



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: April 16, 2021
	REFERENCE: MyRFP2021_010

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Event Management Services to Install Necessary Equipment, Plan and Organise a Bike Lane Test Run Event & Awareness Campaign**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, April 30, 2021** and via email, courier mail or fax to the address below:

United Nations Development Programme
Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.
procurement.my@undp.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Patrick Pee
Assistant Resident
Representative (Operations)
4/16/2021

Description of Requirements

Context of the Requirement	Event Management Services to Install Necessary Equipment, Plan and Organise a Pop-Up Bike Lane Test Run Event & Awareness Campaign
Implementing Partner of UNDP	Ministry of Environment and Water (KASA)
Brief Description of the Required Services ¹	To successfully install necessary equipment, plan and organise a bike lane test run event & awareness campaign
List and Description of Expected Outputs to be Delivered	Refer to detailed Terms of Reference.
Person to Supervise the Work/Performance of the Service Provider	GTALCC Project Component Manager, National Project Manager of the GTALCC Project, and the UNDP Programme Manager.
Frequency of Reporting	Weekly reporting to the Component Manager, Monthly reporting to National Project Manager of GTALCC Project and the UNDP Programme Manager.
Progress Reporting Requirements	Update on progress of consultancy & consultancy deliverables.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, with progress meetings, installations and main event in Putrajaya
Expected duration of work	3 calendar-months from 1 May 2021 to 31 July 2021
Target start date	1 May 2021
Latest completion date	31 July 2021
Travels Expected	Travels to Putrajaya for periodic progress meetings with the GTALCC Project Team and stakeholders will be expected.
Special Security Requirements	Not applicable

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable														
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required														
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required														
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency_Malaysia Ringgit														
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be INCLUSIVE of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon award of contract and satisfactory submission and acceptance of the overall work plan</td> <td>10%</td> <td>1 May 2021</td> <td rowspan="2">Within thirty (30) days from the date of meeting the following conditions:</td> </tr> <tr> <td>Upon satisfactory submission and</td> <td>10%</td> <td>7 May 2021</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon award of contract and satisfactory submission and acceptance of the overall work plan	10%	1 May 2021	Within thirty (30) days from the date of meeting the following conditions:	Upon satisfactory submission and	10%	7 May 2021
Outputs	Percentage	Timing	Condition for Payment Release												
Upon award of contract and satisfactory submission and acceptance of the overall work plan	10%	1 May 2021	Within thirty (30) days from the date of meeting the following conditions:												
Upon satisfactory submission and	10%	7 May 2021													

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	acceptance of the communications work plan for the pop-up bike lane event			a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon supply, delivery and installation of bike lane test run equipment at site and preparations of props for the event	30%	20 May 2021	
	Upon successful organization of bike lane test run event	30%	22 May 2021	
	Upon satisfactory submission and acceptance of the post-event reports that includes: a) Evaluation report b) Compilation of feedback c) Digital images from the test run Other documentations as stated in the list of expected deliverables	10%	28 May 2021	
	Upon satisfactory removal, dismantling, and demobilization of equipment from site and make good of surfaces at site, upon completion of event and bike lane test run	10%	25 June 2021	
	Total	100%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	GTALCC Project Program Manager, National Project Manager of the GTALCC Project, and the UNDP Programme Manager.			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			

Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (35%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%) Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	procurement.my@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	Please refer to the detailed Terms of Reference (TOR) for all other information.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE (TOR)

1.0 INTRODUCTION

The Green Technology Application for the Development of Low Carbon Cities (GTALCC) is a UNDP-supported GEF-funded project to facilitate the implementation of low carbon initiatives and to showcase a clear and integrated approach to low carbon development in Malaysia focusing on five (5) participating cities – Putrajaya, Cyberjaya, Petaling Jaya, Hang Tuah Jaya and Iskandar Malaysia. It is expected to generate direct greenhouse gas (GHG) emissions reduction of 346,442 tonnes CO₂eq by end of project and 2,152,032 tonnes CO₂eq over the lifetime of project investment. The objective will be achieved by removing barriers to integrated low carbon urban planning and development through three (3) components:

- 1) Policy support for the promotion of integrated low carbon urban development, which will enable cities to implement and adopt integrated low carbon urban development plans;
- 2) Awareness and institutional capacity development, which will expedite appraisal, approval and the implementation of strategic urban development, and ensure cities are aware of planning and implementing low carbon technology applications, and;
- 3) Low carbon technology investments in cities, where there is an increase in investment in low carbon technologies with more low carbon projects implemented.

