

Terms of references for the selection of a firm within the context of organizing the 5th African Petroleum Congress & Exhibition (CAPE V)

Annex 3

NOTE TO BIDDERS

This invitation to tender is hereby being addressed to international consultants who are capable of justifying their possession of the expertise required for the organization of the conference and exhibition.

The bids shall comprise a technical proposal and a draft budget.

1. Technical Proposal

This shall contain :

- a detailed description of the services to be carried out;
- the methodology and organization agreed upon for rendering the services envisaged;
- a presentation of the references of the bidding consultant and an insight into the experiences acquired in rendering similar services ;
- composition and qualification of the personnel of the consultant assigned to the mission : curriculum vitae of the personnel and copies of certificates must be attached;
- time frame and plan for the execution of the job;
- any comments or suggestions on the services which the bidder hopes to provide.

The opportunity is left to the consultant while remaining in line with the terms of reference, to forward comments and suggest the approach which appears to be the most appropriate by him.

2. Budget

The budget must indicate the detail of the services to be rendered, the corresponding costs as well as the modalities for payment.

It should also bring to the fore the expected incomes as well as a provisional operating account.

3. Bid qualification/evaluation criteria

3-1. Elimination criteria

- a) incomplete administrative matters ;
- b) administrative papers not produced in original or certified copies dated more than three months;
- c) non conformity with the terms of reference of the services proposed by the bidder;
- d) Non qualified technical staff.

3-2. Essential evaluation criteria for technical bids

- a) Presentation of bid and ease of management : 10 points
- b) Proposed methodology and understanding of the objectives of the mission : 20 points
- c) Experience of the bidder in the rendition of similar services to the envisaged ones : 25 points
- d) Reference of the technical staff that the bidder suggest to assign to the project : 20 points
- e) Presentation and structure of the budget of the project of the bidder : 15 points
- f) Proposal of the Congress' organization net profit Sharing out : 10 points

The shortlisted bid will be the one which received the highest marks.

4. Funding of the Conference and Exhibition

CAPE V will be funded by the Consultant in line with Annex 2 of the call for bidding titled “Summary of the task distribution in the organization of CAPE V”

The net result brought out after payment of the cost incurred by the Consultant will be distributed between the latter and APPA according to the sharing formula jointly agreed to in the contract signed with the consultant.

5. Opening

The opening of the bids will hold from 17 to 19 of November, 2011.

8. Publication of results

The results must be announced on 25 November, 2011

9. Monitoring and evaluation of implementation of the services.

An assessment of the rendition of the services will be carried out in two phases according to the two tables here attached.

9-1. Provisional implementation

At the end of the Conference, the Consultant will present the first situation report on the implementation of the services and the relevant budget.

9-2. Final situation

The Consultant will present a detailed report on the implementation of the services and budget, two months after the conclusion of CAPE V.

9-3 Evaluation of activities and budget

The evaluation of the Conference comprises two parts:

a) Activity Report

An implementation report is prepared on the basis of the envisaged activities. It shall bring out and explain the reasons of non implemented actions or actions partially carried out following the here attached table.

