



A Global Event Marketing Company

Pico International (Bahrain) S.P.C.
2F Harbour House, Building 1436
Bahrain Financial Harbour, Road 4626
Manama/Sea Front 346
Kingdom of Bahrain

P.O. Box 13990, Muharraq
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picobah@batelco.com.bh

Tel: (973) 7707 7777
Fax: (973) 1722 6555

www.pico.com

QUOTATION

Ref: Q/07/OL/6612b

Ms. XX
Assistant Director
Arab Open University - Bahrain Branch
PO Box XX, Tel: XXXX

31 August 2014

Sub: Design and Contracting Services for Arab Open University Opening Ceremony

Dear Sir/ Madam,

Thank you for the opportunity to render our services. Please find below scope of works and costs for your event for your approval.

NO	SCOPE of WORKS DESCRIPTION	QTY	UNIT	COST (BHD)
A Pre-Function Area				
1 Roder Tent				
	Rental supply, installation & dismantling of temporary structures including:	1	lot	
	Curve Tent 15M tent with aluminum frame and white PVC canopy and PVC walls. Clear-span width: 15.0m, Side height: 3.0m Ridge height: 6.4m (size available: 25m x 15m)	375	sqm	
	Rental and supply double swing glass entrance doors	2	sets	
	Rental supply of AC (3.5T) Free-standing units	10	nos	
	Rental supply and fix of hanging Airstar lights for general lighting	1	l.s.	
	Supply and fix of interior fabric covering	1	lot	
	Supply and fix loop pile carpet in single colour	375	sqm	
	Provision for rental supply DB, including lighting and power points.	1	l.s.	
	NOTE: MAINS electrical supply to be supplied by client			
2 Interior Feature/ Structure				
	Fabricate, supply and install lighted columns in wood frame clad with MDF with provision for CNC cut-out pattern with white sheer fabric at back. Size: 0.80m x 3.0mH	14	sets	
	Fabricate, supply and install accent wooden wall design in wood frame clad with MDF in emulsion paint finish. Size: 3.0m x 4.2m	11	sets	



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NO	SCOPE of WORKS DESCRIPTION	QTY	UNIT	COST (BHD)
3	<u>Stage</u>			
	Rental, supply and install 60cmH stage platform	30	sqm	
	Supply and fix loop pile carpet in single colour	30	sqm	
	Fabricate, supply and fix wood skirting in primer paint finish	16	Rm	
	Fabricate, supply and fix wooden steps on side	2	sets	
	Fabricate, supply and install main backwall in wood frame clad with MDF in emulsion paint finish with provision for screen opening	45	sqm	
	Fabricate and supply wooden podium in spray paint finish	1	set	
	Supply and fix vinyls sticker print for skirting	9.6	sqm	
	Rental of single seater white sofa chairs	270	nos	
4	<u>AV & Lighting</u>			
	Supplied on Rental basis from stock inventory:			
	Sound			
	a. Yamaha LS9-32 Audio Mixing Console	1	nos	
	b. QSC K-12 Speakers	4	nos	
	c. Shure Wireless Mic	4	nos	
	d. DVJ1000 CD Player	1	no	
	Lights			
	a. Avolites Pearl Expert Lighting Console	1	no	
	b. Robe ColorWash 575E AT	4	nos	
	c. Robe ColorWash 700E AT	4	nos	
	d. LED Wall Washers	30	nos	
	Video			
	a. MLCD screens (3x3 configuration)	9	sets	
	b. PC desktop	1	set	
	c. Technician during the event	1	pax	
5	<u>Miscellaneous</u>			
	a. Floral arrangements	1	lot	



