

# EXPRESSION OF INTEREST (EOI)

for

## Bandarban CHTDF's Office

Reference: EOI/2014-CHTDF02

Pre-qualification of Organizations/Companies for undertaking Event Management Services

Closing Date and Time for the EOI Submission: 16 November 2014 Sunday; 4:30pm

### A. BACKGROUND

UNDP's programme for the Promotion of Development and Confidence Building in the Chittagong Hill Tracts (CHT) through its Chittagong Hill Tracts Development Facility (CHTDF) works for the overall development of opportunities for all peoples and communities resident in the CHT. The development purpose of the programme is to support the Government of Bangladesh and enable the institutions of the CHT and their constituent communities to pursue accelerated, sustainable socio-economic development and regional poverty reduction, based on the principles of self-reliance, local participation, and decentralized development.

Since its inception in 2003 CHTDF, UNDP has expanded its offices. Currently there are 3 district offices and in Rangamati, Khagrachari and Bandarban. Beside these offices, CHTDF works in the 25 Upazila offices located in the three districts of CHT. Working with the communities on the CHT requires meetings workshops, seminars and related events which require organizing and management.

### B. PROCUREMENT OF SERVICES

#### 1. Objective

CHTDF- UNDP regularly organizes conferences, workshops, seminars and meetings ("Events") in respect of its programme implementation in Chittagong Hill Tracts. To achieve cost efficiency from economies of scale while ensuring outstanding quality of services, it has been decided to consolidate all Events Management requirements and enter into a common contract(s) with qualified vendors. CHTDF- UNDP desires to conclude a pre-qualification for a maximum period of three (3) years for Event Management services with organizations with experience in this area. The successful organization (hereinafter referred to as the "Contractor(s)") shall be contracted on a need basis for specific events or group of events and the contract shall be renewable upon satisfactory evaluation of performance. UNDP will select at least two or more qualified Contractors based on the results of competitive process. The pre-qualification shall not guarantee an estimate volume of sales on the part of CHTDF. The service provider(s) will be contacted separately regarding the requirements for the individual events or group of events covered by this TOR.

#### 2. Participants

Prospective local, regional, and national organizations are invited to participate in the Expression of Interest (EOI) to provide services listed below,

- Finding a suitable venue for organizing conferences, meeting, seminars: source subcontractors, agree terms and sign a contract for respective services;
- Providing meals, coffee-breaks during the events, liaise with an appropriate catering supplier and manage all catering requirements;
- Organise Event branding materials as required.
- Provide any administrative support as may be required for the event

### 3. Evaluation and Eligibility

The United Nations Development Programme (UNDP) in Bangladesh hereby requests Expression of Interest (EOI) from interested Companies having presence in Bangladesh to identify and short-list the potential Organizations/Companies with demonstrable technical and financial capabilities to be invited for the next step of the Procurement process (RFP/ITB/RFQ) to carry out the required services, as and when necessary.

The evaluation and pre-qualified criteria for the EOI are mentioned below:

Criteria	Benchmark
<b>Organizational Profile</b>	<ul style="list-style-type: none"><li>• Profile (which should not exceed fifteen (15) A4 pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations</li><li>• <b>Business Licenses – Registration Papers, Tax Payment Certification, etc.</b></li><li>• Documentary evidence in support of experience in organizing community events in the CHT</li><li>• The organization should have physical presence in <b>Bandarban</b></li></ul>
<b>Technical capacity</b>	<ul style="list-style-type: none"><li>• Proven experience and strong track record in organizing and managing events</li><li>• Experience in managing small to medium scale events/ trainings/ workshops for the last 3 years either internally or for a third party.</li></ul>
<b>Financial Capacity</b>	<ul style="list-style-type: none"><li>• Latest Financial Statement</li></ul>
<b>Track Record</b>	<ul style="list-style-type: none"><li>• Minimum 2 clients/ partners list containing details of accomplished assignments and value of the assignments within past 5 years.</li></ul>

***Note: All Prospective vendors must submit necessary documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.***

### 4. Process

Once the submission date of the EOI has passed, UNDP- CHTDF will evaluate all responses submitted. UNDP reserves the right to undertake a physical capacity assessment of the Organizations/Companies premises during the course of the short-listing, if deemed necessary. Only successful participants will be notified by email of the outcome of the evaluation.

