

Annex A: Specifications and Compliance Sheet

Vendors are required to fill in the 'For Vendors to complete' section

BDFA/Q/0015/2025

Note: The Specifications and Compliance Sheet must be signed and stamped

Item	Service Specifications		
	Descriptions / Features / Specifications	For Vendors to complete	
		Comply (Yes / No)	State Your Proposal
1	EVENT INFORMATION:		
	Event Name: BDFA 5th Anniversary Away Day		
	Event Date: Preferred date is Tuesday, 6 th January 2026. Vendors may propose an alternative date within January 2026 if the preferred date is not feasible or otherwise inconvenient		
	Estimated Participants: Approximately 90 pax		
	Event Duration: One (1) day (2 sessions: morning & afternoon)		
	Event Time: 8:00am – 5:00pm		
	Audience Profile: Diverse demographic representation across BDFA; Mixed Age Group (20s to 50s)		
	Learning Objective: This Away Day forms part of BDFA's staff development plan and is designed to strengthen interdepartmental collaboration, communication, and leadership through experiential learning. The program supports BDFA's strategic goal of enhancing organizational culture and teamwork.		
	Expected Learning Outcomes: i. Improved collaboration and inter-departmental communication ii. Strengthened team trust, problem-solving, and leadership capabilities iii. Reinforcement of BDFA values and culture through structured team exercises		
2	MORNING SESSION DETAILS:		
	Venue: Indoor		
	Time: 8:00am – 12:00pm		
	Light Breakfast		
	Registration		
	Launch Event and Briefing Session		
	Group Photo		
	Lunch Time: 12:05pm – 1:15pm		
	MORNING SESSION REQUIREMENTS:		
	Indoor venue, PA system, Projector, Folding Tables, Chairs, A3 label stand, Speaker podium		
	Breakfast and lunch catering		
	Basic event setup (stage, seating, backdrop and signage)		
	Training facilitator and support staff		
	Training documentation (photo and video coverage for internal use – without watermark)		

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3	AFTERNOON SESSION DETAILS:		
	Venue: Outdoor or Semi-Outdoor		
	Time: 1:30pm – 4:30pm		
	Team Building Activities (light physical or problem-solving games)		
	Light refreshment / hi-tea		
	Prize Presentation		
	Group Photo		
	Closing Event		
	AFTERNOON SESSION REQUIREMENTS:		
	Outdoor or semi-outdoor area for group activities		
	Venue support for team building setup (space, materials, safety considerations)		
	Light Refreshment / Hi-Tea catering		
	Transport to outdoor site (if applicable)		
	Emcee or facilitator and support staff to conduct and manage activities		
	Training documentation (photo and video coverage for internal use – without watermark)		
4	VENDOR PROPOSAL SHOULD INCLUDE:		
	Proposed Venue – Vendors are required to state their proposed suitable venue(s) for the event, including indoor and outdoor/semi-outdoor options		
	Proposed Program – Vendors are required to submit a detailed proposed program or schedule of activities for the event, which must align with BDFA's objectives		
	Proposal Presentation – Vendors are required to present their proposals on a date to be scheduled		
	Detailed Quotation Breakdown , covering:		
	Venue rental and setup		
	Meals and refreshments (breakfast, lunch and hi-tea)		
	Facilitator and activities charges		
	Equipment rental PA system, projector, folding tables & chairs, A3 label stand and speaker podium		
	Training documentation (photography and videography services – editing, touch-up and without watermark)		
	Transport charges (if applicable)		
	Tokens of recognition for team building activities		
	Relevant HSE requirement – including First Aid Box and on-site safety measures		
	Any value-added items or corporate packages (optional)		

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PROCUREMENT REQUIREMENT				
State the Price Validity: Minimum 3 months (state number of months)				
Delivery Period: Preferred date is Tuesday, 6 th January 2026. Vendors may propose an alternative date within January 2026 if the preferred date is not feasible or otherwise inconvenient				
State the Terms of Payment				
State the Total Price				