

Specification Form

Title of Project: Team Building Activity and Gala Dinner for the ASEAN Secretariat Staff Outing 2024.

Item Details:

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| 1. Commencement date | : 7 December 2024 |
| 2. Time | : 13.00 – 16.00 PM (3 hours) Team Building (TB)
16.00 – 22.00 PM (8 hours) Gala Dinner; incl. the preparation time |
| 3. Theme | : <i>ASEAN Culture Heritage: Play for Unity, Play for Togetherness, and Play to Remember</i> |
| 4. Location | : Gaia Hotel, Bandung, West Java |
| 5. Number of participants | : estimated 320 people |
| 6. Number of groups for TB | : 4 groups divided equally (red, blue, yellow, white team) |
| 7. Scope of work event. | : The selected EO will be responsible in managing the |

Specific details of responsibility that promote teamwork and collaboration among participants. This could involve, as below:

1. Team Building Activity/Group Activity and Gala Dinner: This could involve arranging games or exercises designed to enhance group dynamics and shall align with the aforementioned theme including provision of the equipment, and arranging the flow of the activities. For Gala Dinner, provide the entertainment such as full band entertainment and DJ, sound system, lighting and other supporting items.
2. Printing and Design for Backdrop and Videotron: this involves in designing multimedia and printing the backdrop, ensuring that the design aligns with the event's theme.
3. Printing and design of T-Shirt for participants: this involves in designing and producing uniforms for participants including standing and photo banners.
4. Decoration for ballroom and stage: the EO will handle the decoration of the venue, ensuring that the decoration aligns with the event's theme.
5. **All presentations should be in English**
6. Experienced as an Event Organizer for Team Building Activity and Gala Dinner with international organizations and multinational companies in the past years.
7. Able to respond to urgent requests for assistance and coordination by providing designated Manpower as PIC since being selected as a designated vendor.
8. The logistics shall include transportation management and accommodation for the EO Team, equipment rentals, manpower, and any other necessary

arrangements including artist's riders to ensure the event is successful.

8. Other Requirement :

- (i) Event Organizer candidates shall submit a proposed package/portfolio in English;
- (ii) Provide alternative games/activities including during rainy weather (including to provide raincoat); and
- (iii) Provide mockup winner board sign for the event (10-15 pieces).

Day & Time 7 December 2024	Activities for Team Building	Methodologies/PIC
13:00 – 13:05	Welcoming participants	All Participants and EO
13:05 – 13:30	Preparation and Ice Breaking	EO
13.30 - 15.50	Team Building Activities	EO
15.50 - 16.00	Closing of Team Building	EO
16.00 -18.45	Preparation for Dinner	EO
19.00 – 22.00	Dinner Staff Group Performances Entertainment	Lead by EO Participated by all participants
22:00-22:10	Closing of Gala Dinner	

Checklist to comply/to confirm its availability:

Team Building activities

No.	Description	Yes	No	Remarks
1.	Available on 7 December 2024.			
2.	Able to manage/organize the event for approximately 320 Participants (Indonesian and Expatriate).			
3.	Able to propose 2 additional games on top of the proposed 8 games as listed below. This involves arranging physical games, providing equipment or exercises designed to enhance group dynamics. The games can facilitate all participants and can be adjusted according to further discussion. Game theme: ASEAN Culture Heritage: Play for Unity, Play for			

	Togetherness, and Play to Remember (please for each game to align with the ASEAN theme) Game mechanism: 1. Several participants chosen from each group to play a game. 2. All participants play altogether. Proposed games: 1. Tugging war (tarik tambang) 2. Hula-hoop Relay with Saroong 3. Bakiak Race (Lomba Bakiak) 4. Sandbag Race (balap karung) with Helmet 5. Mission Impossible (moving water in a glass with big cloth) 6. Photo pose challenge 7. Relay water in a bucket 8. Water in a cup raced / water tower 9. <u>Proposed game (Please provide detail)</u> 10. <u>Proposed game (Please provide detail)</u>			
4.	Provide mockup board for winners which is align with the theme <i>(Please provide design and sample)</i>			
5.	Able to deliver the games in English <i>(provide CV indicating the experience organizing games/activities in English)</i>			
6.	Managing manpower for arranging and delivering each game including to calculate the score of each team.			
7.	Have experience as an Event Organizer for Team Building activities with international organization or multinational organization in the past years. <i>(Please provide more information as evidence).</i>			
8.	Availability to respond to urgent requests for assistance and coordination by providing at least 2 designated manpower as PIC for Games since being selected as a designated vendor until end of event.			

Gala Dinner activities

No.	Description	Yes	No	Remarks
1.	Available on 7 December 2024.			
2.	Able to manage/organize the event for approximately 320 Participants (Indonesian and Expatriate) in Ball room and after party in private room at the hotel for 60 participants.			
3.	Able to print and design the stage backdrop/Videotron, photo and/or standing banners and other form of multimedia. To ensure that the design shall align with the event's theme (Please provide the design and samples).			
4	Able to design and print/produce the jersey t-shirt and caps for participants with the following details: 1. Able to provide the size chart 2. Able to provide the High Quality and comfortable Fabrics/material to wear by participants 3. Able to provide design representing the theme and ASEAN. (Please provide sample)			
6.	Able to provide decorations around the ballroom that align with the event's theme (Please provide 3D layout)			
7.	Managing transportation, equipment rentals, manpower fee or any other necessary arrangements for the EO team.			
8	Able to provide the Indonesian artist musician who has experience in international music industry and had experience in providing the riders as usual request in the package. (Please provide sample)			
9.	Have experience as an Event Organizer with international organization or multinational organization in the past years. (Please provide evidence)			

10.	Availability to respond to urgent requests for assistance and coordination by providing designated manpower as PIC since being selected as a designated vendor until the event end.			
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Bid Quotation:

Item Description				Qty	Unit	Price per person per day	Total Price
Event Organizer for Team Building/Group Activity, Performance, and documentation package				320 Pax	1 Day		

Conditions:

1. Please attach this specification form to your quotation with your signature below or company's stamp.
2. The price in this quotation should be valid for 90 (ninety) days commencing on the date of submission of quotation.
3. Please exclude the Value Added Tax (VAT), as the ASEAN Secretariat is not subjected to VAT.
4. Terms of payment: 50% prior to the event and 50% upon completion of the event, or to be discussed further with selected vendor.

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Date : 2024
PIC name :
Designation :
Contact no :
Hotel name :