

SPESIFIKASI TEKNIKAL

SEBUTHARGA BIL. 14/2022:
PERKHIDMATAN PENGANJURAN MAJLIS ANUGERAH ENTERPRIS 50 (E50)
SME CORP. MALAYSIA 2022

1. OBJEKTIF

- 1.1 Program Anugerah Enterpris 50 (E50) merupakan acara tahunan yang diadakan bagi mengiktiraf pencapaian perusahaan kecil dan sederhana (PKS) Malaysia yang bersedia untuk terus maju di masa hadapan.
- 1.2 Untuk Program E50, sebanyak 50 pemenang akan dipilih daripada pencalonan yang diterima mengikut kriteria kelayakan dan telah dinilai berdasarkan keupayaan kewangan serta kecekapan operasi dan pengurusan.
- 1.3 Anugerah ini telah dianjurkan bermula pada tahun 1997 dimana lebih daripada 700 syarikat merupakan Alumni E50.
- 1.4 Penganjuran Majlis Anugerah Enterpris 50 (E50) adalah bagi mengiktirafkan kejayaan serta sumbangan 50 PKS kepada pembangunan Negara. Di samping itu, Majlis ini juga adalah sebagai salah satu platform hebahan, promosi dan publisiti bagi Pengiktirafan 50 PKS yang dinobatkan sebagai Enterpris 50 (E50) Tahun 2022.

2. SKOP PERKHIDMATAN

- 2.1 Sesi Sidang Media bersama rakan-rakan strategik dan pemenang *Top 10*:
 - a. Menyasarkan seramai 50 jemputan di kalangan media, rakan-rakan strategik dan tetamu-tetamu lain;
 - b. Pengurusan sesi Sidang Media secara keseluruhan;
 - c. Urusan logistik bagi pelaksanaan sesi Sidang Media; dan
 - d. Merekabentuk dan mencetak bahan-bahan hebahan bagi sesi Sidang Media ini.
- 2.2 Penganjuran Majlis Anugerah Enterpris 50 (E50):
 - a. Menyasarkan seramai 450 jemputan dikalangan VVIP, wakil dari pelbagai Kementerian dan agensi, PKS, Alumni E50,

Pemenang Anugerah E50 2022, media, rakan-rakan strategik dan tetamu-tetamu lain;

- b. Urusan logistik bagi pelaksanaan Majlis Anugerah;
- c. Merekabentuk dan mencetak bahan-bahan hebahan bagi Majlis Anugerah;
- d. Perkara-perkara lain yang berkaitan bagi menjayakan Majlis; dan
- e. Lain-lain dokumentasi yang berkaitan.

2.3 Semua data dan dokumen di dalam projek ini adalah Hak Milik Kerajaan Malaysia.

3. SYARAT-SYARAT PEMBAYARAN

- 3.1 Kontrak Sebut Harga ini adalah bagi tempoh 4 bulan dari tarikh dilantik oleh SME Corp. Malaysia.
- 3.2 Bayaran dibuat berdasarkan kemajuan pelaksanaan projek mengikut jadual pembayaran yang dipersetujui.
- 3.3 Bayaran akan dibuat setelah pihak SME Corp. Malaysia berpuas hati dengan perkhidmatan yang disediakan dan setelah menerima Inbois serta dokumen berkaitan daripada pembekal.

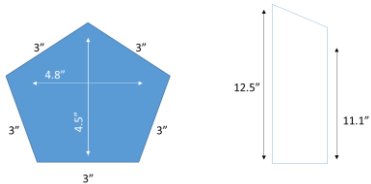

4. SYARAT-SYARAT LAIN

- 4.1 Pendaftaran dengan Kementerian Kewangan yang masih sah laku dalam kod bidang bersesuaian seperti berikut:
010302, 030201, 221305, 221511 dan 010103.
- 4.2 Pemilihan penyebutharga akan dibuat berdasarkan pematuhan kepada semua kriteria yang ditetapkan di jadual pematuhan di bawah.
- 4.3 Penyebutharga hendaklah mempunyai pengalaman dan keupayaan yang luas, pernah melaksanakan program / projek yang hampir sama anjuran SME Corp. Malaysia atau Agensi / Syarikat lain dan merekodkan prestasi / kerjasama baik dengan SME Corp. Malaysia.