On the basis of the EOI evaluation, qualified Organizations/Companies will be pre-qualified and invited to participate in the RFP/RFQ/ITB for undertaking any upcoming specific Event Management Services in the near future required for UNDP- CHTDF.

### 5. Submission details

Interested suppliers/contractors must provide sufficient evidence/documents to validate their qualifications mentioned in the table “The evaluation and pre-qualified criteria for the EOI”

Please note that any application will not be considered if all documents mentioned in the table “The evaluation and pre-qualified criteria for the EOI” under the section 3(Evaluation and Eligibility) would not be submitted. Any prospective organization can provide any other additional

documents/information apart from the information requested above, if the organization feels that such documents/information will be useful for the evaluation.

#### **6. Closing date of submission and Contact Details**

The EOI and any supplementary documentation must be submitted to UNDP Bangladesh on or before **16 November 2014 Sunday ; 4:30pm.** and to address below:

**CHTDF-UNDP Office**  
**BHDC Guest House, Bandarban**

Please clearly indicate **"Expression of Interest for the Provision of Event Management Services – CHTDF, Bandarban Office"** on the envelop.

Contact Details for CHTDF:

**Protul Dewan**  
Procurement Associate  
UNDP - CHTDF  
E-mail: [protul.dewan@undp.org](mailto:protul.dewan@undp.org)

#### **7. Pre-Proposal Conference**

A pre-proposal conference will be held on **November 3, 2014 Monday at 10:30am. At CHTDF, Bandarban Office.** All interested organizations are requested to participate at the meeting. Maximum two (2) participants from each organization are allowed.

#### **8. Further information**

This EOI does not constitute a solicitation. UNDP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; such actions by UNDP will either be posted publicly or directly communicated to all participants, as appropriate. Invitations to participate in RFP/RFQ/ITB will be called for and any subsequent contract will be issued in accordance with the rules and procedures of UNDP.

Sincerely yours,



**Kenae Ramodimoosi**  
Operations Manager CHTDF



## EOI TERMS OF REFERENCE

### **Pre-qualification of Organizations/Companies for providing support to Events organization for CHTDF, Bandarban Office**

<b>A. Project Title:</b>	
Chittagong Hill Tracts Development Facility (CHTDF)	
<b>B. Description of the Assignment:</b>	
<p>CHTDF- UNDP regularly organizes conferences, workshops, seminars and meetings ("Events") in respect of its programme implementation in Chittagong Hill Tracts. To achieve cost efficiency from economies of scale while ensuring outstanding quality of services, it has been decided to consolidate all Events Management requirements and enter into a common contract(s) with a qualified vendors</p> <p>CHTDF- UNDP desires to conclude a pre-qualification for a maximum period of three (3) years for Event Management services with an organization with experience in this area. The successful organization (hereinafter referred to as the "Contractor(s)") shall be contracted on a need basis for specific events or group of events and the contract shall be renewable upon satisfactory evaluation of performance. UNDP will select at least two or more qualified Contractors based on the results of competitive process. The pre-qualification shall not guarantee an estimate volume of sales on the part of CHTDF. The service provider(s) will be contacted separately regarding the requirements for the individual events or group of events covered by this TOR.</p>	
<b>C. Project Description:</b>	
<p>To organize and provide logistical support for different events for CHTDF-UNDP. CHTDF as part of implementing its projects regularly conducts meetings, workshop and related community gatherings in the CHT Upazillas and District towns. Contracted organizations will responsible for Hiring a venue for such events -</p> <p>Organizing meals for participants Paying travel allowances and any related services as required.</p> <p>Specific detail deliverables of the event/s will be communicated to the contractor for quotation prior to the event.</p>	
<b>D. Scope of Work</b>	
<p><b>Brief Description of the Required Services</b></p> <p>Prospective local, regional, national organizations with experience in organizing community events are invited to participate in the Expression of Interest (EOI) to provide services listed below on behalf of CHTDF for events organized in the three districts of the Chittagong Hill Tracts.</p> <ul style="list-style-type: none"><li>• Finding a suitable venue for organizing conferences, meeting, seminars: Make arrangements with e subcontractors, agree terms and sign a contract for respective services/venue;</li><li>• Providing meals, coffee-breaks during the events, liaise with an appropriate catering supplier and contract manage all catering requirements;</li><li>• Organize event Branding materials like banners and fliers.</li><li>• Provide any administrative support as may be required for the event.</li></ul>	
<b>E. Expected Outputs</b>	

