



NATIONAL DISASTER MANAGEMENT AUTHORITY
MINISTRY OF CLIMATE CHANGE
GOVERNMENT OF PAKISTAN
ISLAMABAD



EXPRESSION OF INTEREST
for
Event Manager for 13th Regional Consultative Committee
Meeting to be held from 03-05 October, 2016

National Disaster Management Authority in collaboration with Asian Disaster Preparedness Center, Bangkok is conducting an International Conference of over 75 participants from October 3-5, 2016 at Islamabad.

NDMA intends to engage the services of a reputed Event Management Company for the administration & conduct of the said Conference. The ToRs are as follow:

1. Pick and Drop of participants from Islamabad International Airport to Hotel
2. Layout of Conference venue including scaling arrangements, public address system, IT equipments, presentation viewing facility, backdrops, standees.
3. Booking of venue and reservation of hotel rooms, arrangements of all indoor and outdoor meals and some cultural event(If required)
4. Design of event material like invitation letters/cards, certificates for participants, Souvenir for Guests and participants, folder, writing pad, brochure, backdrop, standees, etc.
5. Preparation of Meeting folder for participants including stationery items, file cover, writing pad, bags and USB/CDs, agenda, concept paper, brochure, printed writing pad, etc.
6. All arrangements of outdoor field visit that may be carried out as in official capacity. It may include coordination for security during visit, logistical and administrative arrangement including transport.
7. Arrangement of video and still coverage of the Event and voice recording of proceeding of the Meeting.
8. Provision of full coverage photos to NDMA besides to the participants from abroad.
9. Coordinate and oversee all administrative arrangements at Venue for entire duration of the Event.
10. Media coverage of the Event.

You are requested to submit Expression of Interest be submitted along with technical proposal and the following mandatory documents:

- Company Profile.
- Human Resource Profile.
- Copy of NTN Certificate.
- Past Experience in Event Management especially International Conferences/Seminars etc.

1. The firm will submit proposal to Director (Admin & Procurement), NDMA.
2. NDMA reserves the right to accept or reject the EOI of any Firm without assigning any reason.

**The documents must reach the Undersigned before 1600 hours on 27th July, 2016.
No proposal will be entertained after the deadline.**

Director (Administration & Procurement)

National Disaster Management Authority

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