# **Annex A – Terms of reference and technical offer form**

1. **Information**

Bidders are encouraged to use the technical form for the submission to facility the evaluation of the technical offers and assess if the company has the minimum required.

Plan International seeks to contract the services of event management company under Long-Term Agreement for a period of 2 years with a possible extension of 1 year on an non-exclusive basis.

The contracting company will assure the quality and professionalism to carry out the service to a high level of accuracy and confidentiality.

Tender: RFQ UA-85\_2024

Description: Event management services for Plan International

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Focal point from the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company technical requirement:**

|  |  |  |
| --- | --- | --- |
| **Company Structure and Experience** | **YES/NO** | **Please attach to this form all the relevant documentation that proves your expertise and compliance with the requirements.** |
| Copy of company registration certificate, tax certificate and financial statements/audit reports for the last 3 years |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Ability to organize events, including company size and brochure of the company |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Minimum 5 years of experience in the market providing event services |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of clientele list with minimum of 3 references, confirming satisfactory service delivery and among which at least 1 is from a similar international corporate client or institution |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of simultaneous interpretation with equipment |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of all kinds of equipment and decor/styling for events |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of venues and catering services |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of photographers, videographers with equipment |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of video and printing materials |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of visibility materials (badges, banners, gift bags, etc). |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of security and logistics (delivery / transportation) services |  | *To be submitted together with this form and submitted via email as per the tender information.* |

**PROVISION OF SERVICES**

The following services are being requested:

1. Organizing, planning and coordinating evens

2. Conference room renting services

2. Catering services

3. Translations services with technical equipment for simultaneous translations

4. Delivery / transportation services

5. Security services for events

6. Providing photo and video services

7. Providing printing materials and visibility items

Plan International may organize site visits following quotation submission deadline to assess and ascertain accuracy of information submitted as part of your RFQ.

Vendor can provide the following Services related to organization of events: market research, obtaining offers from potential suppliers, negotiating best conditions of offers, contracting of services and supplies on behalf of Client (venue rental, audio - video equipment rental, catering services, visibility and printing materials, decoration, etc), covering of payment of advances for the services and final payments after the Events to the supplier.

The actual request for services with a detailed description of the work and the expected time frame for their provision will be formed as an Annex to the Agreement during its validity period in case of need for such services. Such Annexes to the Agreement will be executed in accordance with the program needs of Plan International and available financial resources.

If necessary, Plan International may create a list of three (3) vendors who will be identified as preferred vendors for the provision of event organization and management services. Each time the need for event organization arises, these 3 vendors will be provided with detailed information about the event to provide an approximate budget for the event. Based on the submitted proposals, Plan International will select one (1) vendor to continue organizing a specific event by signing an Addendum to the Event Management Agreement.

No financial income is guaranteed because of signing the Agreement.

Payments will be done via bank transfer within max. 30 calendar days after acceptance of the services, and delivery of the following payment documents to the requesting unit:

- original signed and stamped itemized invoice

- fiscal bill

- any other relevant documents, if any.

**Date of submission:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In the capacity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Official Stamp of the Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**