



**Call for Proposals
RFP-NAI-0059 – BIAT**

1. Please advise what the Acronym of BIAT means, in: African Union BIAT Workshop on Trade Finance and Trade Information in Africa?
Answer – The acronym BIAT stands for Boosting Intra Africa Trade (BIAT). For further details please follow the link provided: <https://au.int/en/ti/BIAT/about>

2. From the Website, the RFQs (both are Attached) for Event Manager has different Even Dates (i.e. 13th-16th September = 4 Days) to the RFQ for the Conference Package (i.e. 13th-15th September = 3 Days). Kindly advise the final Number of Days and their Dates.
Answer – The dates given for both the RFP and RFQ documents are correct. Though related to the same event, the scope of work and time line requirements are different for both documents.

3. Kindly share the Draft Programme for each Day; or if it’s not yet available, share one from the previous Workshop, so that we can fully understand the Flow and Deliverables in Context.
Answer – A draft programme for this event will be discussed and agreed upon with the selected offeror only.

4. How many Panels are there in Total and How many Speakers per Panel (including Moderators)?
Answer – Panel presentation details shall be provided and discussed with the selected offeror only.

5. Shall DAI and/or AUC provide the Moderator or Facilitator (e.g. from Staff), or shall the Event Manager be Asked to Source one Externally per Session or per Day or for the entire Workshop (e.g. like a Master of Ceremony)? If so, may we include their Profile(s) and Quotation(s) now?
Answer – There will be an appointed moderator. The selected offeror shall be expected to liaise closely with the moderator when designing the forum coordination plan.

6. For a Quotation on Design and Printing, the Specifications for each Item must be Shared (with maybe some PDFs and/or Images of the ones from the previous Workshop). Kindly advise for each Item:
 - a). Event Booklets: Number of Artworks, Number of Pages, Paper Size, Paper Thickness, Paper Type and Number of Copies.
 - b). Fact Sheets: Number of Artworks, Number of Pages, Paper Size, Paper Thickness, Paper Type and Number of Copies.
 - c). Fliers: Number of Artworks, Number of Pages, Paper Size, Paper Thickness, Paper Type and Number of Copies.
 - d). Banners: Number of Artworks, Types, Size of each Type, number of each Type and Material of each Type.
 Answer – Please note that the quantities provided are indicative and not final:

	Event booklets	Factsheets	Fliers	Roll-up Banners	Hanging Banners
Number of Artworks					
Colour	Full color	Full color	Full color	Full color	Full color



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Number of Pages	32 maximum	Double sided	Double sided	Single sided	Single sided
Paper Size	A4	A4	A4 folded to DL	200cm x 85cm	4m x 1.25m (width)
Paper Thickness	180 to 250 GSM – booklet cover, 90GSM to 120GSM booklet inner pages	150gsm	150gsm	N/A	N/A
Paper Type	Art paper (film lamination)	Art Matte	Art Matte	Polymatte material	Polymatte material
Number of Copies	100	100	100	5	2

7. In the Tasks (1.2 C), on Page 5, there is a section: Develop interactive event marketing platforms and effective networking communication channels through mobile application tools. However, there is no further Mention of this Task under Deliverables (1.2 D or 1.3) or in the Cost Schedule (1.7.1). As such, please clarify that ‘mobile application tools’ means general Social Media (e.g. Facebook, Instagram, Twitter, YouTube, LinkedIn, Google+, WhatsApp, etc.); and NOT the Creation or Licensing of a Mobile App specifically for the Participants of this Workshop.

Answer – Mobile application tools refers to general popular social media applications such as but not limited to Facebook, Instagram, Twitter, YouTube, and WhatsApp etc.

8. In the Tasks (1.2 C), on Page 5, there is a section: Coordinate logistics and VIP participation with the venue, the Hub, the AU and other relevant stakeholders for the event. However, there is no further Mention of this Task under Deliverables (1.2 D or 1.3) or in the Cost Schedule (1.7.1). Please advise if it should still be quoted for and where? Please advise the number of VIPs.

Answer – This task is covered on page 5 in section 1.2 under Deliverables D.3. Under cost schedule summary, it is covered on page 10 in section 1.7.1 No.3
The specifics on VIP participation will be discussed with the selected offeror only.

9. Regarding this (from 1.5, on Page 8): A minimum of 10 years’ experience in handling SPS related issues (the proposal should include details on the work completed, country focus, impact, contract value, date of completion etc.); what does the Acronym of SPS mean? Also, is this covered in the Table for 1.6 on Page 9?

Answer – Please replace the acronym SPS with ‘events management’. The table in page 8 of the RFP refers to the evaluation criteria for this RFP, while the table in page 9 provides the format for submission of cited past performance.