SCOPE OF WORK
U.S. Embassy Kuala Lumpur
Freedom 250 Reception Sabah - Production and Design

PART I: General Information

1.1 Introduction/Description of Services.
This is a non-personal services contract to provide production and design services in support of the United States Embassy Kuala Lumpur's Freedom 250 celebratory event on September 2, 2026. The contractor shall provide all personnel, equipment, supplies, tools, materials, supervision, and non-personal services necessary to perform as defined in this Scope of Work (SOW) except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract. U.S. Embassy Kuala Lumpur will conduct an event within the city of Kota Kinabalu, Sabah, Malaysia on September 2, 2026, and is seeking a production and design firm to provide physical and audio-visual production and design services as described below.

1.2 Background.
This year, the United States of America will also be celebrating the 250th Anniversary of the signing of the Declaration of Independence in Kota Kinabalu, Sabah.

1.3 Objectives.
The objective is to promote the shared values of the American people and the people of Malaysia by celebrating the 250th Anniversary of the United States of America.

1.4 Scope.
The major goal of this project is to develop an entertaining and friendly environment for the facilitation of the required objectives of section 1.3 above. Specific objectives include: (a) creating a design plan and decorating the venue to include a main hall ballroom with in-built LED screen and surrounding indoor area that can hold all 400 guests, escalator lobby, sponsored and catered food stands, main stage and sponsor displays; (b) providing audio visual services and content to accommodate the event.

1.5 Period of Performance.
The period of performance shall be from the date of acceptance through September 2, 2026 with the actual event occurring in the afternoon and evening of September 2. Breakdown/cleanup time should be allocated for after event end time on September 2.

1.6 Point of Contact (POC).
The Embassy POC (Project Manager) will be identified by separate letter. The POC monitors all technical aspects of the contract and assists in contract administration.

1.7 Hours of Operation.
A detailed schedule of the event will be supplied prior to the event. The setup work for the event will need to be performed beginning as early as September 1, to include overnight setup work at the venue.

1.8 Place of Performance. The work will be performed at a major hotel or event space (to be determined and communicated to the contractor upon award) in the Kota Kinabalu, Sabah.

1.9 Type of Contract.
This will be a Firm Fixed Price contract

1.10 Security Requirements.
Contractor shall comply with all security protocols established by the U.S. Embassy Regional Security Office and Malaysian security services.

1.11 Post Award Meeting/Periodic Status Meetings.
After the contractor is selected and awarded, the Embassy contracting officer and POC will have a meeting to clarify SOW and contract requirements such as deliverable products, delivery schedules, special contract clauses, quality control/assurance procedures, invoicing and billing procedures, local regulations or access requirements, and/or environmental, safety and health requirements. Periodic update/status meetings to review contractor performance may be scheduled.

PART II: Government Furnished Property, Equipment, and Services

2.1 Government Furnished Support staff.
The Embassy will provide: 1) Check-in Staff. 2) Security Staff. 3) Musical instruments for performers. 4) Movers for government-furnished equipment. 5) Emcee and performers will be selected and provided by the Embassy and will include musical performers.

2.2 Equipment.
Walk-through metal detectors for security screening.

2.3 Decorations.
The Embassy will not provide decorations.

2.4 Venue-provided property, equipment, and services.
Through separate contract with the U.S. Embassy, the venue will provide the following:

a) Hotel ballroom to accommodate 400 guests, one large main performance/speech stage with built in LED screen backdrop, an AV production area, two large bars, two main catering stations, projectors, rope and stanchion for ballroom. Ballroom lobby and hallway areas for security screening and donor displays. Venue will provide the contractor and USG complete audio-visual freedom to fulfill music, sound, and display requirements.
b) Catering and bartending services.
c) Utilities, including power and wired internet services.

PART III: Contractor Furnished Items and Responsibilities

3.1 General.

The Contractor shall furnish all supplies, equipment, and services required to perform work under this contract that are not listed under Part II of this SOW. Decorations not otherwise provided by the U.S. Embassy or the venue in Part II of this SOW shall be part of the services and included in the proposal.

3.2 Design and display services.

Physical design elements, including but not limited to: banners, bunting, posters, wall hangings, photo wall with printed photos, signage, table decorations, flowers, potted plants, red carpet for receiving line, rope and stanchion for ballroom and security areas. These services will include the provision of electronic mockups no later than one month prior to the event.

3.3 Audio-visual services.

A minimum of 3 wireless microphones, lobby photo wall display, AV carts/tables, A/V connections to in-house sound and projector, technical support for AV equipment. Backline sound equipment and amplification for band. AV support of official programming, including lighting, LED screen programming, and sound control. Technical support and programming/design for LED screen programming in ballroom. Technical support and programming/design for LED screens in ballroom lobby. Cost quoted will determine the Embassy's decision to rent equipment or provide its own. The U.S. Embassy requests contractor to list equipment that will be provided within quoted costs.

3.4 Quality Standards.

All materials and services shall be of professional quality suitable for a diplomatic event. Decorations shall reflect American patriotic themes while respecting Malaysian cultural sensitivities.

3.5 Coordination.

Contractor shall coordinate directly with the venue regarding load-in times, power requirements, rigging points, and other technical specifications. Contractor shall attend all required planning meetings as scheduled by the Embassy POC.