



EXPRESSION OF INTEREST IN THE PROVISION OF EVENT PLANNING & MANAGEMENT (SETUP & DECOR) SERVICES

We are looking to engage the services of suitable companies with the capacity and experience to provide Event Planning & Management Services.

SCOPE OF WORK

The selected companies will be tasked to:

- Manage each event (either individually or collectively with other suppliers) based on the different elements required as per outlined brief.
- Set up adequately as per the different event scopes/sizes.
- Propose event design concepts in line with the brand guidelines and specific theme of the event.
- Ensure professionalism of the setup and execution crew
- Provide technical advice on event design/set up and decor with value and efficient execution.
- Event Production & Logistics
- Delegate/Guest Management
- Post Event Reporting

EOI REQUIREMENTS

If you are interested and capable of providing this scope of PROVISION OF EVENT PLANNING & MANAGEMENT SERVICES, please send your expression of interest with the following:

1. Expression of Interest letter duly dated, signed and stamped.
2. Proposal clearly showing the following: -
 - a) Firm's detailed company profile containing (but not limited to); Number of years in operation, Client portfolio, list of company directors, and the suite of services offered.
 - b) Within the scope mentioned above, a List of previous clients/ events where your organization has carried out these Services in the past three years (list at least three clients and give a brief description of each key project)
 - c) Provide at least three (3) reference letters from clients where your firm has provided work in the past three years.
 - d) Provide details of your firm's professional codes of practice, as well as the applicable procedures that you undertake to guarantee delivery, integrity, confidentiality, and security.
 - e) Provide details of presence in Ethiopia

SUBMISSION OF RESPONSES

Interested suppliers should submit their response to the following email address: brand.bids@safaricom.et **no later than Friday, 31st March 2023- 5:00 pm (GMT+3).**

- **All submissions to email must be less than 20MB, and if larger should be shared on a Google link/drive.**

NEXT STEPS

Once the responses are received, the process will follow the steps below:

- Review of Expression of Interest Submissions.
- Prequalification of shortlisted suppliers.
- Issuing of tender to shortlisted prequalified suppliers.

NOTE

Safaricom Telecommunication Ethiopia reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions will be final and no correspondence will be engaged in, other than to inform the bidders of the outcome of the process. Safaricom Ethiopia and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.