

**LALITH ATHULATHMUDALI MAHAPOLA HIGHER EDUCATION  
SCHOLARSHIP TRUST FUND**

**CALLING OF EXPRESSIONS OF INTEREST (EOI) AND REQUEST FOR  
PROPOSAL (RFP) MAHAPOLA TRADE FAIR AND EXHIBITION**

**PLANNING, ORGANIZING AND IMPLEMENTING OF THE  
MAHAPOLA EDUCATIONAL EXHIBITION AND TRADE FAIR - 2024**

Lalith Athulathmudali Mahapola Higher Education Scholarship Trust Fund decided to recommence the Mahapola Educational Exhibition and Trade Fair 2024 and it intends to outsource a professional service provider to plan, organize and implement the event.

This project includes pre, onsite and post-event activities and the agency should handle the related activities as follows:

**1. Pre-event**

- a. Planning publicity/promotion campaign for calling sponsorships and donations.
- b. Press briefings, print & electronic media advertising/ TV Commercials/awareness seminars and any suitable media /YouTube/Facebook/WhatsApp/email/etc.

**2. Onsite event**

- a. Educational Exhibition and Trade Fair (indoor and outdoor) – 5 days
- b. Preparation of the site including landscaping and setting up of 280 to 400 (Depend on the space availability) stalls / dorns with all required facilities, etc.
- c. Fixing of suitable hoardings / banners / flags / x-pennants / etc,
- d. Supply of uninterrupted electricity, water, security, first-aid, medical and sanitary services / public addressing system with music/ during the 24 hrs/day or period specified by the Authorities.
- e. Entertainments/Carnival with 4-5 items, Musical shows during nights (8pm -12 midnight) / fireworks / street dramas/ special musical events etc.
- f. Media coverage-Press briefings, printed & electronic media advertising/ TV Commercials/awareness seminars/ and any state media /YouTube / face book/Twitter/WhatsApp/email/etc.
- g. Food festival.
- h. Organizing a job fair with the support of the relevant public and private institutions/ NGOs.

- i. Private higher educational awareness and new inventions and innovations, competitions etc.

### **3. Post-event**

- a. Clearing of the site and rearranging the site while ensuring the safety of the public and environment.
- b. Media Coverage on the success of the event (print and electronic media) including preparation of TV Commercials / Press briefings/ and any suitable media/ YouTube / face book/Twitter/WhatsApp/email/etc.

Interested parties should provide information demonstrating that they have required qualifications, competency, resources and experience to perform the above assignment along with following details;

1. Name, address and profile of the firm or institute (date of incorporation)
2. Details of previous experience in similar assignment.
3. Specific experience in respect of the events similar to the above exhibition.
4. Names, addresses, details of the contact persons (names email, tell, fax numbers) of the clients who obtain the services of the interested institution in the previous 5 years, descriptions of assignments.
5. Technical qualification, facilities and resources available for successful completion of assignment with the allocated period of time.
6. Constructive opinions on various characteristics and parameters that will be included to the proposal (RFP) for the effective implementation of the project and any innovative and development suggestions.
7. Documentary evidence to indicate financial capability and financial soundness of the firm.

Service provider may associate with other firms in the form of a joint ventures or a sub consultancy to enhance their individual qualifications, subject to the full responsibility and commitment of the main contractor,

The purpose of this RFP to enable the LALITH ATHULATHMUDALI MAHAPOLA HIGHER EDUCATION SCHOLARSHIP TRUST FUND to identify the potential team of service providers or institutions who will be invited to submit their proposal for the above mentioned assignment. Hence, the applicant /participants should indicate price /costs in the RFP.

The RFP submitted by the service provider will be reviewed on the basis of the following criteria to prepare a short list.

1. Background of the firm (s) summarizing their facilities, resources and areas of expertise.
  - a. Organizational capability
  - b. Age of the firm
  - c. Size of the firm

2. General and specific experience of the firm(s)
3. Summary of similar assignment undertaken by the firm(s)
4. Practical experience in organizing / managing mega events in such a manner
5. Availability of appropriate skills of the firm.
6. Demonstrated capacity to handle these assignments.

A service provider will be selected in accordance with the procedures a guideline set out by the LALITH ATHULATHMUDALI MAHAPOLA HIGHER EDUCATION SCHOLARSHIP TRUST FUND. Services may be extended to future Mahapola exhibitions, based on the performance of the proposed event.

Interested applicants may obtain further information from admin project director of Mahapola exhibition secretariat at inspect the proposed RFP at the same address from 9.00 hrs on all working days and visit for the website <http://www.mahapola.lk/> for further information.

Original of Technical proposals and financial proposals two copies (original + IC copy) of RFP shall be delivered to the above address on or before 07.06.2024. Late submission will be rejected. The envelop should clearly bear as reference RFP for the service for the Mahapola Educational Exhibition and Trade Fair 2024.

Chairman, Department of Procurement Committee  
Director,  
Lalith Athulathmudali Mahapola Higher Education Scholarship Trust Fund  
Mahapola Exhibition and Trade Fair Secretariat