

Annex A: Specifications and Compliance Sheet

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

BDFA/Q/0019/2026

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	Lease for LED Panel	Delivery, Installation and Dismantling of LED Panel including Designing of Backdrop and Technicians		
		LED Panel Size: 6m (L) x 4m (H)		
		Lease Period: 5 days		
		Delivery Location: L4, Songket Ballroom, Rizqun International Hotel		
		Setup Date: Sunday, 1st November 2026 by 6:00pm onwards		
		Dismantling Date: Friday, 6th November 2026 by 6:00pm onwards		
		Backdrop Design: To design and prepare the backdrop artwork for the 43 rd PFPWG Meeting and Its Related Meetings, in accordance with BDFA's requirements, event theme, branding, and approved artwork.		
		Technician: A qualified technician shall be on standby throughout the meetings to operate and monitor the LED panel and provide immediate technical assistance in the event of any technical issues or malfunctions. The technician shall be available for the full five (5) days, from 2 to 6 November 2026.		
		Quantity: 1 lot		
		Unit Price:		
		Total Price:		
2	Lease Platform for Lifting LED Panel	Delivery, Installation and Dismantling of Platform for Lifting LED Panel		
		Platform Size: 20ft (L) x 1ft (H)		
		Lease Period: 5 days		
		Delivery Location: L4, Songket Ballroom, Rizqun International Hotel		
		Setup Date: Sunday, 1st November 2026 by 6:00pm onwards		
		Dismantling Date: Friday, 6th November 2026 by 6:00pm onwards		
		Quantity: 1 lot		
		Unit Price:		
		Total Price:		
3	Design and Printing A3 Poster	Designing and Printing of A3 Poster		
		Printing: Full colour		
		Size: A3		
		Paper Thickness: 80gsm		

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			Comply (Yes / No)	State Your Proposal
3	Design and Printing A3 Poster	Delivery Location: L4, Songket Ballroom, Rizqun International Hotel		
		Delivery Date: Sunday, 1st November 2026 by 6:00pm onwards		
		Quantity: 10 pcs		
		Unit Price:		
		Total Price:		
4	Design and Printing of Label	Designing and Printing of Label		
		Printing: Full colour		
		Size: 2ft (L) x 1ft (H)		
		Material: 5mm compressed form		
		Delivery Location: L4, Songket Ballroom, Rizqun International Hotel		
		Delivery Date: Sunday, 1st November 2026 by 6:00pm onwards		
		Quantity: 1 pc		
		Unit Price:		
		Total Price:		
Price Validity: Minimum 3 months (state number of months)				
Delivery Period: Sunday, 1 st November 2026 by 6:00pm onwards				
Grand Total				