RFP N-001/13

Request for Proposals (RFP):

**Spatial, Esthetical and Branding Solutions for the NEXPO 2013 Venues**

Opening date: 16.01.2013 Closing date: 11.02.2013

# Introduction:

NEXPO International Municipal Fair is a regional bi-annual event where mayors and municipalities from the whole South East Europe gather to present their innovative approaches and talk about important topics in the area of sustainable development. The first NEXPO was held in 2011 in Sarajevo, Bosnia and Herzegovina (more information is available at: http://nalas.eu/events/2011-03-10-NEXPO/index.aspx).

NEXPO 2013 will take place on 25-27 September 2013 in the Cities of Rijeka and Opatija, the Republic of Croatia. It is organized by NALAS, the Association of Cities of Republic of Croatia, the Association of Municipalities of Republic of Croatia and the Cities of Rijeka and Opatija. NEXPO 2013 will offer opportunities for exhibition of municipalities, local government associations, international organisations, businesses, etc. NEXPO 2013 is anticipated to generate high visibility for NALAS and its members and is expected to be a large media event as well. *More information on NEXPO 2013 is to be found in the enclosed promotional brochure.*

The main, exhibition part of NEXPO 2013 will take place at the sport centre “Zamet” in Rijeka. It is expected that a minimum of 250 local governments, potential investors, and international agencies exhibit at this fair. A total of 3000 visitors are expected to attend NEXPO 2013. The opening conference of NEXPO 2013 will take place at the Croatian Cultural Dome in Susak, Rijeka with 300-400 participants.

This Request for Proposal (RFP) is to solicit proposals for solutions of the spatial arrangements, interior design, esthetical coherence and branding of the venues, including their production, transport, set-up and disassembling. Companies and Consortiums are invited to submit their offers to implement the activities described in this RFP.

Part II of this RFP provides Description of the NEXPO 2013 Content and Needs, part II describes the available facilities, next sections are listing the services requested in this RFP and the bidding documentation, the Evaluation Criteria is described in section VI, section VII elaborates the deliverables expected under the contract, section VIII discusses bidder’s expenses and section IX describes contract negotiation.

# Description of the NEXPO 2013 Content and Needs

NEXPO 2013 has the following main components:

## Opening conference:

This conference will take place on 25September, in the Croatian Cultural Dome in Susak, the City of Rijeka, and it will be the only NEXPO 2013 event that will NOT take place at the Sport Centre ZAMET. The main topic of the conference is EU Integration, and high-level officials from the EU and Croatia are expected to attend, such as the President of the Republic of Croatia, the President of the European Commission, the President of NALAS, the Mayors of Rijeka and Opatija, EU Commissioners, members of the EU Parliament, etc.

According to venue possibilities of the conference hall on the first floor, the setting will include a stage, with a branded backdrop covering the whole stage, speaker’s stand, armchairs for 8 persons, a projection screen for PPT and close-ups of the speakers, etc. The maximum capacity is of the hall is 536 seats, while we would expect 300-400 participants. The design should reserve appropriate space for journalists, cameras, space for 7 translation cabins and sound equipment. This room needs to provide a premium quality of sound and light. It also needs to provide visibility of sponsors, organizers and NALAS.

In order to get to the conference hall, participants will need to pass through the Dome's Hall on the ground floor, which should also be branded and will be used before and after the conference for reception.

## Booth-exhibition:

The core part of NEXPO 2013 is the exhibition of local governments, sponsors and other organizations. It will take place in the ZAMET Centre, open for the public on 26 and 27 September 2013. This is a place where municipalities will have their own booths to present themselves at the exhibition. It is expected that there will be around 200 booths rented (approximately 150 for municipalities and 50 for businesses), or an approximate booth space of 1800m2. The booth exhibition space shall be organized and will contain space for streets and at least one “square”. This event will take place at the main “Sport Hall” (<http://www.rijekasport.hr/Default.aspx?art=393&sec=669>) of the Zamet Centre. It is also possible and acceptable for this space to be scattered in several parts within the “Sport Hall” of the Zamet Centre.

This Request for Proposals looks for a design of the booth exhibition space, the plan of the booths, and the actual provision and setup of the booths. It is preferred that three sizes of booths are available to exhibitors. Boots should be no smaller than 6 m2 (NEXPO Sarajevo boots were of 9, 18 and 27 m2). Each booth package is expected to contain at a minimum: 2-3 wall-panels, carpet, storage space, 4 chairs, info desk, one table, 2 reflectors, 220V plug, bin and a board with name and colour logo of the exhibitor. The vendor is expected to be able to offer for rent a palette of additional booth equipment to exhibitors.

