i></p> <p>2.12 <i>To provide two (2) units of HD projector screens with a minimum measurement of 7ft x 12ft on left and right side of stage (or where suitable) for live feed.</i></p> <p>2.13 <i>To provide sufficient Audio & Visual equipment & technical support team apart from those provided by the venue provider to manage the flow of the event.</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> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
3.	<p><u>ENTERTAINMENT</u></p> <p>3.1 <i>To arrange and make payment for the services of:</i></p>		

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	<p>i. <i>One (1) professional Master of Ceremony (Emcee) (appointment of emcee to be agreed by SME Corp. Malaysia).</i></p> <p><i>Appointment and arrangement for emcee to also cover rehearsal(s).</i></p> <p>ii. <i>To propose, manage and make payment for a minimum of two (2) artistes/performer including;</i></p> <p>- <i>One (1) artiste to perform the E50 song</i></p> <p>iii. <i>Instrumental live performance (Quartet) at Foyer during Dinner registration</i></p> <p><i>Service provider to provide and supply suitable platform & location for the Quartet to perform</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
4.	<p><u>PHOTOGRAPHY AND VIDEOGRAPHY</u></p> <p>i. <i>To provide one (1) videographer for Live Feed video streaming throughout the event</i></p> <p>ii. <i>To provide one (1) professional photographer to capture photographs of overall event</i></p> <p>iii. <i>To prepare and edit the final version of the event video recording and photographs in an external drive / USB and to deliver to the Secretariat together with the final invoice.</i></p> <p>iv. <i>To produce one (1) 11' x 8.5' (20 pages) Customized Photo Book Album of E50 Dinner</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
5.	<p><u>GIFTS</u></p> <p>i. <i>To propose & provide 12 pieces of gifts for Panel of Independent Judges c/w black & gold wrap + ribbon to be approved and agreed by SME Corp. Malaysia.</i></p>	<p><input type="checkbox"/></p>	

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	<p data-bbox="261 289 980 363">ii. To supply & make payment for two (2) customized boxes to place trophies.</p> <p data-bbox="217 401 980 474"><i>(supplier of the trophies is to be approved by SME Corp. Malaysia)</i></p> <p data-bbox="362 512 980 690">*One (1) trophy for SME Corp. Malaysia, One (1) trophy for Deloitte for safekeeping. Both trophies must be ready before the Press Conference and must be displayed on the head tables & registration counter.</p> <p data-bbox="261 728 980 835">iii. To supply, make payment and manage deliveries of 53 units of the Enterprise 50 trophies to the award dinner venue</p> <p data-bbox="217 873 922 909">Black custom made E50 acrylic trophies with:-</p> <p data-bbox="261 947 935 1203">iv. Thirteen (13) units with GOLD Star Plate (metal) for: - No. 1 to No 10 winner; - one (1) unit for the women award category; and - two (2) for organisers (Deloitte & SME Corp. Malaysia)</p> <p data-bbox="261 1241 911 1314">v. Forty (40) units with SILVER Star Plate (metal) for No. 11 to No 50 winner)</p> <p data-bbox="261 1352 967 1459">vi. Trophy engrave - Organisers and Partners logo in one colour printing (white) including name of company & winning ranks.</p> <p data-bbox="217 1535 651 1570"><i>Size and trophy measurement:</i></p> <div data-bbox="305 1598 716 1829"> </div>	<div data-bbox="1084 302 1143 359"><input type="checkbox"/></div> <div data-bbox="1084 512 1143 569"><input type="checkbox"/></div> <div data-bbox="1084 722 1143 779"><input type="checkbox"/></div> <div data-bbox="1084 953 1143 1010"><input type="checkbox"/></div> <div data-bbox="1084 1226 1143 1283"><input type="checkbox"/></div> <div data-bbox="1084 1352 1143 1409"><input type="checkbox"/></div>	

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	<p>Actual Trophy: </p> <p>Remarks: Weights approx. 2.5 kg</p> <p>vii. To provide one (1) flower bouquet for the Women Entrepreneur Award as approved and agreed by SME Corp. Malaysia.</p>	<input type="checkbox"/>	
6.	<p><i>PRINTED MATERIALS</i></p> <p>To design, produce and print:</p> <p>i. Invitation Cards c/w card sleeve & customized envelopes</p> <ul style="list-style-type: none"> a. Quantity: 300 pieces b. Proposed Size when is folded : 15 cm (H) x 15 cm (W) c. Proposed Size when laid flat : 45 cm (H) x 15 cm (W) d. Finishing : Die Cut (3 fold) e. Paper : 200gsm - 220gsm Diamond paper f. Color : 4 colors (inside and out) <p>ii. Programme Books</p> <ul style="list-style-type: none"> a. Quantity : 700 pieces b. Size : A4 (folded) c. Finishing : Matt Laminating and Spot UV, Perfect binding d. Paper : Cover - 220gsm - 250gsm Diamond Card, Inside - 80gsm - 120gsm Art Card e. Color : 4 colors (inside and out) 	 <input type="checkbox"/> <input type="checkbox"/>	

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	<p>iii. Customized Menu Cards c/w gold elastic band</p> <p>a. Quantity : 70 pieces b. Size : A5 (folded) c. Finishing: Matt Laminating d. Paper: Art Card or Diamond Card</p> <p>iv. 20 pieces of Generic E50 Stand Bunting</p> <p>v. E-card / e-invitation</p> <p>vi. To design and supply 60 units of customized certificate folder c/w slots</p> <p>a. Size : A4 b. Paper: Hard Cover (1,000 gsm or more) c. Finishing: Perfect Bind, Matte Laminating & Spot UV</p> <p>vii. To design and supply 60 personalized certificates for the winners & judges</p> <p>a. Size : A4 size of at least 300 gsm or more b. Paper : Art Card or Diamond Card c. Finishing: Silver/Gold stamping on text and graphic</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>	
7.	<p>OTHERS:</p> <p>i. To arrange and manage repair works and transporting of 40 pedestals.</p> <p>ii. To assist and manage the collection of table sales and <u>make payment arrangement</u> to the venue provider on the expenses incurred during the award dinner.</p> <p>*The number of tables & chairs sold should cover the cost of the venue provider. If the amount of sales collected</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

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	<p><i>is more than the dinner expenses, balance shall be made contra on the final invoice by the Event Manager.</i></p> <p><i>*The service provider must produce and report to the Secretariat on the number of tables & chairs sold according to the list of companies provided by the Secretariat. Sales of tables & chairs must only be sold to the award winners.</i></p> <p><i>iii. To arrange and borne the expenses of any incurring management fees such as MACP/PPM/local authority/other related licensing.</i></p> <p><i>iv. 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></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	

**** NOTA:**

- Sila nyatakan di ruangan ini jika terdapat maklumat tambahan berkaitan tawaran yang dikemukakan atau kemukakan kertas cadangan tambahan jika ruang tidak mencukupi
- Majlis Anugerah E50 ini dirancang untuk diadakan pada akhir bulan November 2019 di Hotel Sunway Putra, K. Lumpur. Walau bagaimanapun, tarikh dan tempat ini masih belum dimuktamadkan dan tertakluk kepada perubahan.

Saya / Kami memperakui maklumat yang diberikan adalah benar.

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Nama :

Jawatan :

Tarikh :

Cop Syarikat :