

**Spesifikasi Teknikal**

**SEBUTHARGA BIL.8/2016:**

**PERKHIDMATAN PENGURUS ACARA BAGI MENJALANKAN KERJA-KERJA MAJLIS  
PENGANUGERAHAN ENTERPRISE 50 - 18 NOVEMBER 2016**

1	PRESS CONFERENCE	PEMATUHAN (√ / x)
1.1	To construct (16ft L x 36ft W x 2ft H) platform (to accommodate 16 head tables on stage)	
1.2	To propose, design and construct (8ft H x 30ft W) backdrop	
1.3	To provide Audio and Visual support apart from those provided by the venue provider* (may need to provide six (6) wireless microphones c/w table stands)	
1.4	Black drapes to separate the Press Conference venue with the refreshment area c/w rigging structures	
2	DINNER	PEMATUHAN (√ / x)
2.1	<b>Concept &amp; Creativity</b>	
2.1.1	To propose concept design, theme and decoration ideas in accordance with the proposed event theme for the overall event:	
	i. Management of event	
	ii. Event executing team	
	iii. Professional event manpower	
iv. Liaison with 3rd party suppliers		
2.2	<b>BACKDROP AND STAGE</b>	
2.2.1	To propose, design and construct for:	
	i. Stage ebackdrop and decorations	
	- Stage size estimation : <b>22.3m x 12.2m</b> circular design	
	ii. To propose design and construct 8ft x 24ft backdrop for Photo Opp with carpeted platform	
iii. Black drapes and rigging structure (stage area)		

2.3	<b>BALLROOM DECORATIONS</b>	
2.3.1	To propose and provide decoration for one (1) VVIP's Main Table, six (6) VIPs table	
	a. fresh flower arrangement (large)	
	b. relevant decorations suited with the theme	
2.3.2	To propose and provide decoration for five (5) Winners Table, eight (8) Sponsor's Table, fifty (50) guests table	
	a. fresh flower arrangement / posy and other related decorations	
2.4	<b>OPENING GIMMICK AND AWARD PRESENTATION</b>	
2.4.1	To propose and provide an opening gimmick for the GOH to officiate the Event as approved and agreed by SME Corp. Malaysia inclusive of:	
	a. to provide and propose content design and fabrication	
	b. to propose and fabricate suitable Interactive Launch Pad	
2.4.2	To design, fabricate and construct one (1) unit of special design rostrum.	
2.4.3	To propose and provide complete and suitable lighting system with sounds and special effects where applicable (Confetti, smoke machine)	
2.4.4	To provide suitable music, sufficient sounds and lighting system for the overall event (Dinner & Performance)	
2.4.5	To provide two (2) unit of 60" LCD TV display on stage.	
2.4.6	To provide and propose LED Screen with the minimum measurement of 40ft x 15ft (or suitable)	
2.4.7	To provide two (2) units of widescreen/projection screen with 20ft x 12ft on left and right side of stage complete with:	
	a. content design and fabrication	
	b. AV wireless links	
	c. visual content and	
	d. MCP camera	
2.4.8	To provide and propose a multimedia slide presentation for introduction of winners and company(s) brief description in less than 30 seconds per company	

2.4.9	To propose and produce a 1-2 minute video montage of E50 2016 (after launch by GOH)	
2.4.10	Usherettes (6 persons)	
<b>3</b>	<b>ENTERTAINMENT</b>	
3.1	To arrange and make payment for the services of two (2) professional Master of Ceremony (MC) (male and female) (appointment of MC to be agreed by SME Corp). Appointment of MCs covers the Rehearsals and event.	
3.2	To propose, arrange and make payment for Performance Artistes	
	a. Welcoming Artist to perform the E50 Song	
	b. To provide pipe in instrumental music at the Foyer during pre dinner cocktail	
3.3	To propose, arrange and make payment for a minimum of two (2) artistes performances.	
<b>4</b>	<b>PHOTOGRAPHY AND VIDEOGRAPHY</b>	
4.1	To provide static and mobile videographer services for a Live Feed video streaming throughout the event	
4.2	To arrange for professional photographers to capture photographs of overall event	
4.3	To prepare and edit the final version of the event video recording and photos in DVDs and to deliver to the Secretariat within two (2) weeks after the event	
4.5	To prepare and produce 100 copies of CDs / DVDs of the edited final version of the event video recording and pre selected photos as approved and agreed by the E50 Secretariat within two (2) weeks after the event.	
4.6	To produce 12' x 12' (20 pages) Customized Photo Book Album of E50 Dinner (post-event)	
<b>5</b>	<b>GIFTS</b>	
5.1	i. 12 pieces of gifts for the Panel of Independent Judges (to propose suitable wrap + ribbon subject to SME Corp. Malaysia's approval)	
	ii. 50 pieces of pedestals / trophy stands	
	iii. To provide and make payment for 58 units of the Enterprise 50 trophies (supplier to be approved by SME Corp. Malaysia)	

6	<b>PRINTED MATERIALS</b>	
6.1	To design and print:	
6.1.1	<p>Invitation Cards c/w card sleeve &amp; envelopes</p> <p>Quantity : 800 pieces</p> <p>Size when is folded : 15 cm x 15 cm</p> <p>Size when laid flat : 45 cm (H) x 15 cm (W)</p> <p>Finishing : Die Cut (3 fold)</p> <p>Paper : 200gsm - 220gsm Diamond paper</p> <p>Color : 4 color (inside and out)</p>	
6.1.2	<p>Programme Books</p> <p>Quantity : 700 pieces</p> <p>Size : A4 size</p> <p>Finishing : Matt Laminating and Spot UV, Perfect binding</p> <p>Paper : Cover 220gsm - 250gsm Diamond Card</p> <p>80gsm - 120gsm Art Card</p> <p>Color : 4 color (inside and out)</p>	
6.1.3	<p>Menu Card (A5 folded)</p> <p>Quantity : 140 pieces</p> <p>Size : A5 size (folded)</p> <p>Finishing: Matt Laminating and Spot UV</p>	
6.2	To provide and design 20 pieces of E50 2" x 6" Stand Bunting and to be delivered to SME Corp. Malaysia after the event.	
6.3	To provide and design 50 pieces of certificates and folders + 2 Mock up of the approved certificate and folder design	
6.4	To propose, provide and design e-invitation	
7	<b>MANAGEMENT FEES</b>	
7.1	Liasing with relevant authorities for licensing (MACP/PPM/DBKL)	

NOTE	PEMATUHAN (√ / x)
i. The concepts, design and stage shall be modified according to the space availability and other technical requirements approved by SME Corp. Malaysia and venue provider.	
ii. All installation cost imposed by Venue Provider ie. rigging points, overtime, security, stage decoration, management charges must be borne by the Event Manager	

**Saya / Kami memperakui maklumat yang diberikan adalah benar.**

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Nama :

Jawatan :

Tarikh :

Cop Syarikat :