

## ***PAI THEE KONG (JADE EMPEROR GOD'S BIRTHDAY) CELEBRATION 2020*** **QUOTATION SUBMISSION GUIDELINES**

### **INTRODUCTION**

The *Pai Thee Kong* (Jade Emperor God's birthday) Celebration will be held on 1 February 2020 in the surrounding area of Chew Jetty in Weld Quay, George Town. Since 2016, George Town World Heritage Incorporated has been organising the countdown event hosted by the State Government of Penang, and jointly organised with the service centre of YB Daniel Gooi Zi Sen, State Assemblyman of Pengkalan Kota and Penang Global Tourism. The Celebration aims to preserve the tradition and continue the local communities' ritual practices, and empower the clan jetties communities by providing them with relevant resources for the event.

### **SCOPE OF WORK**

1. Develop, manage and execute the Celebration's logistics masterplan and timeline.
2. Adhere to project timeline and budget guidelines, and ensure payments are sent to vendors on time.
3. Create a strategy for revenue and sponsorship from other parties, with marketing and promotion of the Celebration.
4. Direct and manage set up and clean-up onsite.
5. Submit event report with SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis, and detailed financial audited report of expenses to George Town World Heritage Incorporated upon deadline.

### **SUBMISSION OF QUOTATION**

1. Submit quotation (with amount not more than RM70,000) via email to **vick@gtwhi.com.my** by **15 Nov 2019 (Friday), 12pm**.
2. Shortlisted submissions will be notified within two weeks after the closing date.
3. For more information, please contact Mr Vick Quah (016-561 3523, vick@gtwhi.com.my).

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