



## **Call for Expression of Interest (Eoi) FOR THE IDENTIFICATION OF 3<sup>rd</sup> PARTIES TO MANAGE AND ORGANIZE AASTMT ONE STOP SHOP "IOSS" LAUNCH EVENT**

### **Contracting subject**

AASTMT, partner of the project MAIA TAQA - "Mobilizing new Areas of Investments And Together Aiming to increase Quality of life for All" (CUP - E88H18000860004) co-funded by the programme ENICBC MED.

### **Reference framework**

The initiative takes place within the project MAIA TAQA whose objective is to develop and promote new innovative services in three Mediterranean areas: Egypt, Jordan and Lebanon.

To this purpose three One Stop Shops are being implemented are being developed, one for each of the three target countries. Each IOSS will deliver a number of services to Egyptian renewable energy community.

This Eoi refers to the launch of the IOSS at the Arab Academy for Science, Technology and Maritime Transport "AASTMT", Alexandria, Egypt,

For more information about the project: [www.enicbcmed.eu/projects/maia-taqa](http://www.enicbcmed.eu/projects/maia-taqa)

### **Subject of the Eoi**

Identification of service providers to organize the launch of the AASTMT IOSS on August 28<sup>th</sup>, 2022. The service provider has to have previous experience in event management, media management, logistics, and technical support. Required tasks and services are mentioned below.

### **Procedure**

All the interested parties can submit an application in response to this Eoi, using the format "Application form". On the basis of applications received and in compliance with the stated requirements the selection committee will evaluate all received applications and service providers' profiles (including previous works). The applications will be evaluated and accordingly subjects contracted based on the offer, previous works, and ability to fulfill requirements.

AASTMT has the right to select the service provider with the specific and adequate skills required according to the evaluation of the selection committee.

**Required tasks and services for the IOSS event management** include the following:

- \_ All related communication and event management arrangements, protocols, VIP reception, registration etc.
- \_ All conference materials design and printings (conference theme, PowerPoint presentation background, invitations, roll-ups, backdrops, banners, name tags, agenda, give away bags, pens and notebooks)
- \_ Catering (around 100 physical attendees)
- \_ English-Arabic and Arabic-English interpretation service for all conference sessions from 10 am to 3 pm (including all interpretation equipment)
- \_ Professional video and photo shooting
- \_ Media management and coverage of the event
- \_ Logistical means for attendees to arrive at the campus
- \_ Technical support during the zoom webinar sessions

### **Execution of the event**

IOSS launch will take place on Sunday 28<sup>th</sup> of August at the Arab Academy for Science, Technology and Maritime Transport, Abou Kir campus, Alexandria from 10 am till 3 pm at El Farsy conference hall then the guests will be taken in a tour to IOSS location.

### **Financial conditions**

The value of the service will be determined based on the submitted offers and the quality of the proposed services within the budget allocated to the launch event in the project.

### **Profile of service providers**

Interested service providers must have previous experience in event management and are cable of providing the above-mentioned services. It is necessary to fill all fields in the application, in addition to sending a full profile with previous undertaken services and events.

The adopted selection criteria:

- \_ Experienced event management service provider
- \_ English proficiency of organizers
- \_ Available registration papers
- \_ Service providers must not be in a position of conflict of interest with respect to the contract for which they are applying.

## **How to apply**

Service providers interested in this EoI can apply using the "Application form" format and attaching their profiles which shows their professional experience and skills.

The application must be sent to the following email: [Sandra.haddad@aast.edu](mailto:Sandra.haddad@aast.edu) / [Sandra.haddad16@gmail.com](mailto:Sandra.haddad16@gmail.com) max by the date of 18.08.2022.

AASTMT reserves the right to ask candidates to require clarifications regarding the content of the documentation and declarations submitted, with the right to assign a peremptory deadline for this purpose within which they must submit the additions.

## **Personal data and Privacy**

AASTMT will use the data contained in the documentation submitted by the service providers, exclusively in the context of this selection procedure and in compliance with the rules laid down by EU Regulation 2016 / n. 679.

## **Contact and information**

Any request for information can be sent to the email [Sandra.haddad@aast.edu](mailto:Sandra.haddad@aast.edu) / [Sandra.haddad16@gmail.com](mailto:Sandra.haddad16@gmail.com)