

APPLICATION FORM TO CALLING FOR EXPRESSION OF INTEREST (EOI) AND REQUEST FOR PROPOSALS (RFP) FOR INVESTING AND OPGANIZING TRADE FAIR EXHIBITION

Name of the Company /Organization	
Main Function of the Company	
Registered Address	
Contact Details / Telephone no /Fax	
Email ID	
Geographical Presence	
Website	

- Company Registration Number:
- Year of Registration:
- Annual Turnover of last three years (2021,2022 and 2023) :
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(Please attach the copy of Financial Statements certified by the Chartered Accountants)

1. Experience in handling / operating /Managing event (Locally & internationally / Education Fair /Trade Fair /Exhibition) with details of documentation evidences.

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2. Technical expertise in Event Management. Do you have an in-house team for Education or Trade Fair or you will outsource?

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3. Experience in implementing government supported Event Management (Education Fair, Trade Fair and Exhibition) please elaborate.

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4. Experience of working with government sponsored events networking and advocacy liaison experience with key stakeholders.

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5. Experience in establishing mechanisms and mobilizing resources for Event Management as asset held.

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Name and signature of Head of the Organization:

Date:

Place:

You must submit the RFP in two envelopes method

1. Financial Proposal with expected revenue (sponsorship) and Expenses (cost)
2. Technical Proposal with company profile based on event management experience and event scheduling

Evaluation Criteria –(100 Marks)

Technical Proposal 75%

Financial Proposal 25%

100%

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| 1. Financial Capability | 25 Marks (Assets based and capital adequacy) |
| 2. Event Management experience / | 30 Marks (5 marks for each year completed) |
| 3. Number of events conducted in National level | 30 Marks (5 marks for each event) |
| 4. Skilled Staff | <u>15 Marks</u> (Experienced Staff) |
| | <u>100 Marks</u> |