



RFQ 23-5560 – Pacific Islands Conference for Ocean Science and Management: Event Management Services.

Notice to Tenderers #1:

Amendment to the scoring:

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none">- <i>Technical Requirement form filled</i>- <i>Quote with price stated (either lump sum or daily fees)</i>- <i>Business License or registration / ID card/ TIN Letter</i>- <i>Company profile (if not available for self-employed then the same shall be reflected in the submission).</i>- <i>Manager CV (if not available for self-employed then the same shall be reflected in the submission).</i>		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: At least 5 to 10 years of experience in event management including leading the coordination of similar regional and multi country events	20%	200
Technical requirement 2: Excellent planning, organizational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery	30%	300
Technical requirement 3: Familiarity with concepts associated with ocean science, ocean climate nexus and ocean management and the interaction with traditional knowledge	10%	100
Other: Ability and experience to work independently and to apply creative problem-solving skills	10%	100
Financial requirements		
Pricing	30%	300
Total Score	100%	1,000