**TERMS OF REFERENCE**

**MERCHANDISING SERVICES**

1. **BANK OF PAPUA NEW GUINEA**

Bank of Papua New Guinea seeks the service of professional service providers to provide merchandising services

1. **PURPOSE**

To supply quality promotional and Brand items as and when required and working closely with the Events & Publication unit of the Bank.

1. **SCOPE OF WORK**
   1. Identify different types of items to use as promotional items.
   2. Design customised gifts and corporate promotional items
   3. Provide the best quality promotional items
   4. Provide custom logo- imprinted promotional gifts, trade show giveaways and corporate apparel.
   5. Prompt delivery of services at all times.
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