



52<sup>nd</sup> Asian Development Bank Annual Meeting 2019  
Denarau Island, Fiji

To Whom it May Concern,

We are contacting you today in conjunction with **ADB's 2019 Annual Meeting in Denarau Island, Fiji** to procure a quote for Technical Services. This event takes place on the **1<sup>st</sup> – 4<sup>th</sup> of May 2019** at various locations in Denarau, Nadi.

The ADB Annual Meeting is a high-level prestigious event attended by 67 of their member countries and delegations which include Ministers of Finance, Governors of Central Banks, CEO, major banks and companies, civil society and local and international media representatives. Hosting this meeting in Fiji provides an opportunity to showcase our culture, products, services, facilities and capabilities to host a major international event. It will be the largest international meeting that Fiji has ever hosted with approximately 3500 participants.

**Details:**

**Date:** 1<sup>st</sup> – 4<sup>th</sup> May 2019

**Venues:** Sheraton, Westin, Sofitel & Intercontinental

**Bump in:** 27th April 2019

**Bump out:** 6th May 2019

**Key Onsite Contact:** Vanessa Rolfe

Please note this is a competitive request. If the tender is engaged with this brief, it is required that they are fully licensed to perform the appropriate services, have functioning insurance and agree to full responsibility over staff, patrons and employees. Granted the tender agrees to these terms, we will forward the proposal onto our clients at ADB and have a response back to you in under two weeks.

Along with a quote and proposal, we ask that we're sent details of your tendering company.

- Name
- Address
- Key Contacts

If your organisation is located in Fiji, will you be using offshore services Yes / No

Attached to this RFQ is ADB's brief.



52<sup>nd</sup> Asian Development Bank Annual Meeting 2019  
Denarau Island, Fiji

Please note upon receipt of your quote, selection evaluation criteria may include:

- Cost: Bid/Proposal price;
- Quality: evaluation of quality to determine the degree to which the Goods, Works or Services meet or exceed the requirements;
- Risk: criteria that mitigate the relevant assessed risk;
- Sustainability: criteria that take into account stated economic, environmental, and social benefits in support of the project objectives
- Innovation: criteria that allow assessment of innovation in the design and/or delivery of the Goods, Works or Services
- Professionalism: exhibited in all aspects by the vendor;
- Timeliness: The vendor being able to meet the time scales and deadlines required by the ADB;
- Resourcing: Whether the vendor has the staff and resources to handle the implementation;
- Terms: Costs and payment terms offered. Whether these are negotiable;
- Credentials: Vendor’s references and current clients
- Experience: supplier’s should provide proof that they have delivered the goods, works or services to similar event in the past

Please use the below costing model to outline your costs or attach a formal quote for the provision of these services. Please note all costs presented must be in FJD ex VAT.

Item	Qty	Item Cost (FJD)	Total (FJD)
<b>Sub Total (Ex VAT)</b>		\$ -	\$ -

All questions regarding this RFQ should be directed to [vanessa@themisfits.media](mailto:vanessa@themisfits.media)