

Annex A: Specifications and Compliance Sheet

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

BDFA/Q/0014/2026

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

Item	Descriptions	Product / Service Specifications		
		Features / Specifications	For Vendors to complete	
			Comply (Yes / No)	State Your Proposal
1	PVC Banner or Backdrop with Stand	Size: 20ft (L) x 8ft (H)		
		Stand Material: aluminium / meroform		
		Installation and set up at the venue before event		
		Dismantle and removal after event		
		Quantity: 1 unit		
		Artwork: To provide artwork before printing		
		Unit Price		
		Total Price		
2	Stage with Stair Case and Carpet	Stage Material: Aluminium		
		Size: 20ft (L) x 14ft (W) x 2ft (H)		
		Installation and set up at the venue before event		
		Dismantle and removal after event		
		Quantity: 1 lot		
		Unit Price		
		Total Price		
3	Stage Platform with Carpet	Size: 32ft (L) x 4ft (W) x 1ft (H)		
		Location: In front of the BIBD frame Brunei Darussalam (For group photo)		
		Installation and set up at the venue before event		
		Dismantle and removal after event		
		Quantity: 128 ff ²		
		Unit Price		
		Total Price		
4	Rental of Aladdin Tent	Size: 18' x 18'		
		Installation and set up at the venue before event		
		Dismantle and removal after event		
		Quantity: 5 units		
		Unit Price		
		Total Price		
5	Rental of Table	To include: Table cloth		
		Size: 8ft x 3ft (rectangle)		
		Quantity: 4 unit		
		Unit Price		
		Total Price		
6	Rental of Table	To include: Table cloth		
		Size: 4ft x 2ft (rectangle)		
		Quantity: 6 units		
		Unit Price		

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6	Rental of Table	Total Price		
7	Rental of Plastic Chair	Quantity: 100 units		
		Unit Price		
		Total Price		
8	Rental of Industrial Fan	To include: Power supply and extension wire		
		Size: 26" diameter		
		Quantity: 4 units		
		Unit Price		
		Total Price		
9	Rental of Air Cooler	To include: Power supply and extension wire		
		Quantity: 4 units		
		Unit Price		
		Total Price		
10	Provision of Poster Printed	Size: A2		
		Material: 5mm Compressed Foam		
		Artwork: To provide artwork before printing		
		Quantity: 10 pieces		
		Unit Price		
11	Rental of Easel Stand	Total Price		
		Quantity: 10 units		
		Unit Price		
12	Refreshments for BDFA Staff	Refreshment before the event (BDFA Staff)		
		Quantity: 100 pax		
		Unit Price		
		Total Price		
13	Refreshments for VIP Guest	Refreshment after the walkathon (VIP Guests)		
		Quantity: 40 pax		
		Unit Price		
		Total Price		
14	Meal Vouchers	Quantity: 350 pax		
		Unit Price		
		Total Price		
15	Water Station Supplies	3 Water Station		
		To include:		
		Mineral Water Size: 330ml Quantity: 22 Cartons		
		100 Plus Can Drinks Size: 325ml Quantity: 10 Cartons		
		Coolbox with ice on rental basis		
		Paper Cups		
		Bananas / Assorted Buns		

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15	Water Station Supplies	Quantity: 1 lot		
		Unit Price		
		Total Price		
16	Hire of Emcee Services	Duration: 4 Hours		
		Quantity: 1 Lot		
		Unit Price		
17	Launching Mechanism – Rising Balloon with Small Banner	Wording on Banner: World Food Safety Day 2026 with Logo		
		Quantity: 1 lot		
		Unit Price		
18	Hire of Event Photographer	Coverage Duration: 4 hours		
		Quantity: 1 lot		
		Unit Price		
19	Hire of Event Videographer	Coverage Duration: 4 hours		
		Quantity: 1 lot		
		Unit Price		
20	Rental of Professional Sound System with Technician	To include: Technician		
		Quantity: 1 lot		
		Unit Price		
21	Rental of Air Horn	Quantity: 1 unit		
		Unit Price		
		Total Price		
22	Hire of First Aider	Brunei Red Crescent		
		Duration: 4 hours		
		To include:		
		- First Aid Kit		
		- Ambulance Service		
		Quantity: 1 lot		
Unit Price				
23	Rental of BIBD Connects	To booked the slot/premise on 23 August 2026 (For refreshment)		
		Duration: 1 Day		
		Unit Price		
24	Hire Warm-up Instructors	Quantity: 1 lot		
		Unit Price		

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24	Hire Warm-up Instructors	Total Price		
25	Event Management Service	Assist with pre-registration and invitation (before the event)		
		Assist with Registration, Ushering and Distributing of Merchandise (on the day of the event)		
		Assist with Invitation Design		
		Manpower standby at Water Stations, Start/Finishing Line		
		Car Park Slots Booking		
		Car Park Location: Zone A near BIBD Connects		
		Car Park Slots: 15 Slots		
		Housekeeping		
		One Biz Registration for the Event		
		Add Partition for the Medic		
		To Provide Wristbands or Vouchers for Merchandise Collection		
		Quantity: 1 lot		
		Unit Price		
		Total Price		
Price Validity: Minimum 3 months (state number of months)				
Delivery Period: Saturday, 22 nd August 2026				
Event Venue: Taman Mahkota Jubli Emas, Bandar Seri Begawan				
Event Date: Sunday, 23 rd August 2026				
Grand Total				