

ASEAN Policy Forum on Higher Education

Moving Higher Education Forward Together: Building Resilience and Flexibility by Connecting and Including All

REQUEST FOR PROPOSALS

1. Background and Context

The ASEAN-EU partnership has long supported ASEAN's ambition to build a cohesive ASEAN Higher Education Area that promotes regional cooperation, enhances the quality, competitiveness, and internationalisation of higher education institutions, and fosters stronger people-to-people connectivity.

In alignment with these goals, the Ministry of Education of Lao PDR, in collaboration with the EU-ASEAN Sustainable Connectivity Package - Higher Education Programme (SCOPE-HE), is co-organising a Policy Dialogue on Higher Education. This event is tentatively scheduled for either **11-12 November** or **9-10 December 2024** and will take place over **1.5 days** in **Vientiane, Lao PDR**.

The Policy Dialogue will convene government representatives, higher education institutions, private sectors representatives, international organisations, and other key stakeholders from ASEAN and the EU to discuss strategic issues in the higher education landscape, share best practices, and explore opportunities for deeper cooperation between ASEAN and the EU.

2. Description of Services Required

The selected contractor shall provide the following services:

Conference Hall	<p>11 November 8:00 – 19.00 12 November 08.00 – 14.00 Or 9 December 8:00 – 19.00 10 December 08.00 – 14.00</p> <p>Round table / Classroom Setup (140 persons capacity) 1 Stage with 1 lectern with microphone, 1 coffee table and 6 comfortable chairs LED screen (1 or more) and wide screen (1 or more) PA System with 3 microphones (minimum) Earphones (80 set) + Interpreter booth Water for participants & panellists Wi-Fi Access</p>
Breakout rooms	<p>4 meeting rooms on the 1st day from 12:00 to 18:00 U-Shape setup (30 persons capacity) Per room, LCD projector (1 or more) and wide screen (1 or more) Per room, PA System with 2 microphones (minimum) Water for participants Wi-Fi Access</p>

Accommodation	100 guests expected Breakfast included Check-in on 10 November and Check-out on 13 November or Check-in on 8 December and Check-out on 11 December
Catering	3 coffee breaks (Morning and afternoon on the 1 st day and morning on the 2 nd day) – 140 pax 2 Lunches on the 1 st and 2 nd day (buffets preferably) – 140 pax 1 seated dinner (1 st day) – 140 pax
Airport transfers	Roundtrip transportation from/to airport for all guests
Other	1 VIP room on the 1 st day from 08:00 to 12:30 for 15 pax (with standard coffee break catering) 1 Printer easily accessible from the conference room + paper 1 cultural performance for dinner (<i>optional</i>)

3. General and Technical Requirements

The contractor should be able to offer:

- Technical and organisational assistance before and during the seminar
- Appropriate security services required for the event and the guests
- Registration Desk
- Secured space for the team responsible for the organisation (storage)
- Space for decoration and branding (banners, poster etc.) inside and outside of the venue
- Access to the hotel parking for participants' cars
- Access to disabled people
- Hotel rooms with standard equipment, including Wi-Fi

4. Tenders

4.1 Composition of tender

A service delivery proposal should be provided including:

- Confirmation of the availability of venue and rooms for the required dates
- A company description and contact details of the person principally responsible for responding to this tender
- Portfolio and details of expertise and track record in delivering and hosting similar event
- Full presentation of the facility and services (venue, technical requirements, security services, etc.) to be provided with pictures of the venue
- Presentation of the catering menu (coffee breaks, lunches and dinner) and, specification on the deadline for confirming the final number of guests
- Presentation of hotel rooms and equipment
- Proposals must include the breakdown of costs.

4.2 Award Criteria

The contract will be awarded to the tender offering the best value for money.

Please note that no payment will be made for proposals, nor to applicants that are not selected.

4.3 Submission procedure

Please send proposal (PDF format only) to:

cswastilarasanti@nuffic.nl and put in CC: tkowaas@nuffic.nl and scope-he@nuffic.nl

Questions regarding the request may be sent to the same contacts.

The closing date for receiving proposal is 7 October 2024