Request for Quotation[1] for the Procurement of Services

RFQ 03/2025

Event management Service- THAMM Plus

Labour Inspection and fair recruitment WS 19 June, 2025 & SOPs on external employment launch event on 24 June 2025 (TBC)

Responses to be received by 02 Jun 2025, 04:00, Cairo local time

1 The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pcrt@ilo.org indicating "Personal Data Protection – *RFQ No. xx/20xx*" in the subject.

Subject: Event management Service- THAMM Plus Labour Inspection and fair recruitment WS 19 June, 2025 & SOPs on external employment launch event on 24 June 2025 (TBC)

Reference: RFQ 03/2025

Date: **26 May 2025**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the Terms and Conditions Applicable to ILO Contracts. Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the Terms and Conditions Applicable to ILO Contracts, as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **02 June 2025, 04:00 PM, Cairo Local Time** Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

For

Eric Oechslin

Director

ILO Decent Work Team for North Africa and

ILO Country Office for Egypt and Eritrea

▶ SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by **Email on egy-thamm-proc@ilo.org** . You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **02 June 2025, 04:00, Cairo Local Time** to the following address:

egy-thamm-proc@ilo.org

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4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to egy-thamm-proc@ilo.org by 01 June 2025.

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

RFQ N° 3/2025 Request for Event management Service- THAMM Plus
Labour Inspection and fair recruitment WS 19 June, 2025
&
SOPs on external employment launch event on 24 June 2025 (TBC)

The Service provider will provide us with the below services:

I. Introduction:

The "Towards a Holistic Approach to Labour Migration Governance and Labour Mobility in North Africa" THAMM Plus programme, is holding two events in June 2025 in cooperation with the Ministry of Labour, as follows:

- First event: Workshop on labour inspection and fair recruitment on 19 June 2025 in Cairo, Egypt
- Second event: Launch of the SOPs on external employment on 24 June, 2025 (date to be confirmed)

II. Objective of the consultancy

The THAMM Plus programme intends to contract a professional events management company to provide the needed event management services as per the deliverables listed below.

III. Deliverables:

The contractor is responsible for providing the following services for the first event (19 June 2025):

Item	Specifications	QTY
Name Stands	Name stands (as per names provided by ILO prior to the event);	20
Name Stands (Blank)	Plastic name stands	10
Event Folders	Fit for A4 Papers (22Cm *32Cm); Two Sides Printing, Full Colors, Laminated Matte/Glossy with 1 Pocket. Each Folder to include Printed Agenda and Concept Note + Branded Plastic Pen)	25
Plastic Pens	Branded on one side (printing)	30

Item	Specifications	QTY
Roll ups	Four 1X2 m rollups branded with the event title + 2 Stands	2
Graphic designer	Graphic designer for branding materials	1
livestreaming solution	livestreaming solution to broadcast the event with a high internet connection and a backup (providing the low thirds in accordance to the existing visual identity), and provide a link to be embedded in the already existing conference website (with support from 1 videographer);	30
Videographer	For the event + B-roll for future use+ conducting 3 interviews	1
Interpretation system	isolated booth, CU, transmitters, and console, headsets (interpretation receivers) and a sound system with loudspeakers, panel, mic, mixer for 20 PAX	1

The contractor is responsible for providing the following services for the second event:

Item	Specifications	QTY
LED Screen backdrop	5x9m LED Screen backdrop (branded with design)	1
Name Stands	Name stands (as per names provided by ILO prior to the event);	20
Name tags	Filled in plastic name tags (as per names and visibility guidelines provided by the ILO prior to the event),	60
Plastic name tags (Blank)	Plastic name tags	20
Event Folders	Fit for A4 Papers (22Cm *32Cm); Two Sides Printing, Full Colors, Laminated Matte/Glossy with 1 Pocket. Each Folder to include Printed Agenda and Concept Note + Branded Plastic Pen+ USB	140
USBs	8 GB branded USB	20
Plastic Pens	Branded on one side (printing)	140
Roll ups	Four 1X2 m rollups branded with the event title + 4 Stands	4

Certificate	Certificates: A4 Fabriano, +200Gr (Different Colors), Full Colors, One Side Printing	20
Graphic designer	Graphic designer for branding materials	
Printing	Closed Size A4 - 100 Pages - Perfect Binding - Cover 300 gm + Lamination - Inner 170 gm.	110

During event products:

No	Item	Specifications	QTY
2.1	**Sound system + 2 microphones**	Complementing the sound system in the venue)	1
2.2	**LCD projector**	Specs as required	1
2.3	**plasma screens**	For all participants to see presentations from any point in the room, including for presenters to monitor their presentation (Specs as required)	2
2.4	**Stage**	Carpeted stage, 4x11m	1
2.5	**Armchairs and setup**	Leather armchairs and setup for half day during the launch event (pictures of the chairs to be provided prior to the event)	3
2.6	**livestreaming solution**	livestreaming solution to broadcast the event with a high internet connection and a backup (providing the low thirds in accordance to the existing visual identity), and provide a link to be embedded in the already existing conference website (with support from 1 videographer);	60
2.7	**Videographer**	For the event + a 2-minute video recapping the event for social media usage after the event's conclusion+ B-roll+ 3 interviews with key participants	1

2.8	**Photographer**	Selected photos for the launch event should be sent on the spot to the ILO's team	1
2.9	**Interpreters for simultaneous interpretation**	Interpreters (English-Arabic). (To be available for the 2 days of the event)	2
2.10	**Interpretation system**	isolated booth, CU, transmitters, and console, headsets (interpretation receivers) and a sound system with loud speakers, panel, mic, mixer, and 2 column system for 60 PAX;	1

Design of the Products

Products that need to be designed should follow the visibility guidelines to provided by the ILO.

