

SCOPE OF WORK

Provision of an Events and
Communication Management Services



Mozambique Rovuma Venture



Introduction

The purpose of this document is to provide the Scope of Work for the Provision of an event management company for services to be provided in Maputo. This is a two-year contract.

1. SCOPE OF WORK:

The scope of work shall consist of the provision by CONTRACTOR, upon COMPANY request, of the accomplishment of administrative procedures and provision of events management and consultancy service for the company to be provided in Maputo. No minimum work commitment is guaranteed.

1.1. Event Management:

- Photography coverage for internal and external events
- Budgets research – gives us a minimum of 3 options of financial and technical proposals
- Creation and development of concept of events including Conferences, Lectures, Commercial Fairs/Exhibitions, Corporate Events such as milestone celebrations, Festive day celebrations and organization of sports activities
- Make direct contact with suppliers
- Provide all necessary material for the event
- Reservation of venue, equipment, catering service, music with DJ, protocol and gifts
- Invitations issuing and distribution (when requested)
- Accompany the whole event from the beginning to the end, guaranteeing quality and safety of the guests / participants
- Project Development and Design: Site Inspections, Logistics; Strategies & Tactics; Creative; Stand/site creation and decoration; Food & Beverage; Entertainment, Speakers and Meetings with Client, Committees.
- List of MRV Annual Events: FACIM, Children's Day, Year End function, Women's Day and Civil Society Meetings.

Description	Estimated Quantity (per year)
Creation and development of concept of campaigns and activities	12
Design layout of Newsletter (every 3 months)	4
Design of A3 Posters	20
Design of A1 Posters	20
Design of Brochures	2
Design of booklets	2
Design of newspaper adverts	20
Design of promotional material for campaigns: teardrops, roll ups, banners, any vinyl prints, flags, backdrops	4
Photography coverage	15

1.2. Communications:

- Branding: Assist with the production of corporate branding material;
- Provide design and artwork for: Posters (campaigns), Promotional material (t-shirts, gifts etc.), Invitations for events and Newspaper adverts;

Description	Estimated Quantity (per year)
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Photography coverage	15

2. MINIMUM REQUIREMENTS

TENDER shall submit the following documents:

- Provide a list of relevant services provided in the past 5 years (min of 7 projects delivered), accompanied by 7 statements/reference letters issued by Tenderers' clients.
- Financial capacity to cover event without advance payment
- Core business: Specialized in organizing events
- Portfolio of graphic designer as team member



ExxonMobil