Tableau 1 : Status of implementation of activities and services

Activities/Services (réf. agreement)	Expected services	Services carried out	Actions not carried out	Remarks
<p>1. Media Plan Elaboration and implementation of a plan for the promotion of CAPE V through audio visual and written aids (Television, radio, written press, press conference, etc). The plan comprises among others the following :</p> <ul style="list-style-type: none"> a. An optimal proposal of promotional activities, b. A press related dossier, c. An invitation by a foreign press and a plan for the management of the press relations, during and after the event, d. Establishment, two days before the inauguration of the Conference: press office equipped with telephone, facsimile, computers with printers and internet lines for the coverage of the Conference. 				
<p>2. Website Website covering the conference, allowing people to register participants and cater for the concerns expressed by the visitor.</p>				
<p>3. Graphic Chart Design and printing of official posters of the Congress. The denomination and logos will be put on all the promotional materials for CAPE V (invitation cards, letter heads, file jackets, website, etc)</p>				
<p>4. Secretariat Make available to the Organizing Committee on the site of CAPE V, three days before the official opening of the Congress, a room equipped with:</p> <ul style="list-style-type: none"> - five micro-computers, printers and internet access, - a telephone link and a fax line, - three photocopiers and office consumables, - equipment for photocopying and binding of documents. 				
<p>5. Opening and Closing Ceremonies Actual organization of the opening and closing ceremonies of the Congress.</p>				
<p>6. Banners and accessories of the Congress Preparation of :</p> <ul style="list-style-type: none"> - congress banners and posters, - registration and invitation forms, - Badges for participants in the Congress. 				
<p>7. Equipments, services (CAPE V Website)</p> <ul style="list-style-type: none"> a. provision of a reception service, b. reception room for VIP, c. provision during the opening and closing ceremonies of simultaneous interpretation service in Arabic, English, French, Portuguese and Spanish languages, d. Provision of ten microcomputers with free internet access, telephone services and fax at cost ; for the use of participants, <p>Conference room. It must be equipped with sound system and the following equipment: giant projecting screen, a retro projector, five wireless microphones.</p>				
<p>8. Hotel reservation and accommodation Carrying out the formalities for hotel room reservation for participants who registered for the Congress.</p>				
<p>9. Health coverage Permanent medical coverage with means of evacuation (ambulance)</p>				
<p>10. Gala Dinner Organization and managing of a gala night for 500 persons at the end of the congress.</p>				
<p>10. Documentation Handing over to participants of complete sets of documents at registration. It comprises mainly the following :</p> <ul style="list-style-type: none"> - a brochure on the presentation of the Congress in French and English languages, - a programme guide in English and French, 				

<ul style="list-style-type: none"> - a collection of abstracts of papers which will be presented (under CD-ROM), - a schoolbag containing edited documents during the Congress with writing pad, pens, etc. 				
<p>11. Congress highlights The publication of the major highlights of the Congress on CD, handed over to APPA Secretariat and APPA National Representative for Gabon in quantity of 100 each, within the space of two months which follow the Congress. Forwarding to all the participants the highlights of the Congress.</p>				
<p>12. Costs to be charged Things provided during the entire period are the cost the hotel fees, transportation and feeding allowances in line with their social standing without it being necessarily included in the participation fees are as follows:</p> <ul style="list-style-type: none"> o Minister and two of his staff, APPA National Representative and one expert for the 17 APPA member countries; o APPA Executive Secretary, his two Assistants and three officers from the Secretariat. o The Executive Director of the APPA Fund for Technical Co-operation and two of his staff. 				

b) Financial Report

On the basis of the activities carried out, a financial report is prepared at the end of the Congress. It should reveal an exhaustive implementation of incomes and expenditures.

Tableau 2 : Implementation of the Budget of the Congress

	EXECUTION OF THE BUDGET				
A) Incomes	Provision	Realisation	Commitment	implementation	Rate of implementation
1. Participation fees (individuals)					
2. Participation fees of companies					
3. Exhibition fees					
4. Sponsoring of companies					
5. other incomes					
TOTAL INCOMES					
B) Expenditures					
1. Local transportation and fuel					
2. Accommodation					
3. Feeding and reception					
4. Office supplies					
5. Communication					
6. Medical cover					
7. Decoration & banners					
8. Dressing of hostesses					
9. Cultural show					
10. Bonus and allowances					
11. Media plan, Marketing & Web Site					
12. Brochure, catalogues					
13. Gala Dinner					
14. Highlights of the Congress					
15. Fliers, Documentation & supplies					
16. Local consultants					
17. Simultaneous interpretation					
18. Badges and registration of participants					
19. Press halls, Internet & Secretariat					
20. Event Site					
21. Support staff					
22. Travels					
23. Security					
24. Medical coverage					
25. Exhibition					
TOTAL EXPENDITURES					
BALANCE (A-B)					