The Ministry of Environment and Water (KASA) is the executing ministry of the GTALCC project and the Sustainable Energy Development Authority (SEDA) Malaysia is the lead consultant.

Putrajaya Bike Lane Study

Under low carbon transportation initiative by GTALCC, a bike lane study is currently being carried out to identify the best cycling route to address the last mile between Putrajaya Sentral and Precinct 4. As part of the study, a bike lane test run is required to collect data on user feedback, demonstrate an actual protected bike lane network in the city, provide experience on the look and feel and how it functions. The lessons learnt from the test run will provide input on current issues and improvements to be made on the bike lane design.

2.0 OBJECTIVE OF SERVICES

To ensure the success of the pop-up bike lane test run, services of an event management company is sought **to successfully install necessary equipment, plan and organise a bike lane event & awareness campaign** in order to spread awareness on cycling as a mode of commute and promoting low carbon cities in Putrajaya.

3.0 SCOPE OF WORK

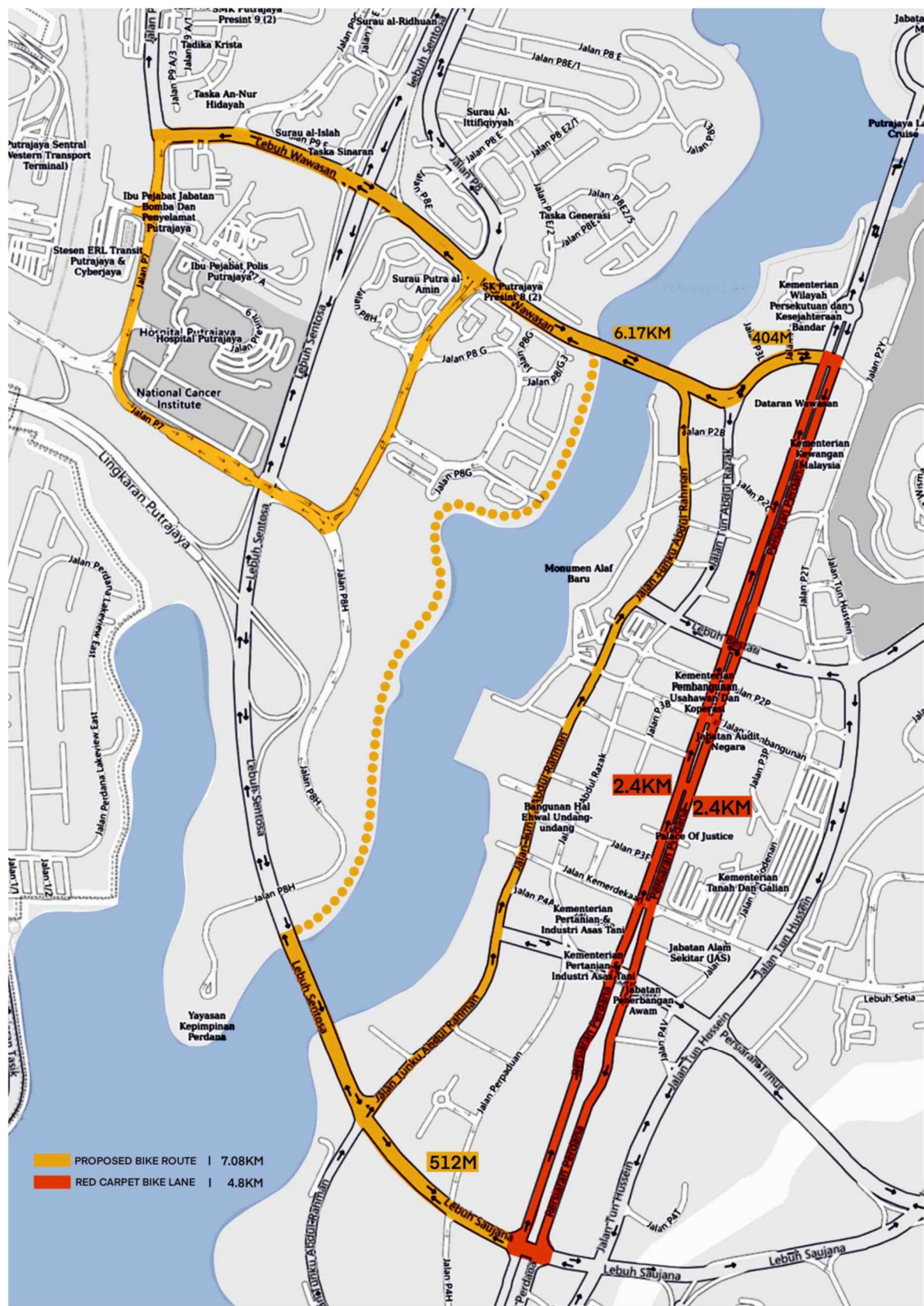
3.1 Pop-Up Bike Lane Event

The Bike Lane Test Run Event shall be carried out in Putrajaya, Malaysia on **Saturday, 22 May 2021**. The proposed venue is underneath the **Seri Wawasan Bridge in Putrajaya**. It is envisioned to be a half day outdoor event and will include cycling activity along approximately 11 kilometers stretch and number of attendees shall be not more than 200 pax including the secretariat. The event shall be carried out in accordance to Covid-19 Standard Operating Procedures (SOP) outlined by the Government of Malaysia to ensure the event is carried out safely according to the new norms. The scope of services include:

- i. Supply, deliver, and install of necessary equipment along an 11 kilometer Bike Lane Test Run as specified in Technical Specifications in Appendix A
- ii. Plan and organise bike lane test run event including :
 - a) Developing the overall event concept and layout;
 - b) Rental of equipment, set up, canopies, etc;
 - c) Outdoor F&B Set Up for VIP and Provisions;
 - d) Booth set up and provisions; and
 - e) Other services related to the event i.e temporary directional signage and buntings
- iii. Demobilisation of temporary equipment and make good of site at the end of test run period



View from underneath the Seri Wawasan Bridge in Putrajaya (GPS Coordinates: 2.92621, 101.68482)



3.2 Cycling Awareness Campaign

The awareness campaign shall be carried out from May to June 2021. At least two (2) approved public figures/personalities shall be engaged to speak on related topics on cycling and be featured on our promotional videos including attendance to the bike lane test run event.

