

Sharjah, 1 October 2024

Invitation to Bid

Introduction

ICCROM is an intergovernmental organization working in service to its Member States to promote the conservation of all forms of cultural heritage in every region of the world. It operates in the spirit of the 2001 UNESCO Universal Declaration on Cultural Diversity, which states that “Respect for the diversity of cultures, tolerance, dialogue and cooperation, in a climate of mutual trust and understanding are among the best guarantees of international peace and security.”

For more than six decades, ICCROM has partnered with Member States to support them in safeguarding heritage within their borders and beyond. Working at the international and governmental levels, and with institutions and professionals on the ground, the organization engages and informs new generations of professionals and the general public with an interest in heritage.

The only institution of its kind in the world, ICCROM is small and agile, enabling it to respond swiftly to the needs of its Member States. At the same time, as an intergovernmental organization with a vast network of conservation experts, ICCROM relies on formal institutional collaborations with organizations such as UNESCO, both Headquarters and Regional Offices together with its World Heritage Committee to which ICCROM is an Advisory Body; non-governmental organizations such as ICOMOS, ICOM, ICA and IIC; and scientific institutes and universities in Member States.

Those working on the front lines of heritage preservation, including scientists, conservators, museum curators, site managers, archivists, researchers and archaeologists, rely on ICCROM for its world-class initiatives in conservation training, information, research, cooperation and advocacy.

Background and Aims of the awards event

ICCROM is pleased to announce an upcoming award event dedicated to celebrating exceptional contributions in the field of cultural heritage conservation. To ensure a seamless and unforgettable experience for all attendees, we are inviting proposals from qualified event management companies. This event marks the fourth cycle of the award, which highlights outstanding practices in cultural heritage conservation across the Arab region.

The scope of this project includes the comprehensive management of event logistics, specifically the provision of stage setup, seating arrangements (chairs and tables), a robust audio-visual system, event setup and breakdown, and hostess services. Our goal is to create

an engaging atmosphere that highlights the achievements being honored while accommodating the diverse needs of our guests.

Objectives

The purpose of this Invitation to Bid (ITB) is to gather proposals from qualified event management companies to plan and fully manage ICCROM's Sharjah Award Ceremony. Our objective is to identify the most suitable provider to plan and execute the event effectively.

Scope of Work

The scope of this ITB includes:

- Conceptual Design:
 - Develop a conceptual design that aligns with the event's purpose and theme. The design should reflect the prestige of the Sharjah's Award and the venue, Sharjah Research Technology and Innovation Park.
 - Provide renderings or 3D models of the proposed setup, which must include seating arrangements for 100 attendees and a designated VIP area.
- Stage and Backdrop Installation:
 - Supply and install a 5x10 meter stage (20 cm height) with a carpet or any other suitable finishing;
 - Provide a branded backdrop with an integrated LED screen at the center to display visual content during the event. (please include operators and necessary technical equipment - laptops, technicians, etc.)
 - Set up a trophy table on stage and a branded speech podium.
- Audio-Visual and Lighting Production:
 - Install a lighting system focused on the stage area.
 - Provide a sound system that includes two loudspeakers, two wireless microphones, two neck microphones, and one microphone at the speech podium.
- VIP and Attendee Seating
 - Supply and arrange 20 single leather VIP sofas and 80 leather chairs in the event area.
 - Place 4 coffee tables and 4 flower centerpieces
- Exhibition Area Design and Setup

- Design, supply, and install a freestanding exhibition space that can display 30-35 A3-sized art pieces. The design should complement the event's theme and ensure proper lighting and spacing for each piece.
- On-Site Event Management
 - Provide a dedicated event manager and team to oversee the setup, execution, and dismantling of all event components.
 - Ensure that all equipment and installations meet safety and regulatory standards.
 - Offer contingency plans and backup equipment for key components (e.g., audio-visual systems) in case of technical failures.
- Dismantling and Cleanup
 - Remove all equipment, stages, furniture, and temporary installations after the event.
 - Ensure the venue is left in the same condition as before the event, with no damages or residual materials.

ICCROM Sharjah reserves the right to cancel and/or modify the number of items provided in the bid, the company has the right to propose additional services that are essential for the suggested design, while the centre has the right to accept or reject.

The overall budget for this study should not exceed AED 110,000.

Timeframe

Applicants must submit their proposals by 28 October 2024.

The event is expected to be on 28 November 2024.

Additional Requirements

The selection and award process details are illustrated in Annex I (instruction for bidders) and Annex II (ToRs).

For further information, please contact Mr Khaled Ali (see contact details in Annex I).

ICCROM requests that proposals prepared in accordance with the attached guidelines be submitted no later than **5 pm GST, 28 October 2024**.

The outcome of the tender will be communicated within five working days of the deadline.

Should this tender be of interest to you, we look forward to receiving your proposal.