



Request for Proposals - TDB End of Year Function – Southern Africa Regional Office

The Eastern and Southern African Trade and Development Bank will be hosting an end of year function for the Southern Africa Regional Office. The purpose of the event is which aims to celebrate work done to contribute to overall achievement of the Bank and gather staff members and their families and acknowledge the teamwork of the year.

TDB is looking for an experienced event planning company to coordinate and manage the event and all related logistics. The organizer will work with TDB staff to execute on a theme that will be celebrated across all 5 offices of the Bank and the specific details relevant to the staff based in Harare.

The date proposed is the evening of 30th November 2019 with the following program:

Theme: Carnivale

Option 1 - Adults only

- 20 pax
- Welcome drink
- Dinner & entertainment
- MC/Speeches/Presentations
- DJ and dancing

Responsibilities will include:

1. Venue hire, with generator
2. Tent/tables/chairs
3. Sound/DJ
4. Buffet menu
5. Assorted drinks (alcoholic and non-alcoholic)
6. Welcome Reception drink
7. Decoration (themed décor & night lighting)
8. MC
9. Entertainment (this may include: dance performances or live music, for example)

Option 2 –
Family Funday

- Adults 20
- Children 24

Responsibilities will include:

1. Venue hire, with generator
2. Tent/tables/chairs
3. Décor in keeping with the theme
4. Welcome Drink
5. Separate play area and activities suitable for children, ranging in age between 6 months and 18 years old
6. Adequate supervision for children
7. Sound/DJ
8. Menu in keeping with the theme for both children and adults
9. Assorted drinks (alcoholic and non-alcoholic)
10. Entertainment & MC aligned with the theme
11. Photographer and videographer

Format of Proposal

The proposal should include:

- Indication of Proposed Venue
- Pictures providing proposed look and feel
- 5 examples of similar events executed previously
- Names and Contact Details of 3 References
- Names and designations of those who will project manage the event
- A detailed cost proposal indicating all line items and fees and the proposed payment plan.

The proposal should be delivered by email to procurement@tdbgroup.org no later than 17:00 on Wednesday, November 20 2019.