PETAC
Penang State EXCO Office
for Tourism And Creative Economy

REQUEST FOR PROPOSAL

FOR

CHAP GOH MEH FESTIVAL 2027

THE SECRETARIAT
PENANG GLOBAL TOURISM SDN BHD (PGT)

8B (FIRST FLOOR) THE WHITEAWAYS ARCADE
LEBUH PANTAI GEORGE TOWN
10300 PULAU PINANG
MALAYSIA

1.0 INTRODUCTION

The Penang State Government organises the annual Chap Goh Meh celebration, bringing the public together through cultural performances, traditional games and festive activities. Meaning “the fifteenth night” in Hokkien, Chap Goh Meh marks the final day of Chinese New Year and is celebrated with joy, cultural traditions and community participation.

On behalf of the Penang State EXCO for Tourism and Creative Economy (PETACE), Penang Global Tourism (PGT) invites proposals through this Request for Proposals (RFP) for the planning, organisation and delivery of the **Penang Chap Goh Meh Celebration 2027**.

1.1 The Proposed Project

The scope of work includes, but is not limited to, concept development, event planning, programme curation, event management, recruitment and coordination of participants and personnel, content creation, promotion, marketing and stakeholder engagement.The event aims to provide a platform to showcase Penang’s arts, culture and heritage, encourage community and visitor participation, and bring stakeholders together to support the local economy. Proposals should position the celebration as a distinctive tourism event that strengthens Penang’s appeal as a destination through creative programming, meaningful engagement and sustainable event practices. The budget for the event is RM350,000. The proposed date for Chap Goh Meh Celebration 2027 will be on 20th February 2027.

1.2 Potential Vision for Chap Goh Meh Celebration 2027

The Bidder is encouraged to take the potential of the event with its heritage element and incorporate aspects of creative industry with sustainable tourism.

Aspects of the event that must be considered shall include the following:

i. Unique Creative Spaces and Performances

ii. Sustainable Planning and Design

iii. Creation of Unique Tourism Experiences

iv. Content Development and Promotion

v. Audience and Community Engagement

2.0 INSTRUCTIONS TO THE BIDDER

2.1 General Scope

The successful Bidder is required to have a comprehensive understanding of the following:

i. Penang City Council Requirements and/or relevant authorities;

ii. Design features that will attract local and global tourism market to Penang;

iii. Cultural and Heritage element

2.2 Project Implementation

The following is the proposed schedule for the implementation of the Project:-

Issue Request For Proposal	29th October 2026
Submission of Proposal	19th November 2026
Tabling to PETACE / Penang Global Tourism Board of Directors	25th November 2026
Letter of Award	27th November 2026
Signing of Agreement	1st December 2026
Completion and Post-event report	1 month after event

2.3 Evaluation Criteria

The PGT views the Chap Goh Meh Festival 2027 as one of the most significant event for Penang. Therefore, proposals should be submitted which are creative, innovative and of the highest design as well as performance quality.

The proposed Chap Goh Meh Festival 2027 shall also be evaluated on the following criteria:

i. Overall Event Criteria:

ii. Quality of Design:

iii. Vibrant Programming:

iv. Technical Ability and Experience

2.4 Evaluation Process

Preliminary review shall be done for all submitted documents, which shall be checked for adequacy and completeness. If any of the required documents, attachments or forms are substantially incomplete or not duly signed by an authorised representative then the application shall not be considered for further evaluation.

Detailed assessment of the proposals shall be done based on the evaluation criteria as set out previously. Only those proposals which have passed the criteria shall be further tabled for final consideration.

3. DETAILS OF INFORMATION TO BE PREPARED BY BIDDER

The Bidder is requested to submit complete information on its proposal ("Proposal") for the proposed Chap Goh Meh Festival. The Proposal shall consist of the following:-

3.1 General Information

This section of the proposal shall contain an executive summary comprising an overview of the Bidder, the event to be implemented, the implementation schedules and costs involved. The Bidder is also requested to submit complete information on the Company's Profile (as per Appendix A) which includes aspects listed below :

i. Company Name;
ii. Company Registration No.;
iii. Year of Incorporation;
iv. Nature of Main Business;
v. Location of Head Office and Branch Offices;
vi. Telephone No., Fax No. and E-mail Address;
vii. Top Management Information

The Bidder is also expected to submit a copy of its registration certificate from Companies Commission of Malaysia (SSM), Section 58 Notification of Change in the Register of Director, Managers and Secretaries (previously named Form 49) or Particular of Directors/Officers and Kod bidang registered with Ministry of Finance (MOF).