- 4.4 Pihak SME Corp. Malaysia berhak menamatkan kontrak yang diberi kepada pembekal pada bila-bila masa sekiranya pembekal:
- Tidak memenuhi Skop Kerja yang telah dipersetujui;
 - Tidak memenuhi Kualiti dan Spesifikasi Kerja;
 - Tidak mematuhi Jadual Pelaksanaan yang ditetapkan.
- 4.5 Berupaya untuk melaksanakan projek Majlis Anugerah Enterpris 50 (E50) tahun 2022 dalam jangkamasa **4 bulan** selepas dilantik oleh SME Corp. Malaysia.
- 4.6 Sekiranya pembekal gagal melaksanakan perkhidmatan dalam tempoh dan/atau kualiti yang ditetapkan, SME Corp. Malaysia berhak membatalkan pesanan yang dikeluarkan dan/atau mengenakan *Liquidated & Ascertained Damages (LAD)* berdasarkan formula berikut:
- $$(BLR + 1\%) \times (\text{Nilai Kontrak} / 365) \times (\text{bilangan hari item lewat})$$
- 4.7 Penyebutharga perlu memberi jaminan kepada SME Corp. Malaysia bahawa semua item yang dibekalkan adalah bukan dipinjam, diciplak dan tidak melanggar paten atau hak cipta harta intelek pihak lain. Justeru, penyebutharga hendaklah bertanggungjawab sepenuhnya dan melindungi SME Corp. Malaysia dari apa jua tindakan dari pihak ketiga sekiranya terjadi apa-apa tuntutan daripada pelanggaran paten dan hak cipta harta intelek. Pengesahan ASLI & SAH perlu ada.

BIL.	BUTIRAN SKOP PERKHIDMATAN	TANDAKAN (/ ATAU X) BAGI SKOP KERJA DIPERSETUJUI	MAKLUMAT LANJUT/ CADANGAN (PROPOSAL) *
A	<p><u>MANAGEMENT OF VENUE</u></p> <p>1. 1.1 To liaise, coordinate and make payment to the venue provider (KL Convention Centre) on the arrangement of the E50 Award Ceremony.</p> <p>1.2 To propose menu for dinner and seek approval from SME Corp Malaysia</p> <p>1.3 To prepare Secretariat Room, Holding Room and Changing Rooms and ensure all necessary requirements are included</p> <p>1.4 To arrange any logistic requirements throughout the event (i.e. parking, accommodation, etc)</p> <p>2. <u>MANAGEMENT OF PRESS CONFERENCE</u></p> <p>To manage the overall press conference session by providing, the following, but not limited to:</p> <p>2.1 Propose appropriate size of *platform to best accommodate fifteen (15) pax and appropriate decorations (posies, etc)</p> <p><i>*Propose minimum sizing of the platform is (16ft L x 36ft W x 2ft H)</i></p> <p>2.2 Provide, propose and construct printed backdrop suitable to the size of the platform.</p> <p>2.3 Set up and equip the *platform with head table setting of eight (8) unit of long tables and 15 banquet chairs including table and chair covers and appropriate decorations (posies, etc)</p> <p><i>*Propose minimum sizing of the platform is (16ft L x 36ft W x 2ft H)</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>	

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	<p>2.4 Professional Master of Ceremony (Emcee) (appointment of emcee to be agreed by SME Corp. Malaysia), to manage the Press Conference, including drafting emcee script;</p> <p><i>Appointment and arrangement for emcee to also cover rehearsal(s).</i></p> <p>2.5 Provide and equip the venue of the Press Conference with:</p> <p>a. Six (6) handheld microphones c/w three (3) desktop mic stands to be placed at the head tables;</p> <p>b. One (1) wired microphone for emcee c/w mic stand and rostrum;</p> <p>c. Two (2) wired microphones c/w stand for Q&A;</p> <p>d. Audio & Visual equipment & technical support apart from those provided by the venue provider;</p> <p>e. Three (3) display LED TV (minimum 50" inch) for presentation to be placed in front of the stage or c/w TV stand if necessary; and</p> <p>f. To provide registration tables / counter for guests and media with sufficient resources to mend the registration tables during the event.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
B.	<p><u>MANAGEMENT OF TROPHY</u></p> <p>To supply, make payment and manage deliveries of 53 units of the Black custom made E50 acrylic trophies to the award dinner venue, with the following specifications:</p> <p>a. Thirteen (13) units with GOLD Star Plate (metal) for:</p>	<p style="text-align: center;"><input type="checkbox"/></p>	

