

Provision of Hiring an Event Organiser for 58th ASEAN Day

FINANCIAL PROPOSAL / QUOTATION

Closing date for submission:.....(by Admin)

No	Item Description	Qty	UoM	Unit Price (IDR)	Total Price (IDR)	Remarks/Reference
I. NUSANTARA HALL						
1	Production Event (Audio & Sound): Band tools (standard for acoustic and minus one), microphones (standing & wireless), condenser for choirs (15pax), sound system min.10.000watt	1	set			
2	Lighting Set (stage): PARcan, Fresnel, Moving Beam, Follow Spot	1	set			
3	Genset (to support the lighting, sound system, etc)	1	set			
4	LED Screen (4x3m)	2	unit			
5	Matador screen monitor	2	unit			
6	FOH	1	package			
7	Interactive multimedia set (slides transitions, bumpers, etc)	1	package			
8	Standing Air Conditioner	4	unit			
	Decoration					
9	Mini Garden (plant-based and fresh flowers) in front of stage. Size: 1m (width) x 25m (length)	1	set			
10	Standing flowers (to be placed in front of Hall's entrance)	4	set			
11	Small center piece flowers for VIP tables	10	pc			
12	Wall Cover/ Curtain to cover mirror-side of Nusantara Hall	2	pc			
	Others					
13	Sign language translator	2	person			
14	Camera for sign language translator	1	unit			
II. LOBBY HERITAGE BUILDING						
15	Pillar decoration	6	set			
16	Booth for Entities: 1 table (120x60cm) + 2 chairs with skirting/cover (per set) + partition panels	8	set			

III. HIBISCUS ROOM						
17	Booth for Food Festival: 1 table (120x60cm) + 1 chair with skirting/cover (per set)	50	set			
18	Cocktail/standing tables	8	unit			
19	Standing Air Conditioner	2	unit			
20	Standing flowers (to be placed in front of the room's entrance)	2	pc			
21	Wall Backdrop (hanging-inside Hibiscus) - Size 5m x 1,5m (Food Festival)	1	pc			
22	Wall curtain for covering dining area (pingpong area)	1	set			
IV. ASEAN HALL						
23	Decoration and Equipment:					
24	Mini garden (plant-based and fresh flowers) in front of stage. Size: 50x800cm	1	set			
25	Small centre pieces flowers for VIP tables	5	pc			
V. ASEAN HALL FOYER						
26	Booth for Entities: 1 table (120x60cm) + 2 chairs with skirting/cover (per set) + partition panels	4	set			
VI. OTHERS						
27	Corsage for registration team	10	pcs			
28	HT	20	unit			
29	Water dispenser	15	unit			

30	Photographer and Videographer (min. 4 persons)	1	team			Expected deliverables: Photography: RAW Highres digital photographs and selected edited photographs (best moments, best poses, compositions, etc) Deliverables should be put in USB/Digital drive/Cloud services Videography: 1.5 minutes edited video (music and copyright free back sound) 2.Short video of same-day edit (horizontal) 3.1 minute video of same-day edit (vertical) 4.RAW footages All photographs and video footage produced by the photographers and videographer shall be submitted in raw format. Copyright of all materials shall be vested in the ASEAN Secretariat.
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VII. Flower Decoration

	Decoration (Lobby New Building):					
31	Mini garden (plant-based) in front of ASEAN Emblem. Size: 1m (width) x 2.5m (length)	1	set			
32	Flower decoration	4	set			
33	Standing flowers (to be placed in front of the GF's elevator)	4	pc			
	Decoration (ASEAN Hall)					
34	Mini garden (plant-based and fresh flowers) in front of stage. Size: 50x800cm	1	set			
35	Small centre pieces flowers for VIP tables	5	pc			

VIII. Live Stream Equipment

36	Full package of livestream	1	set			
37	Live View Monitor and external audio (Speaker)	4	unit			Lobby Heritage (2), Hibiscus (1), Mezzanine Floor (1)
38	Audio Mixer System	1	set			
39	Video Camera	4	set			

40	Cleanfeed	1	unit			
41	Offline Video Recording from each of the 4 Cameras	1	set			
42	Offline Video Recording of online livestreaming	1	set			
43	Social Media platforms	2	set			YouTube and Facebook

Note:

1. ASEC reserves the right to adjust the necessary goods/equipment/decorations.
2. Only the goods/equipment/decorations used will be charged.

Reference for decorations:

<https://drive.google.com/drive/folders/1f-4zxiQS-qu2wg5prsoNm6mm1nn6livP?usp=sharing>

Company's Name:

Date:

(Please sign with company's stamp)