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B VIP MAJLIS AREA				
1 <u>Marquee Tent</u>				
	Rental, supply and install 10.0m x 15.0m Marquee tent with PVC walls and Glass doors	150	sqm	
	Fabricate, supply and fix 10cmH wooden platform	150	sqm	
	Supply and fix loop pile carpet in single colour	150	sqm	
	Rental supply of AC (3.5T) Free-standing units	8	nos	
C OUTDOOR DÉCOR				
1 <u>Red Carpet Aisle</u>				
	Supply and 3.0mW red carpet (Including wastage)	110	Rm	
2 <u>Archway</u>				
	Fabricate, supply and install freestanding archway comprising of the following:	3	sets	
	a. One (1) no main entrance arch in wood frame clad with MDF in emulsion paint finish. Size: 3.5mH x 3.0mW			
	b. Two (2) sets wooden side panel in emulsion paint finish with provision for CNC cut-out patter. Size: 1.0m x 2.0m			
3 <u>Main Entrance Arch</u>				
	Fabricate, supply and install 4.5mH freestanding entrance arch in wood frame clad with MDF in emulsion paint finish with provision for CNC cut pattern	1	no	
	Fabricate and install wooden side panel in emulsion paint finish with provision for CNC cut pattern. Size: 1.20m x 3.0m	2	nos	
	Fabricate, supply and install wooden plantbox in emulsion paint finish. Size: 1.2mW x 0.40mD	2	sets	
	Provision for wood cut-out logo in spray paint finish	1	set	
	Floral arrangement	2	sets	



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NO	SCOPE of WORKS DESCRIPTION	QTY	UNIT	COST (BHD)
4	<u>Band Tent</u>			
	Rental, supply and install 5m x 5m tent marquee	2	sets	
	Fabricate, supply and install 10cmH wooden platform with wooden skirting in emulsion paint finish	50	sqm	
	Supply and fix loop pile carpet in single colour	50	sqm	
	Electrical works for general lighting and power sockets	1	lot	
	Rental and supply basic sound system	1	lot	
5	<u>Performers Platform</u>			
	Fabricate, supply and install 10cmH wooden platform with wooden skirting in emulsion paint finish	50	sqm	
	Supply and fix loop pile carpet in single colour	50	sqm	
D COMEMORATIVE PLAQUE STAGE				
1	<u>Rotating Stage</u>			
	Fabricate, supply and install 10cmH wooden platform	1	lot	
	Supply and fix loop pile carpet (including wastage)	1	lot	
	Fabricate, supply and install 2.0mDia. Wooden rotating platform with loop pile carpet flooring	1	set	
	Fabricate, supply and install plaque stand in wood frame clad with MDF in emulsion paint finish with provision lightbox with acrylic panel	1	set	
	Rental of BUMAT turntable (max weight load: 500kg)	1	no	
	Electrical works including lightging	1	lot	
	Floral arrangement	1	lot	
1	<u>Comemorative Plaque</u>			
	Supply of custom made comemorative plaque with engraving in granite material	1	no	



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NO	SCOPE of WORKS DESCRIPTION	QTY	UNIT	COST (BHD)
E MISCELLANEOUS				
1	<u>Photography</u> Hire of photographer, Still photography, production of digital album A4 size, 25 pages 1qty	1	lot	
2	<u>Videography</u> Hire of 2 HD Cam Video Recording, Panasonic HPX500P, Panasonic HPX301E, with custom Mic logo for interviews, production of 3 minutes highlight short movie	1	lot	
	HD Vision Mixer for Live Feed	1	lot	
F BRANDING				
1	Supply and fix outdoor billboard (600cm x 375cm) print on flex banner material including rental of aluminum post with concrete base (approval for site installation from client)	6	nos	
2	Flag banners including rental of flag poles	20	nos	
3	Production of invitation cards	260	nos	
G Event Design & Project Management				
1	Design including layout and 3D rendering	1	l.s.	
2	Project Management and site supervision including insurance	1	l.s.	
3	Event setup, production including coordination with venue for all setup	1	l.s.	