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	<ul style="list-style-type: none"> - No. 1 to No. 10 winners; - one (1) unit for the women award category; and - two (2) for organisers (Deloitte & SME Corp. Malaysia) <p>b. Forty (40) units with SILVER Star Plate (metal) for No. 11 to No. 50 winners)</p> <p>c. Trophy engrave - Organisers and Partners logo in one colour printing (white) including name of company & winning ranks.</p> <p><i>Size and trophy measurement:</i></p>  <p>Actual Trophy:</p>  <p>Company's Name & Rank (Engrave)</p> <p>Eg</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> XXX Sdn Bhd 27th </div> <p><i>Remarks:</i> <i>Weights approx. 2.5 kg</i></p>	<input data-bbox="1110 600 1166 656" type="checkbox"/> <input data-bbox="1110 719 1166 775" type="checkbox"/>	
C.	<p><u>MANAGEMENT OF WINNERS & GUESTS</u></p> <p>1. <u>Award Presentation & Dinner</u></p> <p>To set up a dedicated team to manage guests and winners before, during & after the award dinner. The scope of work includes:</p>		

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	<p>i. EM to assist SME Corp Malaysia to sell tables to the award winners only, including develop and design sales toolkit to sell the tables.</p> <p><i>Selling of tables should only be offered to the winning companies or Alumni of the award.</i></p> <p><i>*The event manager must produce and report to the Secretariat on the number of tables sold according to the list of companies provided by the Secretariat. Sales of tables must only be sold to the award winners.</i></p> <p>*Quantum of the number of tables & value are as follows:</p> <p>Total of 25 - 30 tables to be sold at proposed rates of RM10,000.00 and RM8,000.00 each</p> <p><i>* There rates are indicative, EM may propose better rates or package. Quantum might differ depending on the table layout & number of reserved tables pair</i></p> <p>ii. EM to conduct registration handling of winners and guests.</p> <p>iii. EM to provide a minimum of four (4) appropriately dressed and self-presentation of Guests Liaison/Usherettes</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>	
2.	<p><u>Fabrication Works, Concept & Creativity</u></p> <p>2.1 To propose, design, fabricate and construct suitable look and feel of the stage in accordance with the proposed theme, including appropriate and suitable decorations in accordance with the color theme of the Award programme.</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><i>Color theme: Black & Gold</i></p>	<p style="text-align: center;"><input type="checkbox"/></p>	

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	<p>2.2 To provide, design, fabricate and construct at least 12ft in length photo opp. backdrop c/w suitable height carpeted platform.</p> <p>2.3 To provide ample power supply to connect 40 *pedestals for the award winners on stage</p> <p><i>*Event Manager may use the pedestals from previous E50 award dinner that is available at SME Corp. Malaysia (EM to arrange for the pick up and return - logistic). There are 40 pedestals available, whereby EM to ensure all 40 pedestals are in good working condition</i></p> <p>2.4 To propose, design and provide suitable e-backdrop (digital animated backdrop) according to the flow of the event as such:</p> <ul style="list-style-type: none"> i. Two (2) VIPs' speeches ii. Performances iii. Name and brief information of the winning companies during Award Presentation (50 companies + 1 women award) <p>2.5 To propose and provide suitable table decoration including table covers, flower arrangement or ornaments in accordance with the proposed event theme & color</p> <p><i>*Estimated no. of guest is 450 pax including VIPs & Winners.</i> <i>*EM to allocate four (4) tables for secretariat and officers on duty during the Award Dinner</i></p> <p>3. <u>Opening Gimmick & Award Presentation</u></p> <p>3.1 To propose and provide the following, subject to approval and agreed by SME Corp. Malaysia:</p> <ul style="list-style-type: none"> i) An opening gimmick in accordance with the proposed theme ii) Launching pad (i.e. hologram / virtual model or any appropriate gimmick); 	<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>iii) A short video montage including storyline (maximum 3 minutes) as part of the launching gimmick</p> <p>3.2 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.</p> <p>3.3 To provide suitable music, sounds and lighting system for the overall event (VIP Entrance, Dinner & Performance, etc).</p> <p>3.4 To provide two (2) units of 60" LCD TV display on stage.</p> <p>3.5 To provide and supply for LED Panel at the main stage with a measurement suitable to the size of the stage</p> <p><i>*The venue provider has a permanent LED Panel that is available as per the specified size above.</i></p> <p>3.6 To provide two (2) units of LED panel on the left and right side of stage (or where suitable) for live feed.</p> <p>3.7 To provide Multiple Camera Production (MCP) to be connected to the live feed system.</p> <p>3.8 To provide sufficient Audio & Visual equipment & technical support team apart from those provided by the venue provider to manage the flow of the event.</p> <p>3.9 To provide registration tables / counter for guests and media with sufficient resources to mend the registration tables during the event.</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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4	<p><u>Management of Secretariat:</u></p> <p>4.1 To provide secretariat room, equipped with:</p> <ul style="list-style-type: none"> • One unit of coloured printer, c/w one unit of laptop and appropriate stationaries; • To provide fifty (50) pax of snacks for coffee break on rehearsal day including breakfast during the day of the event; • To provide fifty (50) pax of lunch for secretariat in event day; • To provide accommodation rooms for: <ul style="list-style-type: none"> i) Chairman; ii) CEO; iii) Secretariat (2 rooms) 	<input type="checkbox"/>	
D	<p><u>ENTERTAINMENT</u></p> <p>To arrange and make payment for the services of:</p> <p>i. A pair of professional Master of Ceremony (Emcee) (appointment of emcee to be agreed by SME Corp. Malaysia), during the Award Dinner, including drafting emcee script;</p> <p><i>Appointment and arrangement for emcee to also cover rehearsal(s).</i></p> <p>ii. To propose, manage and make payment for a minimum of three (3) artistes/performer, as approved and agreed by SME Corp. Malaysia, including;</p> <ul style="list-style-type: none"> - One (1) artiste to perform the E50 song <p>iii. Instrumental live performance (Quartet) at Foyer during Dinner registration</p> <p><i>Event Manager to provide and supply suitable platform & location for the Quartet to perform</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
E..	<p><u>PHOTOGRAPHY AND VIDEOGRAPHY</u></p> <p>i. To provide two (2) professional photographer to capture photographs of overall event.</p>	<input type="checkbox"/>	