4.0 SCOPE OF SERVICES

The tasks listed below are to be accomplished by the event management company and any other tasks as jointly agreed upon by GTALCC and UNDP, supervised by the design consultant team appointed by UNDP Malaysia and shall be updated in this TOR accordingly:

General responsibilities:

A. Promotion and planning of the bike lane test run event

The event management company shall support the promotion and planning of the pop-up bike lane event as follows:

- i. Formulate a time-bound action plan for all tasks related to Bike Lane Test Run Event.
- ii. Develop a pre-event communications plan and launch gimmick.
- iii. Develop a simple communication plan together with GTALCC project team, UNDP and KASA to raise awareness and publicity of the cycling as a mode of commute.
- iv. Securing of media interviews (TV, radio, print and online media) with the help of UNDP/KASA.
- v. Identify and secure bookings of two (2) public figures/personalities for the event and promotion.
- vi. Develop launch gimmick during the opening ceremony in close consultation with GTALCC project team, UNDP and KASA.
- vii. Identify and provide the manpower requirements for the event.
- viii. Identify and provide other required services for the event and opening.

B. Prepare props, equipment and safety services ahead of event

The event management company shall prepare props, equipment and safety services ahead of the event as follows:

- i. Carry out the supply, delivery and installation of all equipment and associate works required for setting up the bike lane test run as specified in **Appendix A**.
- ii. Identify and provide safety services for the event.

C. Provide on-site assistance during the event

The event management company shall provide on-site assistance during the event as follows:

- i. Organise the layout plan and flow of agenda including duties of event crew.
- ii. Coordinate with the venue personnel, event crew, Urban Scale, GTALCC project team, UNDP and KASA for all event related details.
- iii. Coordinate marshal to monitor cyclists along the route and RELA to manage parking.
- iv. Facilitate ushers and place signages to direct participants.
- v. Manage the VIPs, event timing and flow and ensuring flawless opening.
- vi. Manage the safety services during the event including preparing First Aid Kits at designated stations.

D. Safety and Security of Event

- i. To take the necessary actions for the safety and security of the event, participants and persons involved before, during and after the event.
- ii. To inform the relevant authorities prior to the event especially the PDRM (IPD Putrajaya), Perbadanan Putrajaya, JPJ Putrajaya, MIROS and any other relevant authorities.

