**TERMS OF REFERENCE**

**EVENTS MANAGEMENT**

1. **BANK OF PAPUA NEW GUINEA**

Bank of Papua New Guinea seeks the service of an event Management Company to successfully manage the Bank events with professionalism.

1. **PURPOSE**

The successful events Management Company will have the responsibility for Event Planning, budgeting, and management of Bank events as and when required.

The events Management Company will work closely with BPNG Events and Publication Unit to identify and liaise with suitable service providers regarding respective logistical arrangements.

1. **SCOPE OF WORK**
	1. **Preparation and Management of the Event**
		* Call for coordination of meetings.
		* Provide regular update throughout the organization period.
		* Prepare draft copy of the event program scenario.
		* Budgeting for the event.
		* Monitor budget against disbursements
		* Negotiate terms and conditions with suppliers
		* Ensure that all contacts and actions taken with suppliers are noted and communicated to the Events Committee for approval.
	2. **Participants Management**
		* Establish with the Events Committee the list of participants.
		* Send invitations and information to participants.
		* Follow up on invitations.
		* Source partnerships and sponsors for the event; make follow up with interested parties.
		* Administer registration of participants through designated medium.
		* Ensure protocols are agreed upon and respected before sending invitations.
		* Where necessary, facilitate visa arrangements for participants.
		* Act as primary contact with the event partners in confirming event details and relaying information.
	3. **Event Venue Arrangements**
		* Develop the concept of the event.
		* Manage event décor and signage.
		* Design exhibition booths for the exhibitors.
		* Ensure that event venue is arranged according to specifications
		* If required, participate in marketing and sales of the event.
		* Ensure all audio-visual equipment is available.
		* Ensure service maintenance for all equipment/services and facilities is promptly available.
	4. **Event Reference Materials**
		* Production of event documents and information materials.
		* Prepare and distribute an arrival information package for the participants.
	5. **Participants Registration and Information Support**
		* Manage a one-stop general information support service for participants.
	6. **Communication and Publication**
		* Public Media Advocacy – in liaison with the Events Committee, arrange publication in bot h the print and broadcast media.
	7. **Other General Logistical Arrangements**
		* Ground Transport – arrange and confirm shuttle services and VIP transport
		* Accommodation – where required, make arrangements.
2. **PREQUALIFICATION REQUIREMENT**

Bidders are required to provide the following:

* Documented Expression of Interest
* IPA Certification Statements.
* Capability statement/ Company Profile
* Demonstrate manpower Capacity and expertise
* Reference Statements
* Documents indicating professional services rate
1. **SUBMISSION OF BIDS**

All Bids are required to be submitted to the Security Front Desk of the To Robert Haus, located along the corner of Douglas and Cuthbertson Street N.C.D no later than 1600 hours 14th December 2016

All Bids must be addressed to:

**The Chairman**

Tender Committee

Bank of Papua New Guinea

P.O Box 121, PORT MORESBY