Total cost based on above scope of works (A - G)

(Bahraini Dinars Forty Nine Thousand)

BHD 49,000



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EXCLUSIONS

The following items are **not** provided for within the abovementioned scope of work:

- 1 Permit and approvals for use of venue for setup, event and dismantling.
- 2 Approvals, permissions and fees payable to relevant authorities for organising the event and installing the temporary structures at site
- 3 Ground preparation - compacting and leveling of ground. Site must be provided ready for setup; any necessary works for preparation of ground will be chargeable
- 4 Platform and carpet to cover entire inside of the tent
- 5 Clearance and guarantee that all underground cables, pipes or comparable are clearly marked and can not interfere with set-up process (in writing and endorsed by respective authorities)
- 6 Electrical mains or generator supply; Client to provide electrical power supply (ss0v, 3-phase; 24-hrs) on site and light for night work
- 7 All electrical supply, distribution boxes and cabling/wiring to designated locations (requirements to be specified); including step-up transformers (220V equipment) where necessary.
- 8 Toilet and washroom facilities including clean water and sanitation services (during setup through dismantling); Waste disposal services
- 9 Secured covered storage facilities for event equipment on site
- 10 Invitations, brochures, souvenirs and any other event collaterals
- 11 PR, Marketing and media relations
- 12 Insurance and security for the setup during installation, show period and dismantling
- 13 All risk and event cancellation insurance for all materials and equipment on site
- 14 Restoration of site grounds after the event

TERMS & CONDITIONS of CONTRACT

- 1 Validity of quotation: 7 days from date of quotation; subject to re-validation thereafter
- 2 Production of structures shall require 20 working days from date of confirmation
- 3 Client to arrange for tent locations and any charges payable for space rental and electrical supply
- 4 Client to obtain approval and permission from the building administration or Ministries for the tent and billboard design and installation of structure
- 5 If Pico is prevented from delivering the materials or executing the works by any cause beyond our control (e.g. outbreak of war, strike, riots), the client shall pay on a quantum meruit basis for any goods or materials supplied and for all work done or other obligations incurred on the client's behalf



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TERMS & CONDITIONS of CONTRACT

- 6 Rental items subject to ex-stock availability at time of order confirmation. Pico reserves the right to substitute rental stock items with equivalent where necessary.
- 7 Items (if any) supplied on rental basis must be returned to Pico in good condition at the end of the event; charges will be levied for any damages
- 8 Above quote caters for 1 time installation at the above mentioned show and venue. Stand and structure are constructed for one-time use only and will be dismantled and disposed after the exhibition. If the client wishes to keep any structure or part of stand, this must be instructed to Pico in writing before the stand installation.
- 9 The above price quoted is valid only if the project is awarded based on the entire scope of works detailed. Pico reserves the right to revise the quotation if the project is awarded in part and/or if there are changes to the specifications, design and actual site dimensions
- 10 Any additional items not mentioned in our quotations are chargeable. Quotations for any variation orders will be submitted to client for approval and confirmation. No additional works will be executed unless written confirmation is received from client.
- 11 **CANCELLATION.** If the order is cancelled after order confirmation, a fee of 50% of contract sum shall be payable to PICO INTERNATIONAL (BAHRAIN). The FULL payment is chargeable for cancellation after 2 weeks from start of fabrication
- 12 In case of **POSTPONEMENT** of Show, all rentable items will be charged on a daily rate basis.
- 13 Client to cater for insurance, including third party liability as deemed necessary. In case of any dispute, Pico's liability shall be limited to the value of the contract
- 14 Pico shall not be liable to cover for any damage to display due to vandalism, misuse or abuse. Client to take up insurance as deemed necessary.
- 15 In case of any discrepancy between design/drawings and scope of works stated, the scope of works stated in the quotation shall take precedence.
- 16 The works, equipment and any items supplied remain the property of Pico until payment is received in full. Pico reserves the right to retrieve the items supplied if payments are not made within the stipulated schedule.
- 17 Upon official order confirmation by Purchase Order or other documented communication, the client is deemed to have read, understood and accepted all stipulated terms and conditions of contract stated in this quotation.



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TERMS OF PAYMENT

- 1 Signed quotation and LPO upon order confirmation.
- 2 70% downpayment within 7 days upon order confirmation
- 3 30% balance payment upon completion of stand installation, payable before event opening.
All payments must be made as scheduled, any delays in payment may cause delays in production

To confirm your order, please sign below and fax a copy along with LPO to: +97317226555. Thank you

For Pico International (Bahrain)

Account Executive

Eman Alwan

XXXX

For Arab Open University - Bahrain Branch

I accept and confirm the abovementioned quotation and terms of contract

Authorised signature, name & stamp