

**Response to the queries received for Request for Proposal (RFP-2) for hiring a Professional Conference Organizer (PCO)**

Sl. No.	Query	Reply
1.	Conference timing -Duration/day (morning to evening timing)	The 46th ATCM is scheduled to take place from May 20th to May 30th, 2024. Each day of this event will begin at 08:00 hours and may extend until 20:00 hours.
2.	Digital Kiosk Signages minimum 43 Inch -An LED TV type Kiosk?	The kiosk will be an LED TV type, requiring a minimum screen size of <b>43 inches</b> , with a preference for a <b>55-inch display</b> . It should be equipped with Full High Definition (FHD) capabilities, designed for portrait orientation, and integrated into a base stand.
3.	Designing, printing and Installation of Large Banner -Is it a hoarding type? (With frames)	The banner will be of the hoarding type, complete with a frame. It is intended to be mounted between pillars located outside, at the entrance to the Hall.
4.	Sound System -Sound system not required for the conference.	This aspect is covered under a different Request for Proposal (RFP) for IT and AV services. However, the PCO will be responsible for the Audio-Visual setup for the Cultural Programme, Gala Dinner, and Delegate Engagement event, as detailed in Section 5.5 on page 10 of the RFP. Costs for these services will be based on actual expenditure.
5.	Large Planters & Extra-Large Planters -Pl provide the required size for the planters	<b>Large Planter with Plant Dimension:</b> Minimum Height 4 x 3 feet width Pot Size: Minimum 1 feet Height x 1 feet Width x 1 feet Depth <b>Extra Large Planter with Plant Dimension:</b> Minimum Height 4.5 feet x 3.5 feet. Pot Size: Minimum 1.5 Feet Height x 1 feet Width x 1 feet Depth
6.	Sofa colour -Preferred colour of sofas will be white/Black?	The preferred color for the sofa upholstery is grey, ideally in a single color. However, white, or black can also be acceptable. It is important to avoid multicolored or brightly colored sofas.
7.	Pigeon Hall size and material? -Pl provide the required sizes	The pigeonhole setup should consist of a minimum of 74 units, one for each country, including parties, observers, experts, organisations, Host Country Secretariat (HCS), and the Antarctica Treaty (AT) Secretariat. These pigeon holes are intended for distributing invitations, leaflets, CDs, and other materials. The dimensions for each pigeonhole should be approximately 8 inches by 7 inches, organized in a grid pattern. The entire structure should be mounted on a platform that is raised at least 1 foot above the ground to facilitate easier access to the lower pigeonholes.
8.	Attending the pre bid meeting is mandatory to participate for bidding?	Attending the pre-bid meeting is not mandatory for participating in the bidding process, but it is strongly advised.

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9.	In Annexure II, the Transportation and Service section does not specify a suggested quantity. Consequently, in the estimate we are submitting, we have included the amount for one unit only. We are flexible to adjust it based on the actual requirements, ensuring clarity, and avoiding potential confusion in the future.	The pricing for the transportation has been asked per vehicle (one unit). Depending on the requirement of specific number of vehicles and the type, the payment would then be calculated based on the unit price quoted multiplied by the number.
10.	At the outset of the proposal, two tables are provided. The first, found on page 3, outlines the 'number of days needed for each venue,' while the second, Table 2, details the 'list of requirements at designated places.' Our inquiry is whether we are required to book the items listed in Table 2 for the duration specified in the first table on page 3. Similarly, we seek clarification regarding the number of event coordinator staff for the specified duration.	The first table specifies the number of days each venue requires services or particulars, while Table 2 outlines the specific items needed in each hall. Items listed in Table 2 must be available in each hall for the duration indicated in the first table.  Regarding the event coordinator staff, the bidder has the discretion to determine the number of staff necessary for effective management during the pre-event preparation period (before May 20th, 2024). However, for the event days (May 20th to May 30th, 2024), the minimum staff requirements and their required skills are detailed in Annexure II.
11.	May we include a remarks column in the provided table?	If deemed necessary
12.	Could you kindly provide information on whether the pre-bid meeting will be held online or offline? If it's offline, may I inquire about the venue location?	The pre-bid meeting is scheduled to take place online. Further details can be found on the website, adjacent to the relevant Request for Proposal (RFP) information.
13.	The bidder must have organized Conferences for Government of India Departments/ Organizations and Associations: Will the appointment/appreciation letters be accepted, or the work orders need to be submitted? Since for the projects usually there are no work orders issued by the Organizations and associations. The Quotes are submitted on email while the samples are shown in person.	To authenticate previous experiences in organizing events for Government of India Departments, Organizations, and Associations, it is necessary to provide verifiable documentation. This may include work orders along with evidence of work completion, available in either physical or electronic forms.
14.	Since the sample of the commodities i.e., Bages, Mementoes, Kit Bags, etc. basis which the quote can be offered. Need to understand if the price in the range can be mentioned in the quotation or what is the way forward.	Individual pricing for each item is not required. The quotation should reflect a unified total cost for the entire delegate kit, which includes all specified items in the RFP. You will need to mention a consolidated price and not a price range
15.	The mode of Pre-bid Meeting for clarification shall be Online or Offline.	The pre-bid meeting is scheduled to take place online. Further details can be found on the website, adjacent to the relevant Request for Proposal (RFP) information.
16.	There is no mention of the Management Fee in BoQ. How shall that be quoted/offered?	All the work is inclusive, and there is no separate management fee.

