



TENDER NOTICE

For Event Management (WEXNET 2010)

Sealed Tenders are invited from Event Management Companies/firms registered with Income Tax / Sales Tax, having the expertise, experience and capacity to plan and execute an exhibition “WEXNET 2010” scheduled to be held from May 21-23, 2010 at Expo Lahore.

The Event Management Company would:

- ❖ Provide management and all logistic support in the form of workforce and infrastructure, for planning purposes.
- ❖ Plan and execute media placements as per PID rules.
- ❖ Design entire venue space and sell event to prospective sponsors and execute the contracted activities with sponsors.
- ❖ Arrange erection and dismantling of 150 stalls of 3x3 meters with cost of each stall.
- ❖ Plan and execute inaugural and closing ceremonies.
- ❖ Create and manage all database related to the event and depute required personnel at TDAP for database exchange and update.
- ❖ Plan, create and execute branding of the event in the city in coordination with TDAP.
- ❖ Coordinate, plan and provide all required support to TDAP for logistic arrangements of foreign guests, if any.
- ❖ A bank draft equalent 3% of the Bid amount (refundable) in the name of Accounts Office, EMDF TDAP Karachi must accompany the application.

All interested companies/firms have to submit the tenders with the following documents and bank draft on or before 8 May, 2010 (11:00 a.m.). The tenders would be opened on the same day at 2:00 p.m.

- Brief Company profile.
- Financial statements/Bank certificates/statements showing financial strength of the firm to undertake events / exhibitions.
- Relevant experience and past performance.

Item-wise details of the event can be obtained from the undersigned on any working day between 10:00 to 02:00 o'clock on payment of Rs.500/- (Rupees Five hundred only).

Waheed Raza Bhatti

Director General

Trade Development Authority of Pakistan

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