E. Manage technical support during the event

The event management company shall manage technical support during the event:

- i. Provide and liaise all audio-visual facilities as per programme including checking of equipment functioning.
- ii. Overall event and stage/dais management.
- iii. Provide photographic coverage and video shooting of the event.
- iv. Photo session organization.

F. Manage exhibition booths during the event

The event management company shall manage the exhibition booths as follows:

- i. Liaise with Urban Scale, GTALCC project team, UNDP and KASA to design, setup and display exhibitions.
- ii. Manage receipt of payments for the booths (at cost price).

G. Provide review and documentation support, post event:

- i. Compile and analyze all feedback related to the event.
- ii. Conduct and review a post event analysis.
- iii. Review the actual costs vis-a-vis the budget.
- iv. Consolidation and submission of the final bills.
- v. Any other post-event related services.

H. Dismantling and demobilization of equipment, post event:

The event management company shall :

- i. dismantle and demobilize all equipment from the site and handover remaining items to GTALCC project team and UNDP.
- ii. All items listed in Appendix B shall remain at site until end of pop-up test run period on 18 June 2021, or until advised by GTALCC project team and UNDP.
- iii. Make good of surfaces upon removal of equipment until satisfactory acceptance by local council.

5.0 EXPECTED DELIVERABLES

A. Flawless organization of the pop-up bike lane half-day event, including:

- i. High quality of equipment installation of the pop-up bike lane.
- ii. High quality launch gimmick, video and opening ceremony.
- iii. Smooth flow of agenda, opening, data collection/surveys/interviews and related activities.
- iv. Audio-visual and recording components.
- v. High quality and timely production of goodies bag, badges, buntings and other related brandings items.

- B. Satisfactory submission of event documentation, as agreed in advance, including updated list of participants with complete details – name, designation, address, email telephone and mobile numbers, for future reference.
 - i. Compile all feedback.
 - ii. Evaluation report.
 - iii. High quality and high resolution of digital images from the event suitable for printing, publishing, web design, editing and broadcasting.
 - iv. Any other post-event related services.

- C. Satisfactory removal, dismantling, and demobilization of equipment from site and make good of surfaces, upon completion of event and pop-up bike lane test run.

6.0 DURATION OF ASSIGNMENT

The duration of the assignment is three calendar months, and the timeline for deliverables submission is indicated below.

Deliverable milestone	Deadline
Upon award of contract and satisfactory submission and acceptance of the overall work plan	1 May 2021
Upon satisfactory submission and acceptance of the communications work plan for the pop-up bike lane event	7 May 2021
Upon supply, delivery and installation of bike lane test run equipment at site and preparations of props for the event	20 May 2021
Upon successful organization of bike lane test run event	22 May 2021
Upon satisfactory submission and acceptance of the post-event reports that includes: <ul style="list-style-type: none"> d) Evaluation report e) Compilation of feedback f) Digital images from the test run g) Other documentations as stated in the list of expected deliverables 	28 May 2021
Upon satisfactory removal, dismantling, and demobilization of equipment from site and make good of surfaces at site, upon completion of event and bike lane test run	25 June 2021

7.0 TERMS OF PAYMENT

The fee is payable upon satisfactory completion and acceptance of the deliverables by KASA, GTALCC and UNDP Malaysia. Please refer the below schedule of payments. Prices should be in MYR inclusive of all expenses.

Deliverable milestone	Deadline	Percentage
Upon award of contract and satisfactory submission and acceptance of the overall work plan	1 May 2021	10%
Upon satisfactory submission and acceptance of the communications work plan for the pop-up bike lane event	7 May 2021	10%

Upon supply, delivery and installation of bike lane test run equipment at site and preparations of props for the event	20 May 2021	30%
Upon successful organization of bike lane test event	22 May 2021	30%
Upon satisfactory submission and acceptance of the post-event reports that includes: h) Evaluation report i) Compilation of feedback j) Digital images from the test run a) Other documentations as stated in the list of expected deliverables	28 May 2021	10%
Upon satisfactory removal, dismantling, and demobilization of temporary equipment from site and make good of surfaces at site, upon completion of event and bike lane test run	25 June 2021	10%
	Total	100%

8.0 EXPERIENCE, EXPERTISE AND SKILLS REQUIRED

We seek an organization with capacity to manage the events. The event organizer must be able to demonstrate that they have the necessary skills and competencies within their organization to deliver the tasks required for the event. The event organizer must have a solid track record of organizing outdoor events of a similar nature, preferably of sporting events (e.g. marathons or bicycling events). The event organizer must provide the name of one project manager responsible for the coordination of work and a list of staff who will be involved during the event. A minimum of three years of experience in similar work is desirable.

