



CONSULATE OF THE REPUBLIC OF SINGAPORE
MEDAN

CONSUL

6 April 2015

To: Interested Vendors

INVITATION TO QUOTE FOR THE SERVICES OF EVENT ORGANISER

The Singapore Consulate would like to invite your company to quote for the services of "Event Organiser" pertaining to the following services:

- a) To plan, arrange and setup a Buffet Dinner/Cocktail Reception on behalf of the Consulate of the Republic of Singapore in Medan to celebrate the Singapore's 50th National Day at a venue to be approved by the Consulate; and
- b) Provide advice on issues pertaining to the above Reception, and conduct the Order of Proceedings with regard to receiving of VIPs and official guests on their arrival and the program/agenda for the Function.

2 Please read this letter as you shall be deemed to have read this letter and fully understood the document at the attached Annex; which constitutes integral component of this invitation, and shall comply with all terms and conditions specified therein.

3 Any enquiries should be directed to Mr Abdul Rahman bin Hasan, Quotation Receiving Officer (QRO) at Mobile: +62 811 6130291 or by e-mail at Medan_procurement@sgmfa.gov.sg .

4 Your proposal and written Quotation must be submitted to the designated procurement email account as shown above no later than Friday, 17 April 2015 by 5.00 pm from the date of this letter.

5 In submitting your quotation, please compute the value with the breakdown of materials and labour costs, and with the following details:

- a) Company Name
- b) Company Address
- c) Company Directorships (full name, position, copies of passport of photo identity)
- d) Full Company Profile
- e) List of Notable clients and references

6 The Singapore Consulate does not bind itself to accept the lowest, the whole, or any quotation.

7 The Singapore Consulate is a Diplomatic Mission and therefore exempted from Taxes. As such, all rates and prices should be exclusive of Taxes.

8 Information released to you in connection with this proposal is strictly confidential and shall be used strictly for the purpose of preparing the proposal. By accepting to participate in this quotation exercise, you undertake not to share or divulge any information to third parties under any circumstances.

9 All cost or expenses related to preparing the Quotation will be borne by you.

10 The Consulate reserves the right to disqualify you if you do not submit your response in a manner consistent with the provisions set out in this letter and the requirements listed in the Annex.

11 Your response should remain valid for acceptance for a minimum of 90 days from the closing date of this invitation. Thank you.

Yours Sincerely,



MARK LOW

**Provision of Services & Supplies by Event Organiser for
Singapore's 50th National Day Reception
on Monday, 3 August 2015**

Provision of services and supplies by "Event Organiser" to plan, arrange, organise and set up a Buffet Dinner Cocktail Reception, also known as the "Function", in connection with the Singapore's 50th National Day Reception on Monday, 3 August 2015, for the Consulate of the Republic of Singapore in Medan, with the following specifications:

I Scope of Works

(1) Event Arrangements

- a. Function : Singapore's 50th Singapore National Day
- b. Day/Date : 03 August 15
- c. Time : 17:00hrs – 22:00hrs
- d. No. of pax : 150 pax
- e. Name and location of Venue : (to be approved)
- f. Set up : Standing Cocktail
- g. Dinner menu in the range of IDR.350,000 (net) per pax
- h. Wine list (Red and White with costing)
- i. Corkage. No charge if Consulate brings its own liquor.
- j. Free flow of beverages (soft drinks, juices, plain water (2 hours)
- k. National Day Cake with candles (4kg)
- l. Flower Arrangements (Decorations)
- m. Backdrop printing

(2) Side Program (TBC)

To co-ordinate with another event organiser who will provide fashion show as a side program during the Function.

(3) Draft Layout of the Stage, Function Area and Holding Area.

- a. To provide 3D mock-up image of the stage, function area and holding area/room for VVIP;
- b. Oversee setting up of main stage with two screens with back projection, together with the size of the stage and the screen;
- c. Oversee setting up of side stage/area for live band;

(4) Manpower

- a. To provide one on-site Event Organizer/Manager to co-ordinate and manage the function from Day 1 until the conclusion of the event;
- b. To provide one Assistant Organiser to handle the music and lighting;
- c. To provide one Liaison Officer to receive and coordinate the VIPs on their arrival at the function;
- d. To provide three English speaking Receptionists for registration;
- e. To provide one English speaking MC;
- f. To provide live band, musicians and singers for English songs. Furnish options and costs for: (i) two musicians with 1 singer, (ii) three musicians with 1 singer and (iii) three musicians with 2 singers and (iv) 4 musicians with 2 singers;
- g. To provide one Photographer;
- h. To provide one Assistant Organiser/Runner for a run-down set-up;

(5) Decorations, Equipment & Supplies

- a. To provide flowers and decorations for the purpose of decorating the Function hall. Flags and buntings will be provided by the Consulate;
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- b. To provide flowers and decorations for the purpose of setting up and decorating the stage with flowers and centre-pieces, backdrop (design and specifications provided by the Consulate), 2 Nos in-door flag pole, complete with microphone, speakers, LCD TV Monitors, two back-projection screens, rostrum and lightings;
- c. To source for Singapore National Day Songs Videos for presentation at the Function;
- d. To print (i) invite on the Consulate's 500pcs crested invitation cards and addresses on the matching envelopes, (ii) send out the invitation cards by courier and (3) follow-up on the invitations and prepare a list of confirmed guests coming for the Function;
- e. To provide and display of fireworks and secure the necessary Permits from the local Police and/or authorities. Furnish options/costs for 1-minute and 2-minute firework displays;

(6) Order of Proceedings

Event Organiser/Manager to prepare the Order of Proceedings (start time, agenda, etc.) and manage the Function according to the approved Proceedings. Among others, the Order of Proceedings should include the following:

- (a) Arrival of guests / Registration
- (b) Arrival of Guests-of-Honour
- (c) Function starts with singing of Indonesian and Singapore National Anthems
- (d) Speeches
- (e) Cake Cutting
- (f) Food and drinks served
- (g) Light entertainment starts concurrent with Reception
(Up to two sets of singing performances)

II Evaluation Criteria

Your proposal shall be evaluated based on the following criteria:

- (a) Compliance with Specifications
- (b) Track Records
- (c) Relevant Experiences
- (d) Price Competitiveness

(Key: TBC = To Be Confirmed)