

Request for quote (RFQ)

Assignment Name	Selection of Event Management Firm for Bank's Strategy Meeting
Scope of work	As per Annexure A
Technical Bid proforma	As per Annexure B
Financial Bid proforma	As per Annexure C
Procedure for shortlisting	As per Annexure D
Bid preparation	<p>Technical bid and Financial bid will be submitted in separate envelopes which will bear the address of the SBI Sydney, Name of the Assignment and the name and address of the Bidder. They should bear on top, the following:</p> <p>“Technical bid/Financial Bid: To be opened in the presence of SBI Sydney selection committee only”.</p> <p>Consolidated score of technical bid and Financial bid shall be used for shortlisting the event management companies.</p> <p>If the envelope is not sealed and marked as instructed above, the Bank assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Bidder</p>
Bid submission date	By 17:00 hours AEST on June 6, 2022
Bid submission Address	CEO, SBI Sydney State Bank of India, George Street Sydney NSW 2000
Contact Persons	Mr. Satyen Sinha VP ops Tel: + 61 2 9241 5695 Email: vpops@sbisyd.com.au
Bid opening date	11:00 hours AEST on June 7, 2022

Annexure A: Scope of Work

The selected vendor would be required to provide event management services for the Bank's Strategy Meeting (International Banking Group) to be held within 30-40 days from this date.

The following is the indicative scope of work for the assignment (price quote/commercial proposal to be provided accordingly):

Scope involved
<ul style="list-style-type: none">• Event Management for a three-day conference, with 45-50 delegates, in Sydney.• Planning, creating, executing the conclave event for the entire showcase.• Content creation and narrative for the entire project.• Creating centerpieces and program schedules for each day / each event.• Printing stationary for conference/ digital display/digital banners/ welcome standees.• Arranging for audio visual display and related requirements for the conclave.• General Physician on site.• Photography / videography at the conclave.• Décor and audio visual for the dinners including gala dinner.• Light arrangement, audio / video for the conclave, receiving the participants.• Organizing evening events including Master of Ceremonies• Local Educational Tours for two days and off-site tour for one day: 45-50 persons.• Incidental miscellaneous activities, if any.

Technical Proposal (on letter head of bidder)

To,
 CEO, SBI Sydney
 State Bank of India,
 George Street
 Sydney NSW 2000

Dear Sir,

Selection of Event Management firm for Bank's Strategy Meeting

With respect to the captioned assignment, we certify that we have read and understood the scope of work as per Annexure A. Our Technical bid is as under:

Name of the Firm/Attorney:

Part A

S No	Parameter / Criterion	Vendor's Response
1	Experience in No. of years in event management	
2.	(a) No. of International events completed (b) Recognitions/awards earned	
3.	(a) Experience in dealing with Indian banks/financial institutions/Indian Govt or its Agencies (b) Suitability and responsiveness (c) Understanding of the bank requirements (d) Methodology adopted	
4.	Experience of Head of resources allotted for the assignment (Team Leader)	

Technical Proposal needs to be submitted by providing factual information against each of the above criterion along with copies of supporting documents.

Part B: Description of Approach, Methodology and Work Plan for performing the assignment

Approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal by providing factual information in the above format and a brief write up divided into the following three chapters with:

- a) **Approach and Methodology.** In this chapter, you should explain your brief background, understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan.** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones including interim approvals by the Client, and delivery dates. The proposed work plan should be consistent with the approach and methodology, showing understanding of the bank's requirements and ability to translate them into a feasible working plan.
- c) **Organization and Staffing.** In this chapter, you should propose the structure and composition of your team. You should list the details of key expert responsible and proposed technical and support staff.

Signature

(Name and authority of the Signatory)

Seal of Company/Firm

Annexure C

[Financial Bid: On Letterhead of the Bidder]

To,
CEO, SBI Sydney
State Bank of India,
George Street
Sydney NSW 2000

Dear Sir,

Selection of Event Management Firm for Bank’s Strategy Meeting

With respect to the captioned assignment, we certify that we have read and understood the scope of work as per Annexure A. Our Technical bid is as under:

Scope	Fee Component	Estimated timelines for completion	All-inclusive Fees but excluding taxes (Rs.)	Fees in words	Taxes applicable

The fee quoted shall be quoted only in AUD and shall be exclusive of all taxes. Rates of taxes applicable and indicative statutory fees to be paid for government or statutory bodies may be quoted separately as footnotes in the commercial proposal and this shall not form part of criterion for evaluating the commercial proposals

- i. All the costs associated with the assignment are included in the Financial Proposal. No separate claims/ bills relating to the remuneration for all the Personnel (in the field, office etc.), accommodation, air/transit fare, equipment, printing/typing of documents, surveys, technical investigations etc. will be entertained. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- ii. The commercial quote shall take into account all tax liabilities.
- iii. A Proposal submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

Signature

(Name and authority of the Signatory)

Seal of Company/Firm/Attorney

The shortlisting process shall be as under:

- i) This Quote request is being sent to the bidders by email.
- ii) The bidders will be able to seek clarifications or information required, if any, regarding the selection process, bank's expectations etc. through email on or before 1700 hrs AEST on 02.06.2022. The mails in this regard shall be addressed to vpops@sbisyd.com.au
- iii) The bidders will submit the technical bid and financial bid simultaneously in separate sealed covers by 1700 hrs of 06.06.2022 addressed to CEO, SBI Sydney, State Bank of India, George Street, Sydney NSW 2000.
- iv) After expiry of time-period for submission of proposals, the technical bid shall be opened and evaluated by the bank's internal committee before opening commercial proposals. Commercial proposals of bidders who do not qualify in technical proposal evaluation shall not be considered.
- v) The quote opening process shall be done at the premises of SBI Sydney. Bidders will be advised to participate in the financial bid opening process through video calling (at 11.00 hours AEST on 7 June 2022).
- vi) On the basis of aggregate score of technical bid and commercial bid, the eligible bidder would be shortlisted by the committee.
- vii) The committee may negotiate with the shortlisted bidder for reduction in pricing, by comparing the prices received from other bidders.
- viii) In case of tie in scores, the bidders with tied scores shall be given an option to improve the pricing and selection among these bidders shall be based on their aggregated scores after factoring in the revised financial bids.
- ix) The selected bidder shall be notified by email after the completion of shortlisting process.
- x) The decision of the bank regarding the process of shortlisting/terms and conditions of the RFQ shall be final and binding.
- xi) Those firms, who have conducted full scale and comprehensive event management services for reputed forms / events only will be considered.
- xii) On receipt of the quotations, the same shall be examined, complying to our Bank's guidelines and subject to necessary approvals from the appropriate authorities.
- xiii) State Bank of India reserves the right to reject any proposals without assigning any reasons thereof.
- xiv) The appointment of Event Management firm is subject to meeting our internal expectations and obtaining internal approvals.
- xv) Financial Quotation should clearly indicate the charges specifically for various heads.