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## **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**

* 1. Brief description of the company profile and types of activities undertaken.
  2. General organizational capability: management structure, financial stability and project financing capacity.
  3. Up to 3 references to previous major conferences organized.

**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.
* Prepare and provide all participants with a COVID-19 Protocol for all event days.

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