

EXPRESSION OF INTEREST (EOI) AS AN EVENT MANAGEMENT COMPANY FOR INTERNATIONAL FLEET REVIEW (IFR) 2021 ORGANIZED BY BANGLADESH NAVY

1.	Introduction of the Project	<ul style="list-style-type: none"> • Bangladesh Navy (BN) is going to organize an International Fleet Review (IFR) on 07- 09 December 2021 at Hotel Royal Tulip Sea Pearl Beach Resort & Spa, Inani, Cox’s Bazar. • This is going to be a mega international event where Chiefs of Navies and Heads of Maritime Security Agencies along with their spouses, delegations and Ships from 56 friendly countries will be invited. • Distinguished guests, speakers/ panelists (for a Seminar) from home and abroad will also be invited to attend the event. • Emphasizing the magnitude of the event, BN intends to employ an Event Management Company to render necessary works and services for the event.
2.	Scope of Work and Service	<p>Prospective Event Management Company has to provide overall concept for International Fleet Review (IFR) 2021 as per program and implement approved concept, works, supply and services as per following broad scope or works but not limited to:</p> <ul style="list-style-type: none"> ▪ Venue Decoration <ul style="list-style-type: none"> ➤ Icebreaking Reception (Pool Side of Hotel Royal Tulip) ➤ Inaugural Ceremony (Beach Area in front of Hotel Royal Tulip) ➤ Group Photography (Amphitheatre/ Beach Area of Hotel Royal Tulip) ➤ Stage & Sitting arrangements (Beach Area in front of Hotel Royal Tulip) ➤ Banquet (Beach Area in front of Hotel Royal Tulip) ➤ Coffee Morning (Mermaid Beach Resort) ➤ Seminar (Safina Hall of Hotel Royal Tulip- Indoor event) ➤ Village / Cultural Fair including required personnel/ performers (Beach Area and Hinterland in front of Hotel Royal Tulip) ➤ International Food Festival (Beach Area in front of Hotel Royal Tulip) ➤ Bilateral call on/ meeting (Suitable venue of Hotel Royal Tulip- Indoor event) ➤ LED Screens (Both for Indoor and Outdoor)

		<ul style="list-style-type: none"> ▪ Arranging Cultural Programs <ul style="list-style-type: none"> ➤ Band show/ Concert & BBQ Night ➤ Fireworks, Light & Laser show, any other idea/ concept ➤ Cultural Program during Coffee Morning ➤ Hiring artists, Hands & Sound system ▪ Branding (Dhaka and Cox's Bazar) <ul style="list-style-type: none"> ➤ Airport- Terminal, Walkway, Airport area, Welcome desk ➤ Roadside-Billboard, Banner/ Cut-out etc ➤ Hotel- Entrance, Reception Lobby, Foyer & Lobby, Parking area etc ▪ Print & Publication <ul style="list-style-type: none"> ➤ Invitation Card ➤ Welcome Card ➤ Security Pass ➤ Brochure ➤ Publications ➤ Folder ▪ Photography & Videography including Drone based Photography & Videography
3.	Place/ Location of the project	Dhaka and Inani, Cox's Bazar
4.	Project Financer	Bangladesh Navy
5.	Estimated Budget	To be mentioned
6.	Scheduled Time of Completion	By 6 th December 2021. Detail timeline is to be proposed.
7.	Terms of payment	To be mentioned
8.	Work Plan (Phases/ Time plan)	To be mentioned
9.	Required Qualification of the Company	<p>Event Management Companies who meet the under mentioned criteria shall participate in this offer:</p> <ul style="list-style-type: none"> a. Must have own valid Trade License and Registration as an Event Management Company. b. A list of previous clients. c. Must have adequate numbers of qualified designer and personnel to implement the concept. d. Should have at least 03 (three) event management experience of state level program within 05 years preferably for Government or Defence organizations.

		e. Be willing and able to fully demonstrate and present their concept and implementation plan to the Central Coordination Committee of IFR at Naval Headquarters in a non-committal basis before the final contract is awarded.
10.	Required Experiences and Capabilities of the Company	<ul style="list-style-type: none"> • Must have the capability to mobilize workforce to organize the event at the designated locations. • Must have previous experience of organizing international standard events in presence of Honorable Prime Minister or President. • Must have the capability to meet any unforeseen requirements/ eventualities at short notice.
11.	List of documents to be attached	<p>The interested Company shall submit offer in their letterhead along with following documents <u>by 20 January 2021</u> to the IFR Secretariat. Incomplete or partial offers will not be acceptable.</p> <ul style="list-style-type: none"> a. Must provide documentary evidence of all qualifications mentioned at Paragraph 9 and 10. b. Budgetary estimation. c. Copy of TIN Certificate for the current financial year.
12.	Contact Details	<p>International Fleet Review Secretariat Operations Branch NHQ, Banani, Dhaka-1213 Tel: 9836141-9 Ext: 2482 Mobile:01769702482 Email: ifrbangladesh21@gmail.com</p>
13.	Remarks	<ul style="list-style-type: none"> • On the basis of submitted documents, shortlisted Companies will be invited to present their Concept and Plan in end January 2021 at Naval Headquarters, Banani, Dhaka (Confirmed date will be intimated). • Interested Companies may contact with IFR Secretariat for any further details.