## 

## **Annex 2:** Format ofTechnical Proposal

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| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert Title of services] | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* Organizational/company profile with brief description of the organization, institutional capacity and an outline of recent experience in providing events management services for events of a similar nature for not less than 3 years.
* Minimum 3 proofs of recent experience in managing similar large scale national / international conferences for international institutions. Proofs should include information on event profile, budget, audience type (including participation by very senior government officials, e.g., from undersecretary level up), events management services provided, concept design for the event, team structure that supported the event management.
* Latest business Registration Certificate
* A copy of the audit financial statements of the company, or any equivalent document, for the last financial years. (profit and loss account).
* Minimum 3 reference letters from recent clients for similar large scale national / international conferences.

Key Account Manager:

The contractor shall nominate a Key Account Manager(s) who shall be a focal point for the purpose of performing the Services and co-ordinating them with the organizer.

He/she shall have at least 7-10-year relevant experience and shall able to resolve any logistic or operational issues related to the event.

He/she will coordinate and verify/ensure the delivery of the requested services. They must be available on request during business hours and during the event itself, to ensure the smooth running of the event concerned and deal with any problems that arise.

Please attach CVs.

**SECTION 2: Proposed Implementation Approach**

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements and providing a description on the how the proposed approach meets or exceeds the requirements.

* Please describe the conference package.
* Please list direct agreements with hotels and conference venues your company has and general approach to booking venues and accommodations.
* Please provide information on how transportation services are expected to be provided.
* Please provide information on how translation services are expected to be provided.
* Please demonstrate how your company will deal with incoming requests for events management where several requests are required in more than one place.
* Please elaborate on the risk mitigation system, presence of the personnel/monitoring system(s) to manage events, a system of ensuring the quality of services provided.