

PEMATUHAN TEKINKAL

**SEBUTHARGA BIL. 26 / 2014:
PERKHIDMATAN MENYEDIAKAN TEMPAT PENGANJURAN BAGI
MALAYSIAN BRAND FORUM 2014
[9 OCTOBER 2014 (8.00 AM – 2.00 PM) (Half Day)]**

No.	Requirements	Compliance (Yes / No)
1.	<p><u>Seminar package (300 pax)</u></p> <ul style="list-style-type: none"> - Half day seminar package for 300 pax <ul style="list-style-type: none"> i) Welcome coffee and 2 light snacks – during registration of participants ii) Morning coffee and 2 snacks – after launching of Forum iii) Lunch for 300 pax (dome) with two (2) VIPs table - Nine (9) single sofa in Holding Room - Light refreshments in Holding Room - Classroom seating for 250 pax - Theatre seating for 100 pax - Three (3) single sofa including one (1) yellow sofa and coffee table for Royalty and VVIPs on stage - Five (5) single sofa - Three (3) Rostrums - Three (3) mic for each rostrum; one (1) with yellow covered mic - Registration table with decoration - Two (2) information booths - Red carpet from VVIPs entrance to Holding Room and to function hall - Secretariat room during rehearsal and event day - Refreshments for HRHs' outriders (50 pax) 	<p align="center">_____</p>
2.	<p><u>Rehearsal</u></p> <ul style="list-style-type: none"> - Full day rehearsal one day prior to event date - Running Coffee & Tea for 50 pax - Dinner 30 pax for Secretariat, emcee, moderator and speakers prior to the event 	<p align="center">_____</p>
3.	<p><u>Press Conference</u></p> <ul style="list-style-type: none"> - Theatre seating for 30 pax - 3 single sofa for VVIP - 1 coffee table 	<p align="center">_____</p>

No.	Requirements	Compliance (Yes / No)
4.	<p data-bbox="228 176 850 243">Accommodation <u>(check in 8 Oct 2014, check out 9 Oct 2014)</u></p> <ul data-bbox="277 281 894 449" style="list-style-type: none"> - Two (2) Standard Suite for Chairman & CEO of SME Corp Malaysia - Two (2) Deluxe Room for Speakers - Ten (10) standard rooms twin sharing (rate not higher than RM500 nett per room) 	<p data-bbox="1154 226 1386 235">_____</p>
5.	<p data-bbox="228 520 326 550"><u>Others</u></p> <ul data-bbox="277 588 1040 793" style="list-style-type: none"> - Two (2) cordless mic for Q & A session - Built-in LCD (Text & design) signage at foyer entrance - Portable stage appropriate to the function complete with decoration & potted plants - Able to accommodate royalties requirement & setup 	<p data-bbox="1154 541 1386 550">_____</p>

Nota : Hanya Hotel bertaraf 5 / 6 bintang sahaja yang akan dipertimbangkan.

Saya / Kami dengan ini bersetuju untuk mematuhi spesifikasi seperti yang dinyatakan di atas berdasarkan syarat-syarat yang dikemukakan oleh SME Corp. Malaysia.

Tanda tangan :

Nama :

Jawatan :

Cop syarikat :

Tarikh :