The offer should include the technical support for set-up before and during the fair as well as the direct communication with the exhibitors related to the details in the decoration of the booth. As an illustration, many exhibitors will need basic technical details of the booth to plan the decoration and will later on send their decoration schemes and instructions for booth set-up. They will also order additional items for their booths (plasma screens, wardrobes, additional chairs, holders, etc.) They will also need technical support with the actual decoration of the booth. The vendor is expected to establish a direct communication and make available the suitable support requested by the exhibitors.

The exhibitors will choose their booth location on-line and they will be allowed to combine various sizes of booths (ex. 27m2 +9m2). The provider of the service will start with the set up the booth area only after receiving the final plan from the organizers.

## Workshops:

NEXPO 2013 will be a platform for knowledge exchange. At least 5 workshops will take place in the so called “Small Hall” of the Zamet Centre (http://www.rijekasport.hr/Default.aspx?art=991&sec=669), on 25 and 26 September. The total space of this hall is 116m2. The hall should offer solid working environment and visibility of all organizers and sponsors. The capacity is a maximum of 100 participants. The preferred setting would be circle, amphitheatre, or any other form providing visual connection, and symbolizing the equity the participants. The design should reserve appropriate space for 7 translation cabins and sound equipment (or find appropriate space for their location in the vicinity of the conference hall).

## Matchmaking Platform:

This event shall enable the municipalities and the private sector to simultaneously identify what they have to offer to each other, and how to utilize NEXPO in doing so. The process of matchmaking shall support the utilization of the overlapping interests of both sides in a jointly favourable manner. It is expected that at least 150 matchmaking meetings (up to 30 minutes long) will take place during the two days (26-27 September) and appropriate space and setting should be provided.

The space arrangement for the matchmaking part should provide privacy and comfort and also allow for branding visibility of the organizers and the sponsors. This event is preferred to take place in the galleries of the “Sports Hall” at the Zamet Centre.

## Mayors’ Café:

The Mayors Café is an environment dedicated to mayors. It is a place where meetings and mayor’s gatherings will take place and also the World Café of Mayors. This space will need to accommodate approx 200 persons at any time, offering comfortable and friendly atmosphere. The Mayors Café will be open all day on 26 and 27 September, and will preferably take place at the “VIP Hall” at the Zamet Centre (http://www.rijekasport.hr/Default.aspx?art=402&sec=669).

## Cultural Exchange:

NEXPO 2013 will serve as a place for cultural exchange of South East Europe. From folk dancers to choirs and contemporary artists, all will participate in the cultural programme of NEXPO. It will take place on 26 and 27 September, in the Zamet Centre. The proposal for the cultural exchange space is expected to have a “stage” within but not limited to the ground floor and galleries of the “Sports Hall” of Zamet. This main “stage” should be able to be properly lightened, sounded and to be accordingly branded. The external spaces may be also considered as “cultural corners”.

## Press Centre:

It is expected that over 200 journalists and reporters will visit NEXPO and an appropriate space for a press centre should be planned. The Press Room at the “Sport Hall” at Zamet Centre may be considered for this purpose. Wireless internet is available throughout the whole surface of Zamet.

## Food Court:

Food for participants should be available in the vicinity of the main events. Therefore, NEXPO 2013 venue will include a food court with a capacity of min 300 persons at any time. Private food vendors will be allowed to set their restaurants in this space. It may be located inside the Zamet Centre or preferably at its Public Square (<http://www.rijekasport.hr/Default.aspx?art=1003&sec=669>).

NEXPO 2013 Venue Arrangement Plan shall provide distinctive areas for each of these components. This plan shall also provide room for visibility of the sponsors.

Flexibility is a very important principle to be followed in designing the spatial arrangements. Different venue elements proposed should be able to easily decrease and increase in their size.

Notes:

* It is not expected that the offer includes provision of food and beverages itself. This, based on the actual number of participants, will be tendered in a separate procedure.
* NEXPO 2013 visual identity has been already designed, so the vendor will be expected to work with the determined visual identity. In the case potential vendors plan a site inspection, this should be coordinated with the City of Rijeka.

# Available Facilities

1. **Zamet Centre:**

Inaugurated in September 2009, Zamet Centre is a new modern public building comprised of an indoor sports hall, a library, community offices, shops, bars, a public square and a parking garage. The complex is a unique social, sports and business centre of the west part of Rijeka, architecturally acclaimed and award-winning project. The Centre posses various premises suitable for organisation of the most demanding  indoor sports competitions, concerts, congresses, public lectures and various cultural programmes.

During 2009 and 2010 various competitions such as the 11th European Individual Men and Women’s Chess Championship EURO 2010 took place at the Centre. This was the greatest chess championship ever held in Croatia, during which, the Zamet Centre had the honour to host one of the best world chess players, Anatoly Karpov. The World Man and Women’s Junior Bowling Championship for U23 was another important competition held at the Centre.