The Contractor(s) shall upon, request and receipt of duly authorized instructions from UNDP, facilitate the organization and make all necessary arrangements in organizing events in CHT. Specifically, the Contractor(s) shall organize some or all of the following activities:

Activity	COST TO UNDP	Charges by contractor (no quotes required now)
<b>Event Venue Sourcing</b> <i>Identify and contract suitable venue for an event based on particular requirements provided by UNDP in a timely manner. The Contractor(s) has to ensure that the recommended venues meets the specified requirements</i>	Actual cost of venue to be charged to UNDP based on invoices	<u>Service charge per event</u> Contractor will quote for service fees at the time of soliciting for each event/s.
<b>Meals/refreshments for the participants</b> <i>Organize and contract vendors to provide meals for participants within maximum limits per participant agreed with UNDP. Ensure that meeting packages (lunch, coffee breaks,) are provided and arranged in timely manner and as required. The contractor needs to ensure that all food and drinks supplied meets the 'food safety' requirements</i>	Actual cost of food to be charged to UNDP based on invoices	<u>Service charge per day</u> Contractor will quote for service fees at the time of soliciting for each event/s.
Snacks only ( morning & Afternoon)		
Snacks plus Lunch		
<b>Logistics Support</b> <b>Payments of subsistence and/travel allowance to workshop participants as per instructions from UNDP</b> <i>Small event – Less than 15 participants</i> <i>Medium event 15 – 30 participants</i> <i>Large event –more than 30 participants</i>	Actual allowance to be charged to UNDP based on signed registers by participants	<u>Service fee per day</u> Contractor will quote for service fees at the time of soliciting for each event/s.
<b>Support staff</b> Make available support staff to provide administrative support for event – eg registering participants Any other support required by the client depending on the nature of the event		
<b>Creative Design and Event Brand promotion</b> Organize the development of event theme and logo, slogan/title for the event Organize Designing of banners, flyers, booklets, etc. Organize designing main stage backdrop	Actual cost of product to be charged to UNDP based on invoices	<u>Service fee per Activity</u> Contractor will quote for service fees at the time of soliciting for each event/s.

#### F. Institutional Arrangement

CHTDF-UNDP requests Expression of Interest (EOI) from interested Companies having presence in CHT to provide Event Management services. Potential Organizations/Companies with demonstrable technical and financial capabilities will be shortlisted and invited for the next step of the Procurement process (RFP/ITB/RFQ) to carry out the required services, as and when required.



<b>G. Duration of the Work and Duty Station</b>	
To Be determined at time of contracting – within <b>Bandarban</b> district.	
<b>H. Qualification of the successful contractor</b>	
The evaluation and pre-qualified criteria for the EOI are mentioned below:	
<b>Criteria</b>	<b>Benchmark</b>
<b>Organizational Profile</b>	<ul style="list-style-type: none"> <li>• Profile (which should not exceed fifteen (15) A4 pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations</li> <li>• Business Licenses – Registration Papers, Tax Payment Certification, etc.</li> <li>• Documentary evidence in support of experience in organizing community events.</li> <li>• The organization should have physical presence in the district they are being considered for.</li> </ul>
<b>Technical capacity</b>	<ul style="list-style-type: none"> <li>• Proven experience and strong track record in organizing and managing events</li> <li>• Experience in holding at least 2 medium to large scale events for the last 3 years either internally or for a third party.</li> </ul>
<b>Financial Capacity</b>	<ul style="list-style-type: none"> <li>• Latest Financial Statement</li> </ul>
<b>Track Record</b>	<ul style="list-style-type: none"> <li>• Minimum 2 clients/partners list containing details of accomplished assignments and value of the assignments within past 5 years.</li> </ul>
<b>I. Pricing</b>	
<b>BIDDERS ARE NOT REQUIRED TO QUOTE PRICES FOR THE EOI</b>	
<ul style="list-style-type: none"> <li>• The prices will be quoted at the time of soliciting for specific events. Contractors will be charge based on the actual cost incurred/ to be incurred to render the service plus an additional overhead/ service charge for their service.</li> <li>• Shortlisted Contractors will be expected to apply best value for money principle is subcontracting for services.</li> <li>• Shortlisted Contractors will be expected to apply a fair competitive process in sourcing subcontractors and may be required to show proof.</li> </ul>	