3.2 Project Feasibility

3.3.1 General

The Proposals must submit their proposal with sufficient information to enable evaluation of the design and program being considered.

3.3.2 Physical Design of Project

For the overall design, the Bidder is required to provide visual representations in the form of plans, section and elevation drawings.

3.3 Tourism and Marketing Strategies

Project Sponsor must provide an outline of marketing and tourism strategies to promote the event

4. TERMS AND CONDITIONS

4.1 Bidder are invited to submit their Proposal(s) according to the requirements contained in this document. Any failure to provide all the information / documents specified may result in rejection of the Proposal or awarding of a lower rating.

4.2 Bidder shall bear all costs associate with the preparation and submission of its Proposal which must be delivered on or before 5.00pm, 25 November 2024 (Monday). Proposals received after the closing date and time specified above will not be entertained.

4.3 Two (2) hardcopy of the Proposal must be submitted to the following address:

The Secretariat
Penang Global Tourism Sdn Bhd (PGT)
8-B (1st floor) The Whiteaways Arcade, Lebuh Pantai, George Town, 10300 Penang.

and email the proposal to proposals@penangglobaltourism.com

4.4 Submissions shall be placed in a sealed envelope, clearly marked at the top-right-hand-corner of the parcel as:

"CHAP GOH MEH FESTIVAL 2027".

4.5 All Proposals shall be in English and not to be in any other language.

4.6 The Proposal must be accompanied by a cover letter signed by an official who is authorised to act on behalf of the organisation that is submitting the Proposal

4.7 Bidder are required to sign the Integrity Pact Declaration Form and to understand the 'Clause on Prevention on Corruption in Government Procurement Documents'

4.8 Any suggestions for additional features or alternatives, within the general framework specified are welcome.

4.9 Companies participating in this exercise may either submit Proposals on their own or in collaboration with others. However, the role and responsibility of each company must be clearly stated.

4.10 No amendments shall be made to the Proposal after its submission without the written consent of the State Government.

4.11 PGT has the absolute discretion to accept or reject the submitted Proposal and is not obligated in any way to award the project to the person(s) and or company(ies) submitting the Proposal. PGT is not required to provide any reason whatsoever

4.12 After the issuance of the RFP, information relating to the contents, examination, evaluation and comparison of Proposals and recommendations

concerning the award of contract shall not be disclosed to the respondent or other persons not officially concerned with the process.

4.13 Only shortlisted and/or successful company(ies) responding to this RFP will be notified of their status and will be required to make a presentation of their Proposal. There will be no notification of status of the award to unsuccessful company(ies).

4.14 PGT is not obliged to inform or provide details of the selection process to either successful or unsuccessful Bidder

4.15 The successful Bidder shall be required to enter into a formal agreement with the State Government. The State Government owns the right to identify which state authority / agency to be assigned as a party or representative for the agreement signing purposes.

4.16 Failure of the successful Bidder to comply with the stipulated requirement shall constitute sufficient grounds for the annulment of the award.

4.17 Whilst care is taken to ensure that the facts and information contained in this RFP are correct at the time it is presented, PGT hereby makes no representation as to the accuracy and adequacy of such facts and information contained in the RFP. PGT shall not be liable for any inaccuracy or inadequacy of such facts and information.

Appendix A

COMPANY PROFILE FORM

1. **Company Name :** _____
2. **Company Registration No. :** _____
3. **Year of Incorporation :** _____
4. **Nature of Main Business :** _____
5. **Office Location**

5.1 Head Office Address : _____

_____

_____

5.2 Branch(es) Address : (i) _____

_____

_____

(ii) _____

_____

6. Contact No.

6.1 Telephone No. : _____

6.2 Fax No. : _____

6.3 E-mail Address : _____

7. Type of Organization

7.1 Sole Proprietorship :

a. Owner Name : _____

b. NRIC No. : _____

8. Top Management Information

Name	Position	Date Joined

(Please use additional paper if necessary)

Appendix B

DECLARATION

To the best of my knowledge I declare that the information given in the Proposal is correct.