Methodology

The assignment will be carried out according to the following approach and procedure:

- Participate in an initial meeting and regular briefing meetings with the ILO Team in person or virtually.
- Conduct all necessary tests including for the broadcasting solution 1 week before the event and report back.
- Make all deliverables available according to the timetable that will be agreed upon
- If the deliverables include a design, then all designs should be sent for clearance by the ILO team at least 5 days before the mentioned deadline

In terms of assignment supervision, the Service Provider shall be in regular contact with the ILO THAMM plus team, that will provide feedback and approve the services at every stage, and also will:

1. Appoint a team leader available for the ILO team and regularly reporting to it;
2. Be available for ad hoc working and validation meetings;
3. Be available and involved during the preparatory phase, throughout the Events.

It is worth noting that the ILO will be responsible for contracting the hotel for both events and will communicate the hotel name to the selected events management company. In its turn the events management company will be responsible for directly communicating with the hotel to ensure the successful implementation of the tasks required.

IV. Payment Schedule

A lumpsum amount of the actual received services will be paid after the satisfactory execution of each the two events and after the submission of a detailed invoice.

V. Application:

Interested applicants need to send by email: Annex II and Annex III by COB 02/06/2025, to the following e-mail address: **egy-thamm-proc@ilo.org**

Applications missing any of the above elements, duly completed, will unfortunately not be considered.

Evaluation Criteria:
The award will be given to the lowest priced, most technically acceptable offer received.

Technical Proposal
Qualifications and skills
1) Proven experience in communication and event organization
3) Previous experience of working with ILO or any UN Agency is desirable
4) Realism in the implementation schedule

Financial Proposal
The financial evaluation will consider the competitiveness and cost-efficiency of the submitted proposal. The lowest priced among technically acceptable offers will receive the highest score.

I. Application:

In addition to the list of documents required in the annexes, service providers shall send the CVs of the team that will be assigned to this event in addition to a one pager with the company's experience in events management.

ILO Terms of payment
First Payment:
•100% of full invoice amount after completion of the first event, according to actual received services, actual number of rooming list & actual number of participants in the workshops and after completion of all requested services to the satisfaction of the ILO.

Second payment:

•100% of full invoice amount after completion of the second event, according to actual received services, actual number of rooming list & actual number of participants in the workshops and after completion of all requested services to the satisfaction of the ILO.

*** Disclaimer:**

•Disclaimer: The final contract will be issued based on the minimum number guaranteed participants which will be confirmed at a later stage.

ILO Vendor Selection Procedure: Certification

The International Labour Organization, represented by the International Labour Office (ILO), expects its Vendors and their Personnel to support and respect the protection of internationally proclaimed human rights and to observe the highest ethical standards in any of their supply chains, throughout the selection process and the performance of the contract.

The Vendor hereby certifies that it is **NOT** in one or more of the following situations:

1. bankrupt or the subject of insolvency or winding-up proceedings, subject to administration by a liquidator or by a court, in an arrangement with creditors, or that its business activities are suspended or in any analogous situation arising from a similar procedure under national law and regulations;
2. in breach of its obligations relating to the payment of taxes and social security benefits to the extent required by law or a regulatory body;
3. guilty of professional misconduct, by having violated applicable laws or regulations, or ethical standards of the profession to which it may belong, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
   (a) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
   (b) entering into agreements with any other interested companies, competitor or potential competitor with a view to restricting competition with respect to the current selection process;
   (c) attempting to influence the decision-making process of the ILO, to obtain confidential information that may confer upon it undue advantages in the current selection process or to negligently provide misleading information that may have a material influence on the ILO decisions concerning exclusion, selection or award;
4. engaged in conduct or behaviour that constitute Proscribed Practices or Prohibited Conduct as defined in paragraph **12.3.** of the Terms and Conditions applicable to ILO Contracts [1] with respect to the ILO, another entity of the United Nations System or multilateral development finance institutions;
5. participant, either active or passive, in a criminal organization or in money laundering;
6. the subject of any sanctions [2], nor identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution;
7. provided resources received under any contract with the ILO, another entity of the United Nations System or multilateral development finance institutions to individuals, groups, undertakings or entities associated with terrorism in particular those named on the United Nations Security Council Consolidated List, as may be amended;
8. employed children as defined in paragraph **12.2.5.** of the Terms and Conditions applicable to ILO Contracts or committed offences concerning trafficking in human beings [3];
9. shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with the ILO, which led to early termination of that prior contract, damages, etc.;

[1] https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

[2] See in particular the United Nations Security Council Consolidated List, available at https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

[3] As defined in Article 3(a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification and accession by General Assembly resolution 55/25 of 15 November 2000, available at : https://www.ohchr.org/en/professionalinterest/pages/protocoltraffickinginpersons.aspx.