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17.	How about the quotes for accommodation to be offered to Delegates, since as per the usual course, are offered directly to the delegates. Quote for Accommodation for Faculty could be offered to the Organising Committee (O.C.) in case accommodation for Faculty is required to be arranged and the cost thereof to be borne by the O.C.	In the financial bid, quotes for accommodation are not requested. Accommodation is included in the scope of work under the Deliverables section, indicating that the service provider will be responsible for this aspect once the bid is awarded. After the award, any accommodation requests from the delegates will be directed to the service provider. The service provider can then offer special rates to the delegates based on their choice of hotels.
18.	Since the duration of the event is more than 3 days, the rates/rentals for commodities like signages and exhibitions are usually available for this much period. How about the requirement of the rest of the days of the event?	The RFP clearly outlines the requirements for commodities and their duration. Bidders must ensure that all specifications are met for the entire duration specified in the RFP
19.	And some more that we shall ask during the meeting.	Additional queries can be addressed during the meeting.
20.	We would like to participate in the tender. Kindly let us know if there is any format for submitting the consent form and can we submit the consent form through mail. And also, we have a query regarding the pre bid meeting venue or is it online.	The Consent to participate in the bidding process can be sent from the official email id of the company or as a letter attachment on the letter head of the company. The pre-bid meeting is scheduled to take place online. Further details can be found on the website, adjacent to the relevant Request for Proposal (RFP) information.
21.	Conference promotional activities on social media and mailing to database for registration.	Not required by PCO
22.	Transportation charges for logistics to be shifted at venue – fabrication material and other items as only asked timewise for printable deliverables in the tender.	No such charges can be claimed as vendors must quote all-inclusive charges in the financial bid.
23.	Charges towards temporary manpower for filling and lifting conference kits and for other services i.e., transportation, venue management, exhibition, hall management etc.	No such charges can be claimed as vendors must quote all-inclusive charges in the financial bid.
24.	How many days we will get for setting up the arrangements in the hall.	The large meeting rooms must be arranged between 18 <sup>th</sup> May – 19 <sup>th</sup> May (1500 hrs) 2024. Arrangements in all other rooms must be completed on the first day of the occupancy listed in Table.2 of the RFP
25.	Flex is banned in Kerala, can we use alternate options (Fabric print is allowed here)	Flex printing can be substituted with Fabric Printing, which is an eco-friendly option for printing standees, backdrops, and posters. The corrigendum is published on the NCPOR website.
26.	EMD Exemption allowed for MSME Bidders?	The bidder seeking EMD exemption must submit the valid supporting document for the relevant category with the bid. Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME)” are exempt from submission of EMD (Bid security). Bidders claiming exemption from EMD under this rule (170 of GFR) are however required to submit

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		<p>a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and fail to sign the contract, or submit a performance security before the deadline defined in the request for bid documents, they will be suspended for the period of 12 months from being eligible to submit Bids for tenders issued by NCPOR.</p> <p>The template is uploaded on the NCPOR website.</p>
27.	<p>We seek clarification on whether the booking of hotels falls within the scope of this tender and whether associated costs are encompassed within the proposal</p>	<p>In the financial bid, quotes for accommodation are not requested. Accommodation is included in the scope of work under the Deliverables section, indicating that the service provider will be responsible for this aspect once the bid is awarded. After the award, any accommodation requests from the delegates will be directed to the service provider. The service provider can then offer special rates to the delegates based on their choice of hotels.</p>