

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: APRIL 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A Social Media & Website Management					
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B Creative Design					
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Collateral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft	1 month		
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterium, Track, Road Race, ITT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMqotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24				SUBTOTAL (RM)	
25				SST (6%)	
26				TOTAL (RM)	

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: MAY 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A Social Media & Website Management					
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B Creative Design					
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Colleteral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft	1 month		
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterium, Track, Road Race, ITT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMqotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24				SUBTOTAL (RM)	
25				SST (6%)	
26				TOTAL (RM)	

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: JUNE 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A Social Media & Website Management					
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B Creative Design					
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Collateral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft	1 month		
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterium, Track, Road Race, ITT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMgotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24	SUBTOTAL (RM)				
25	SST (6%)				
26	TOTAL (RM)				

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: JULY 2021
PROGRAMME: JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A Social Media & Website Management					
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B Creative Design					
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Collateral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft			
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterion, Track, Road Race, ITT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMqotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24				SUBTOTAL (RM)	
25				SST (6%)	
26				TOTAL (RM)	

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: AUGUST 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A	Social Media & Website Management				
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B	Creative Design				
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Collateral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft			
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterion, Track, Road Race, ITT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMgotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24				SUBTOTAL (RM)	
25				SST (6%)	
26				TOTAL (RM)	

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: SEPTEMBER 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A	Social Media & Website Management				
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day mangement	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B	Creative Design				
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Colleteral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft	1 month		
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterium, Track, Road Race, ITT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMgotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24				SUBTOTAL (RM)	
25				SST (6%)	
26				TOTAL (RM)	

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: OCTOBER 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A	Social Media & Website Management				
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B	Creative Design				
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Collateral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft	1 month		
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterium, Track, Road Race, ITT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMaotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24				SUBTOTAL (RM)	
25				SST (6%)	
26				TOTAL (RM)	

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: NOVEMBER 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A	Social Media & Website Management				
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B	Creative Design				
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Collateral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft	1 month		
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterium, Track, Road Race, ITT and Clinic)			A4 Size	1 month
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMgotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24					SUBTOTAL (RM)
25					SST (6%)
26					TOTAL (RM)

JOB SPECIFICATIONS : CREATIVE DESIGN, WEBSITE & SOCIAL MEDIA MANAGEMENT
MONTH: DECEMBER 2021
PROGRAMME : JUNIOR CYCLING MALAYSIA

No.	Item	Description	Durations	Cost Per Unit (RM)	Total (RM)
A	Social Media & Website Management				
1	Official Facebook content and day-to-day management	Daily and event content	1 month		
2	Official Twitter content day-to-day management	Daily and event content	1 month		
3	Official Instagram content day-to-day management	Daily and event content	1 month		
4	Official YouTube content day-to-day management	Daily and event content	1 month		
5	Providing Social Media strategies and tactics	Daily and event content	1 month		
6	Social Media Accounts Monthly Report	Monthly report	1 month		
7	Website Editorials	Weekly	1 month		
8	Website daily updates	Opening registration, event content	1 month		
9	Website daily minor changes		1 month		
10	Website half yearly interface change request				
12	Website housekeeping		1 month		
13	Website monitoring		1 month		
14	Website weekly maintenance, backups and updates		1 month		
15	Web hosting registration, setup and management		1 month		
16	Plugin and upgrades on content management system		1 month		
17	Newsletter assistance management		1 month		
18	Copywriting		1 month		
B	Creative Design				
19	Managing JCM logo and brand development		1 month		
20	Website design				
21	Collateral artworks for printing				
	- Street Banner (Event Location Info and Registration)	10ft x 4ft	1 month		
	- Street Banner (Generic)				
	- Street Bunting (Event Location Info and Registration)	6ft x 2ft			
	- Street Bunting (Generic)				
	- Body Bibs (1-1000)	Template Provided	1 month		
	- Bike Tag (1-1000)				
	- Certificate (Criterion, Track, Road Race, IIT and Clinic)	A4 Size	1 month		
22	Social Media Content Artwork	Perfect square size for social media	1 month		
	- JCM101				
	- JCMqotw				
	- JCMrider				
	- JCMracecard				
	- Register Now				
	- Track Profile				
	- Race Pack Collection				
	- Walk-in Registration				
	- Schedule				
	- Event Layout				
	- Results				
23	Other Request		1 month		
24				SUBTOTAL (RM)	
25				SST (6%)	
26				TOTAL (RM)	