

Annex I

INSTRUCTION FOR BIDDERS

Selection and Appointment Process

The process for selecting and appointing the successful bidder for the planning and management of ICCROM Sharjah Award's Programme 2024 will follow these steps:

Invitation

ICCROM will receive proposals and responses from qualified providers.

Receipt of Proposals

Proposals must be submitted to ICCROM by 28 October 2024. Submissions can be made electronically (in pdf format) or in hard copy (sealed envelope).

Upon receipt, the designated Tender Opening Committee (TOC) will record the time of submission.

For electronic submissions, the timestamp of the email will be used.

Proposals received after the deadline will not be considered.

The ICCROM TOC will open all proposals in the presence of a Procurement Official. Afterward the Procurement Official will coordinate with the appointed Evaluation Committee to assess the proposals based on pre-defined criteria.

Minimum Qualifications

The bid may be submitted by any company that meets the minimum requirements described below:

- a.** Proven experience in planning, organizing and managing events, with a focus on awards ceremonies or corporate gatherings;
- b.** Demonstrated expertise in conceptual design and event execution, including stage setup, audio-visual production and VIP management.
- c.** Adherence to all local regulations for event setup, including safety standards, electrical certifications, and public gathering permits.

Evaluation of Proposals

All proposals received within the stipulated timeframe will be reviewed and evaluated according to the following criteria and weights:

Criteria	Weight
Economic Proposal	50
Technical Proposal	50

Conceptual Proposal

The total weight related to the **technical proposal**, as stated above, is **50**. The total score obtainable (1000 points) in the evaluation of the conceptual proposal is summarized below:

Summary of Technical Proposal Evaluation		Points Obtainable
1.	Proposed Design	400
2.	Company Profile and relevant experience	200
3.	Project Timeline	400
	Maximum Total Points Obtainable	1000

All proposals must follow the indications mentioned in the attached Terms of Reference (Annex II).

Economic Proposal

The total weight related to the **economic proposal**, as stated above, is **50**. Economic proposals must contain:

- Comprehensive budget breakdown covering all associated costs, with a detailed breakdown of costs per item and stated in AED. Please separate the value of VAT from the taxable amount.

Please note that, the execution of this Project, in line with this ToRs, should not exceed 110,000 AED. Bidders are encouraged to demonstrate cost-effective approaches and innovative solutions that ensure the successful completion of the event within the allocated budget.

Appointment

After ICCROM's Evaluation Committee makes its decision, the successful bidder will be

contacted to submit a draft contract to ICCROM.

Each potential supplier, by participating in this Invitation to Bid agrees to ICCROM's terms and conditions ([Annex III](#)).

Specifications and any minor deviations required will be negotiated following the award of the service.

The service object of the contract must be provided from the time the contract is signed.

Address and Contact Information

Paper Format – Hard Copy

Hard copy proposals should be submitted in a sealed envelope clearly marked, “ICCROM Sharjah awards programme-Event Planning” and should be addressed to:

ICCROM Regional Centre in Sharjah
Attn. **Mr Khaled Ali**
Administrative Assistant
ICCROM
University City- Sharjah
United Arab Emirates

Electronic Format – Email

Electronic proposals should be submitted through email with the subject "ICCROM Sharjah awards programme-Event Planning" and should be addressed to:

tender@iccrom.org

The Organization regrets that it is not possible to provide information by telephone regarding the selection and appointment procedure.

Requests for clarification regarding any of the points above should be directed in writing only via email to **Mr Khaled Ali**.

Mr Khaled Ali
Administrative Assistant
ICCROM
University City- Sharjah
United Arab Emirates
E-mail: **khaled.ali@iccrom.org**