STATEMENT OF WORK
U.S. Embassy Kuala Lumpur
Freedom 250 Sabah Reception Venue

PART I: General Information

1.1 Introduction/Description of Services

This is a non-personal services contract to provide a venue and support for the United States Embassy Kuala Lumpur's Freedom 250 celebratory event on September 2, 2026. The contractor shall provide all personnel, equipment, supplies, facilities, tools, materials, supervision, and non-personal services necessary to perform venue support as defined in this Statement 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 venue to accommodate the event hall, meeting rooms and VIP rooms, to include catering for 400 invited guests.

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 1.2 above. We are seeking a facility that provides sufficient space for the guests and requirements. Specific objectives include: Providing a venue to accommodate (a) a main hall ballroom and surrounding indoor area that can hold 400 guests, sponsored and catered food stands, main speaking and performing stages and sponsor displays; (b) a VIP room that can hold 20 persons; (c) dressing rooms to accommodate up to 20 performers; (d) catered buffet style service and bar service for attendees, staff and performers (approximately 40 staff and performers) during the event; (e) audio visual needs to accommodate the event, see details in paragraph 4.2; (f) design and decorations at all event spaces (room and hallways) in accordance to the central theme that will be determined by the Embassy Project manager. Event specifics are subject to change and additional services may be requested or modified.

1.5 Period of Performance

The period of performance shall be September 1 through September 2, 2026 with the actual event occurring in the afternoon and evening of September 2nd.

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 approximately one month before the event. The facility will need to be available for Embassy personnel for all of the period of performance dates.

1.8 Place of Performance
The work will be performed at a venue within the city of Kota Kinabalu, Sabah. Venue address will be determined upon award of the contract venue site.

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

1.10 Security Requirements
The venue will be required to have the ability to adhere to the strict security requirement of the United States Embassy and Malaysian security services, as determined by the U.S Embassy Regional Security Office.

1.11 Post Award Meeting/Periodic Status Meetings
After the contractor is selected and awarded, the Embassy contracting officer and POC will have meetings 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) Production Staff as needed to coordinate production elements with venue staff or outside production contractors. 4) Movers for government-furnished equipment. 5) Performers.

2.2 Food and Beverage
The Embassy will provide all alcohol for the event. Vendor to provide displays, snack foods and non-alcoholic beverages. The venue will work with the Embassy on creating a menu that incorporates Embassy provided food and aligns with Embassy requirements.

2.3 Equipment
The Embassy will provide iPads and laptops for the check-in line. Metal detectors for security screening.

PART III: Contractor Furnished Items and Responsibilities

3.1 General

The Contractor shall furnish all supplies, equipment, facilities 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 in Part II of this SOW shall be part of the services and included in the proposal.

PART IV: Specific Tasks

Event Space:

4.1 Main Ballroom

One (1) large ballroom to accommodate 400 guests with a foyer, one large main performance/speech stage with built in LED screen backdrop, one AV production area. Skirted/dressed rectangular tables for two (2) large bars and for two (2) main catering stations. Contractor shall provide cocktail tables, some chairs, and sofas for guests. Embassy requests contractor to list furniture included in the quoted costs.

4.2 Meeting Rooms, Hold Rooms

At least two rooms each capable of seating 20 people, with chairs and tables for visitors. All meeting and hold space shall be located on the same floor or on two floors that are directly above/below each other and are located within close proximity of each other.

4.3 Security Room/Command Post

Two rooms with chairs for 20 visitors and storage of security and medical items. Space should be located near main ballroom. This space must be able to be locked and secured at the discretion of the Embassy event coordinator.

4.4 Sponsor Space

Large open hallway/common area/foyer adjacent to main ballroom. Ten (10) skirted rectangular tables (preferably 2m) set with two (2) chairs each, to be used vendor style. Standard wall outlets must be accessible for use. Tables are used by event Sponsors providing information and to display sponsor products and information. Built in LED screens around the area is preferred.

4.5 Event Check in and Security Space

Location in close proximity to the main entry area, easily accessible to event guests upon arrival. Four (4) skirted/dressed rectangular tables, preferably 2m long, with two chairs per table. Rope and stanchion to demarcate security area limits and to create separate screening lines. Power for standing metal detectors and any other U.S. Embassy-furnished security equipment. Location should have good internet reception.

4.6 Dressing Room

Space for approximately 20 performers with appropriate facilities (mirrors, restrooms, etc.)

4.7 Parking
Covered parking (200 spaces minimum) with elevator access to the same building as the event location.

4.8 Decorations The venue should provide a package for red, white, and blue decorations that meet the Embassy requirements, including, but not limited to, centerpieces, wall and ceiling decor, floral arrangements, lighting, Malaysian and United States of America flag displays, stage displays, etc.

Audiovisual Equipment:
4.9 Provided by Contractor
Two (2) Podiums, wireless microphones, built in LED screens, stages, AV/carts/tables, A/V connections to in-house sound and LED screens, technical support for AV equipment and wireless internet service. Costs 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.

4.10 Provided by Embassy
Should the Embassy provide its own equipment, the Embassy requests A/V freedom and will be permitted to connect its equipment to the contractor's electrical outlets, house sound and A/V connections within the facility and for the duration of the event with no additional cost to the government for use of contractor's electrical power service.

Catering:
4.11 Contractor shall provide catering services for 400 guests. Service shall include at least two bar stations serving soft drinks and U.S. Embassy-furnished alcoholic beverages, two buffet-style food areas featuring eight to ten options, and Embassy-furnished food/snack items. Food and beverages will also be available to staff and performers, as outlined in Section 1.4. Embassy requests contractor to provide estimate of waitstaff ratio to guests that is included in the quoted costs.

4.12 The government shall provide the contractor with a final headcount of guests one week prior to the event date. The U.S. Embassy will not be responsible for any costs above those calculated based on the final counts provided.

4.13 The contractor must be willing to work with Embassy provided ingredients, foods, and/or beverages, as instructed.

Part V: Other:
4.14 Contractor shall provide or agrees to the following miscellaneous items for the duration of the event: Directional signage, such as easels or other highly visible navigation aids to the event from the parking level and from the main entrance. All signage shall be in English.

4.15 The contractor agrees to allow the Embassy A/V freedom, the ability to utilize the Embassy's own technicians, own A/V equipment, to include sound, power, projection, screens, laptops and internet connections (routers, LAN, wireless).

4.16 Contractor shall provide ceremonial flag poles and flag bases, Embassy will provide the flags. Contactor shall provide a detailed copy of their floor plan. Contractor shall provide all engineering and safety approvals and personnel as needed to put on the event in keeping with local safety and security requirements.