Signature	:	_____
Name	:	_____
Designation	:	_____
Date	:	_____
Company Stamp	:	_____
Signature of Witness	:	_____
Name	:	_____
Designation	:	_____
Date	:	_____

Appendix C

INTERGRITY PACT DECLARATION FORM

BIDDER'S DECLARATION FORM FOR

REQUEST FOR PROPOSAL FOR CHAP GOH MEH FESTIVAL 2027

I, ……**(Name of Company Representative)**

NRIC No. …… representing ……..... **(Name of Company)** with registration number …….

(MOF/PKK/CIDB/ROS/ROC/ROB) hereby declare that I, or any other individual(s) representing this company, shall not offer or give bribes to any individual(s) in **Penang Global Tourism (PGT)** or any otherindividual(s), as an inducement to be selected in the aforementioned RFP.I attach herewith a Letter of Authorisation which empowers me, as a representative of the aforementioned company, to make this declaration.

2. If I, or any individual(s) representing this company, is offering or giving anybribes to any individual(s) in **PGT** or any other individual(s) as a inducement to beselected in the aforementioned RFP, I hereby agree, as a representative of the aforementioned company, for the following actions to be taken:

i. Revocation of the contract offer for the aforementioned RFP; or
ii. Termination of contract for the aforementioned RFP; and
iii. Other disciplinary action according to the Government ProcurementRules and regulations currently in force.

3. In the event where there is any individual(s) who attempts to solicitate any bribe from me or any individual(s) related to this company as an inducement tobe selected for the aforementioned RFP, I hereby pledge to immediately report such act(s) to the Malaysian Anti-Corruption Commission (MACC)'s office or at the nearest police station.

Sincerely,

…… (Signature)
(Name and IC Number)

Company Stamp:

Appendix D

INTERGRITY PACT DECLARATION FORM

SUCCESSFUL BIDDER'S DECLARATION FORM FOR

REQUEST FOR PROPOSAL FOR CHAP GOH MEH FESTIVAL 2027

I, ……**(Name of Company Representative)**

NRIC No. …… representing ……..... **(Name of Company)** with registration number …….

(MOF/PKK/CIDB/ROS/ROC/ROB) hereby declare that I, or any other individual(s) representing this company, shall not offer or give bribes to any individual(s) in **Penang Global Tourism (PGT)** or any otherindividual(s), as an gratification for being selected in the aforementioned RFP. I attach herewith a Letter of Authorisation which empowers me, as a representative of the aforementioned company, to make this declaration.

2. If I, or any individual(s) representing this company, is offering or giving anybribes to any individual(s) in **PGT** or any other individual(s) as a gratification for being selected in the aforementioned RFP, I hereby agree, as a representative of the aforementioned company, for the following actions to be taken:

i. Revocation of the contract offer for the aforementioned RFP; or
ii. Termination of contract for the aforementioned RFP; and
iii. Other disciplinary action according to the Government ProcurementRules and regulations in force.

3. In the event where there is any individual(s) who attempts to solicitate any bribe from me or any individual(s) related to this company as an gratification for being selected for the aforementioned RFP, I hereby pledge to immediatelyreport such act(s) to the Malaysian Anti-Corruption Commission (MACC)'s office or at the nearest police station.

Sincerely,

…… (Signature)
(Name and IC Number)

Company Stamp:

Appendix E

"CLAUSE ON PREVENTION ON CORRUPTION IN GOVERNMENT PROCUREMENT DOCUMENTS"

Termination on Corruption, Unlawful or Illegal Activities

(a) Without prejudice to any other rights of the Government, if the [Company/Firm], its personnel, servants or employees is convicted by a court of law for corruption or unlawful or illegal activities in relation to this [Agreement/Contract] or any other agreement that the [Company/Firm] may have with the Government, the Government shall be entitled to terminate this [Agreement/Contract] at any time, by giving immediate written notice to that effect to the [Company/Firm].

(b) Upon such termination, the Government shall be entitled to all losses, costs, damages and expenses (including any incidental costs and expenses) incurred by the Government arising from such termination.

(c) For the avoidance of doubt, the Parties hereby agree that the [Company/Firm] shall not be entitled to any form of losses including loss of profit, damages, claims or whatsoever upon termination of this [Agreement/Contract].