

**SPESIFIKASI TEKNIKAL SEBUTHARGA BIL. 23 / 2014 :
PERKHIDMATAN PENGURUS ACARA UNTUK “THE NATIONAL WOMEN
ENTREPRENEURS AWARD 2014”**

	<u>SCOPE OF WORK</u>	<u>COMPLIANCE (YES / NO)</u>
1.	<u>Event Management: Soft Launch, Press Conference & Award Gala Dinner</u>	
	<i>i. To propose an event concept design and theme for the overall event.</i>	-----
	<i>ii. To design and provide the interior decoration including potted plants, stage, set-up, back drop and launch gimmick for the Soft Launch of the NWEA in September, and the Award Gala Dinner on 13 December 2014.</i>	-----
	<i>iii. To provide satisfactory audio visual and lighting for Press Conference in the morning on 13 December 2014.</i>	-----
	<i>iv. To proposed and provide Doa’ Reciter, professional Master of Ceremony and Performance Artist for SME Corp’s approval and subsequently make the necessary payment for the services for the Soft Launch and Gala Dinner.</i>	-----
	<i>v. To provide 10 usherettes.</i>	-----
	<i>vi. To proposed and provide:</i> <ul style="list-style-type: none"> • 1-2 minute video Montage for NWEA; and • 5 to 10 minutes Video Presentation to introduce winners with company(s)’s brief description. <i>c/w satisfactory audio visual and lighting system.</i>	-----
	<i>vii. To arrange and pay for the customized photo book with captions (size: 12inch x 12 inch / 20 pages) and the photos of the event to be submitted in soft copy within two (2) weeks after the event.</i>	-----
	<i>viii. To provide quality video recording for the Soft Launch and Award Gala Dinner. Two copies of edited video in DVDs with voice over (@ 120 minutes) to be submitted to SME Corp. within two (2) weeks after the event.</i>	-----
	<i>ix. To provide static and mobile videography services for a live feed video streaming throughout the event.</i>	-----
	<i>x. To provide suitable music, sufficient sounds and lighting system for the overall event.</i>	-----

	<u>SCOPE OF WORK</u>	<u>COMPLIANCE</u> (YES / NO)
2.	<p><u>Stage, Backdrop and Bunting</u> To propose design and construct / fabricate:</p> <p>i. Stage (minimum size of 40 ft x 15 ft)</p> <p>ii. Digital backdrop with wide screen (40 ft x 15 ft)</p> <p>iii. Physical backdrop for Press Conference (minimum size of 20 ft x 8 ft)</p> <p>iv. Photo Opp with raise platform (10 ft x 8 ft)</p>	----- ----- ----- -----
	v. To provide and design 10 pieces of the NWEA 2014 stand bunting (2" x 6")	-----
3.	<p><u>Souvenirs and Award Trophy</u> To provide and propose:</p> <p>i. 1000 pieces of door gifts</p>	-----
	ii. 10 pieces of gifts for the Panel of Independent Judges	-----
	iii. 5 units of Award Trophy for SME Corp's approval	-----
4.	<p><u>Publications</u> To propose design, produce and print:</p> <p>i. 1,100 pieces of invitation cards (A5 size c/w four colour) for the Gala Dinner c/w envelopes with printed theme & Event's logo and reply slip.</p>	-----
	ii. 1,000 pieces of A4 size Programme Books	-----
	iii. 1,000 pieces of nominations forms c/w folder	-----
	iv. 5 pieces of certificates and folders	-----
5.	<p><u>Approval and Insurance</u> To arrange and obtain all the necessary approvals from the relevant authorities (i.e MACP/PPM)</p> <p>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>	----- -----
	TOTAL COST	-----

	<u>SCOPE OF WORK</u>	<u>COMPLIANCE</u> (YES / NO)
	<i>5% contingency of the total cost to perform other jobs or duties requested by SME Corp from time to time.</i>	-----
	GRAND TOTAL	-----

Dengan ini disahkan bahawa syarikat bersetuju untuk mematuhi spesifikasi yang dinyatakan.

Tandatangan / Nama:

Cop Syarikat :

TAWARAN HARGA
SEBUTHARGA BIL. 23 / 2014 : PERKHIDMATAN PENGURUS ACARA UNTUK
“THE NATIONAL WOMEN ENTREPRENEURS AWARD 2014”

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	<i>5% contingency of the total cost to perform other jobs or duties requested by SME Corp from time to time.</i>	-----
	GRAND TOTAL	-----

Dengan ini disahkan bahawa JUMLAH HARGA yang ditawarkan adalah sebanyak
RM..... .

Tandatangan / Nama:

Cop Syarikat :