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	<ul style="list-style-type: none"> ii. 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. iii. To produce three (3) 11' x 8.5' (minimum of 20 pages) Customized Photo Book Album of E50 Dinner (Hard Cover). iv. To provide raw photos and video to SME Corp. Malaysia 	<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>	
F.	<p><u>GIFTS</u></p> <ul style="list-style-type: none"> i. To propose & provide: <ul style="list-style-type: none"> a) Appropriate gifts for YAB Prime Minister and YB Minister; b) 15 pieces of gifts for Panel of Independent Judges c/w black & gold wrap + ribbon to be approved and agreed by SME Corp. Malaysia. ii. To provide one (1) flower bouquet for the Women Entrepreneur Award as approved and agreed by SME Corp. Malaysia. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
G.	<p><u>PRINTED MATERIALS</u></p> <p>To propose concept, design, produce and print:</p> <ul style="list-style-type: none"> i. Invitation Cards c/w card sleeve & customized envelopes <ul style="list-style-type: none"> a. Quantity: 150 pieces; b. Proposed size when folded : To be proposed by EM; c. Proposed size when laid flat : To be proposed by EM; d. Finishing : Die Cut; e. Paper : 200gsm - 220gsm Diamond paper, any other suitable or equivalent material; f. Color : 4 colors (inside and out) 	<p style="text-align: center;"><input type="checkbox"/></p>	

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	<p>ii. E-card / e-invitation c/w with online registration and monitoring system. EM is responsible to follow up and get confirmation for RSVP</p> <p>iii. Customized Programme with Menu Cards c/w gold elastic band, including QR Code which contains information of the event, made available at the E50 website.</p> <p>a. Quantity : 100 pieces b. Size : A4 (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. To design and supply 70 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 or any other suitable or equivalent material that may be proposed by EM.</p> <p>vi. To design and supply 70 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 or any other suitable or equivalent material that may be proposed by EM.</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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H.	<p>OTHERS:</p> <p>i. To arrange and borne the expenses of any incurring management fees such as MACP/PPM/local authority/other related licensing.</p> <p>ii. 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.</p> <p>iii. To prepare any additional backdrop or e-backdrop as and when required.</p> <p>iv. To manage and make payment for Doa Reciter (<i>Pembaca Doa</i>) including draft script for Doa Recital</p> <p><i>Appointment and arrangement for Doa Reciter to also cover rehearsal(s).</i></p> <p>v. To conduct briefing to all LOs' and Usherettes and officer on duty for the overall flow of the event</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> <p style="text-align: center;"><input type="checkbox"/></p>	

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

Saya / Kami memperakui maklumat yang diberikan adalah benar dan bersetuju menyediakan perkhidmatan dinyatakan selaras dengan terma & syarat dalam dokumen Sebutharga Bil. 14/2022.

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Nama :

Jawatan :

Tarikh :

Cop Syarikat :