10. misrepresented information supplied that is required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, withheld such information or failed to submit the supporting documents requested in the current selection process;

11. committed financial irregularity; or
12. created a shell company or is a shell company for the purpose of responding to the current selection process.

The Vendor understands that it may be excluded by the ILO from participation in the current selection process in the event of any misrepresentation in relation to the above certification and that the ILO will reserve the right to cancel or terminate with immediate effect and without compensation any proposal of or contract arising from this selection process.

The undersigned certifies/y to be duly authorized to sign this certification on behalf of the Vendor.

For the Vendor

Name:
Title:
In
Signed on

Contact details

International Labour Organization
Route des Morillons 4
CH-1211 Geneva 22
Switzerland

Procurement Bureau (PROCUREMENT)
Email: pcrt@ilo.org

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Offer submission form (to be completed by the bidder)

Reference: RFQ N° 3/2025 Request for Event management Service- THAMM Plus Labour Inspection and fair recruitment WS 19 June, 2025 & SOPs on external employment launch event on 24 June 2025 (TBC)

Closing Date: 02 Jun 2025 04:00, Cairo

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

First Event:

Task	Description	Qty	Date	Lump Sum in Add currency here (Including
Name Stands	Name stands (as per names provided by ILO prior to the event);	20		
Name Stands (Blank)	Plastic name stands	10		
Event Folders	Fit for A4 Papers (22Cm *32Cm); Two Sides Printing, Full Colors, Laminated Matte/Glossy with 1 Pocket. Each Folder to include Printed Agenda and Concept Note + Branded Plastic Pen)	25		
Plastic Pens	Branded on one side (printing)	30		

Roll ups	Four 1X2 m rollups branded with the event title + 2 Stands	2		
Graphic designer	Graphic designer for branding materials	1		
livestreaming solution	livestreaming solution to broadcast the event with a high internet connection and a backup (providing the low thirds in accordance to the existing visual identity), and provide a link to be embedded in the already existing conference website (with support from 1 videographer);	30		
Videographer	For the event + B-roll for future use+ conducting 3 interviews	1		
Interpretation system	isolated booth, CU, transmitters, and console, headsets (interpretation receivers) and a sound system with loudspeakers, panel, mic, mixer for 20 PAX	1		

Second Event:

Task	Description	Qty	Date	Lump Sum in Add currency here (Including
LED Screen backdrop	5x9m LED Screen backdrop (branded with design)	1		
Name Stands	Name stands (as per names provided by ILO prior to the event);	20		

Name tags	Filled in plastic name tags (as per names and visibility guidelines provided by the ILO prior to the event),	60		
Plastic name tags (Blank)	Plastic name tags	20		
Event Folders	Fit for A4 Papers (22Cm *32Cm); Two Sides Printing, Full Colors, Laminated Matte/Glossy with 1 Pocket. Each Folder to include Printed Agenda and Concept Note + Branded Plastic Pen+ USB	140		
USBs	8 GB branded USB	20		
Plastic Pens	Branded on one side (printing)	140		
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Graphic designer	Graphic designer for branding materials			
Printing	Closed Size A4 - 100 Pages - Perfect Binding - Cover 300 gm + Lamination - Inner 170 gm.	110		

During event products:

Task	Description	Qty	Date	Lump Sum in Add currency here (Including
Sound system + 2 microphones	Complementing the sound system in the venue)	1		
LCD projector	Specs as required	1		
plasma screens	For all participants to see presentations from any point in the room, including for presenters to monitor their presentation (Specs as required)	2		
Stage	Carpeted stage, 4x11m	1		
Armchairs and setup	Leather armchairs and setup for half day during the launch event (pictures of the chairs to be provided prior to the event)	3		
livestreaming solution	livestreaming solution to broadcast the event with a high internet connection and a backup (providing the low thirds in accordance to the existing visual identity), and provide a link to be embedded in the already existing conference website (with support from 1 videographer);	60		

Videographer	For the event + a 2-minute video recapping the event for social media usage after the event's conclusion+ B-roll+ 3 interviews with key participants	1		
Photographer	Selected photos for the launch event should be sent on the spot to the ILO's team	1		
Interpreters for simultaneous interpretation	Interpreters (English-Arabic). (To be available for the 2 days of the event)	2		
Interpretation system	isolated booth, CU, transmitters, and console, headsets (interpretation receivers) and a sound system with loud speakers, panel, mic, mixer, and 2 column system for 60 PAX;	1		

in Add currency here

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Name: Click or tap here to enter text. **COMPANY STAMP**

Position: Click or tap here to enter text.

Tel/Fax: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.

Click or tap here to enter text.