9.0 REQUIREMENTS FOR COSTED PROPOSAL

To be considered, the event organizer is required to submit a full cost proposal including the approach, processes and methodology that will be used to manage the event. Interested companies should also provide their company profile and samples of relevant products/ projects in the last 3 years.

10.0 CRITERIA FOR SELECTING THE BEST OFFER

Technical Criteria for Evaluation

- The technical proposal including required skills and experience on similar assignments will be weighted a max. of 70%;
- The price proposal will weigh as 30% of the total scoring.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Upon award of contract and satisfactory submission and acceptance of the overall work plan	10%	
2.	Upon satisfactory submission and acceptance of the communications work plan for the pop-up bike lane event	10%	
3.	Upon supply, delivery and installation of bike lane test run equipment at site and preparations of props for the event	30%	
4.	Upon successful organization of bike lane test event	30%	
5.	Upon satisfactory submission and acceptance of the post-event reports that includes: k) Evaluation report l) Compilation of feedback m) Digital images from the test run Other documentations as stated in the list of expected deliverables	10%	
6.	Upon satisfactory removal, dismantling, and demobilization of temporary equipment from site and make good of surfaces at site, upon completion of event and bike lane test run	10%	
	Total	100%	

**This shall be the basis of the payment tranches*


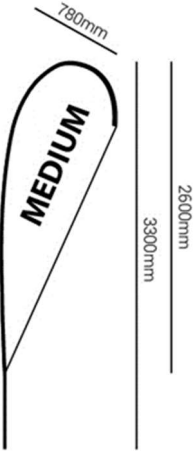
E. Cost Breakdown by Cost Component


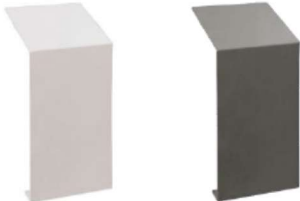
Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Outdoor Audio Visual Equipment				
a. Audio Visual				
b. Sound System				
c. Lighting System (if required)				
d. Technical Crew				
II. Structural Build Up				
a. Stage and backdrop, plywood base background with tarpauline finishing (12ft(w) X 10ft(h))				
III. Onsite Manpower				
a. Crew				
b. RELA				
c. Others				
IV. Launch Gambit				
V. License and Permits (if any)				
VI. Event Management Fees				
a. Emcee fees				
VII. Bike Lane Test Run Equipment				
a. Temporary Road Marking using stencil size 2 ft x 2.5 ft and chalk spray paint for outdoor surfaces				
b. Rental of Temporary Removable Safety Cones				
c. Design, printing and supply of tear drop banners to be used for the event				
d. Rental of Steel Display Lectern for QR Code display and survey				
e. Instruction Signage Bunting for Bike Repair Stand				
f. Bike Repair Stand and Pump				
g. Steel Information Display Lectern with Map and QR Code				
h. Cement Block Seating with wooden top 2ft x 2ft x 2ft				
i. Bike Repair Station signage				
VIII. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
IX. Other Related Costs				
a. Canopies/Tents				
b. Refreshment Costs				

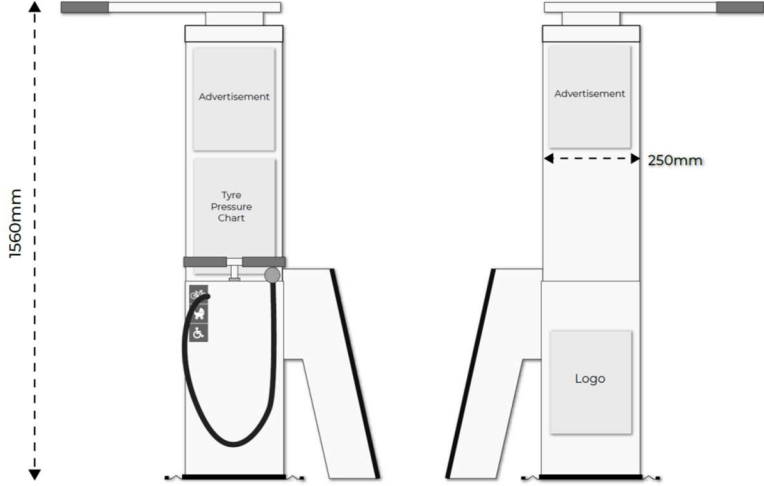
*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*


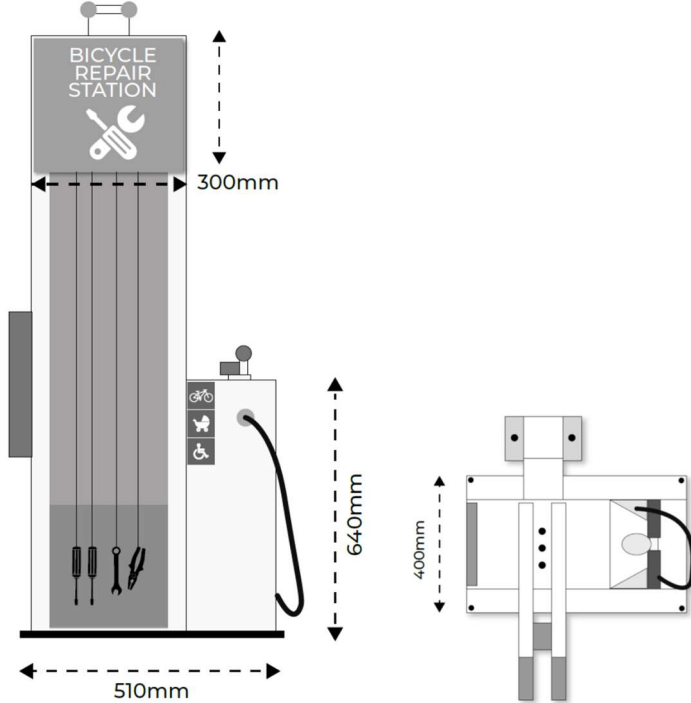

Appendix A

Technical Specifications for Supply, delivery and installation of all equipment and associate works required for setting up the pop-up bike lane

Item	Basic Design	Unit	Quantity
A.	Bike Lane Event Equipment (Temporary and to be removed after event)		
1.	<p>Temporary Road Marking using stencil size 2 ft x 2.5 ft and chalk spray paint for outdoor surfaces</p> 	nos	50
2.	Rental of Temporary Removable Safety Cones suitable for outdoor events	nos	50
3.	<p>Three (3) Designs including printing and supply of tear drop banners including base for outdoor featuring UNDP, GTALCC, Perbadanan Putrajaya and KASA logos.</p> 	nos	30

Item	Basic Design	Unit	Quantity
4.	<p>Custom design, supply and printing of Bike Repair Station bunting</p> 	nos	3
5.	<p>Rental of Steel Display Lectern for QR Code display and survey</p> 	nos	29
B. Pit Stop Installation (Permanent Fixture)			
1.	<p>Custom design and installation of Bike Repair Stand and Pump Set at three (3) locations approved by Perbadanan Putrajaya:</p> <p>a. Bike Repair Stand</p> <ul style="list-style-type: none"> Galvanised and powder coated steel as standard Tool tethers: 3/16" stainless steel cable Philips and standard screwdrivers, flat screwdriver, T25 Torx – Screwdriver, adjustable spanner, flat wrench 8X10 mm, flat wrench 13X15 mm, hex key set, tyre levers Station is surface mounted – pad size 36" X 36" X 4" Height from base: 1.56 cm (height) x 51 cm (width) x 40 cm (depth) Lockable housing for manual hand pump. 	set	3

Item	Basic Design	Unit	Quantity
	<ul style="list-style-type: none"> • Tyre levers • Anti theft screws <p>b. Pump</p> <ul style="list-style-type: none"> • Manual hand pump (for easy replacement) with adapter for all valve types • Height from Base: 59 cm • Pressure 10 Bar (Glycerin Manometer “Anti-fog”) <p><small>Bicycle Repair Station</small> Side view</p> 		

Item	Basic Design	Unit	Quantity
	<p data-bbox="297 243 553 310">  Bicycle Repair Station Front view </p> 		
2.	<p data-bbox="297 1125 919 1157">Cement Block Seating with wooden top 2ft x 2ft x 2ft</p> 	nos	6