More information, floor plans and video presentation of the ZAMET Centre can be found at:

* <http://www.rijekasport.hr/Default.aspx?sec=668>
* <http://www.youtube.com/watch?v=FCUL3qNmMqA&feature=relmfu>

The following parts of Zamet are especially important to be incorporated into the design:

* Sport Hall: http://www.rijekasport.hr/Default.aspx?art=393&sec=669
* Small Hall: http://www.rijekasport.hr/Default.aspx?art=991&sec=669
* VIP Hall: http://www.rijekasport.hr/Default.aspx?art=402&sec=669
* Public Square: <http://www.rijekasport.hr/Default.aspx?art=1003&sec=669>

1. **The Croatian Cultural Dome in Susak, Rijeka**

The multifunctional hall of the Croatian Cultural Dome is located in the eastern part of Rijeka, in the Sušak city quarter and only a few minutes by foot from the city centre. With a modern design and 536 seats, this venue is suitable for holding of congresses, conferences, promotions, presentations, but also for films and plays. The access to the building has been adapted to accommodate people with disabilities. A coffee bar where the participants of an event can find refreshments is located on the ground floor.

For more information:

<http://business.croatia.hr/en-GB/Congress-tourism/Congress-centers/Town/Rijeka/Congress-center/The-Croatian-Cultural-Dome-on-Susak?bGNcNDc0NjUscFwzODQ%3d>

<http://business.croatia.hr/hr-HR/Kongresni-i-insentiv-ured/Kongresni-centri/Mjesto/Rijeka/Kongresni-centar/Hrvatski-kulturni-dom-na-Susaku?bGNcNDc0NjUscFwzODQ%3D>

<http://www.rijeka.hr/IznajmljivanjeProstorauKulturi>

# Services requested in this RFP

The bidder will provide an offer for the following:

1. Proposal for space plan and arrangements of the meeting hall at the Croatian Cultural Dome in Susak, Rijeka, to fulfil the functions described in section I.a) – Opening conference;
2. Proposal for space plan and arrangements of the sport centre Zamet, to fulfil the functions described in section I.b-h (Booth-exhibition, Workshops, Matchmaking Platform, Mayors’ Café, Cultural Exchange, Press Centre, Food Court);
3. Solutions for indoor and outdoor visibility and branding of the venues to be used, as described in section I;
4. Production, transport, set-up and disassembling of the proposed solutions. The exhibition booths, stages, light, sound, video and translation equipment should be also included in this proposal, as well as the production of all proposed indoor and outdoor branding.

# Bidding Documentation

To be considered, proposals must be received no later than 10:00am, 11 February 2013 (Monday) at the following address: [info@nalas.eu](mailto:info@nalas.eu), OR by post to:

NALAS

SPACE FOR NEXPO 2013

Bul: Partizanski Odredi 42/7

1000, Skopje

Republic of Macedonia

The proposals must be in English, and must clearly list a reference to the deliverables requested with this RFP.

The following documents should be submitted:

1. **Technical Offer:**
2. Integral proposal of the design and indoor branding of the meeting hall at the Croatian Cultural Dome in Susak, Rijeka, to fulfil the functions described in section I.a) – Opening conference, submitted in 3D electronic drawings, in jpg or pfd format with Specification of the individual elements and items needed (dimensions, materials);
3. Integral proposal of the design and the indoor branding possibilities of the sport centre Zamet, to fulfil the functions described in section I.b-h (Booth-exhibition, Workshops, Matchmaking Platform, Mayors’ Café, Cultural Exchange, Press Centre, Food Court), submitted in 3D electronic drawings, in jpg or pfd format with Specification of the individual elements and items needed (dimensions, materials);
4. Solutions for outdoor visibility and branding of the venues to be used, as described in section I., submitted in 3D electronic drawings, in jpg or pfd format with Specification of the individual elements and items needed (dimensions, materials);
5. Offer for production, transport, set-up and disassembling of the proposed solutions. The exhibition booths, stages, light, sound, video and translation equipment should be also included in this proposal, as well as the production of all proposed indoor and outdoor branding.
6. **Financial Offer:**

The Financial Offer shall contain a detailed budget for design and production of the proposed solutions, as per the Specification of the individual elements and items submitted under the Technical Offer. The prices should be stated in Euros, VAT excluded, with specified Terms of Payment offered.

1. **Organizational Capacity Guarantee:**
2. A Reference List and Letters of recommendations from the past 5 (five) years for work in the area of event management and/or advertising;
3. Terms of Delivery
4. Statement for Organizational Capacity Guarantee signed by the general manager of the company, or by all general managers of the members of the consortium.

# Evaluation Criteria

Evaluation of proposals will be undertaken by the NALAS Secretariat in consultations with the Association of Cities of the Republic of Croatia, the Association of Municipalities of the Republic of Croatia and the Cities of Rijeka and Opatija.

For the services requested in this RFP, the evaluation criteria are as follows:

- Technical Offer (design and esthetical coherence) - 40%

- Financial Offer (amount and terms of payment) - 35%

- Organizational Capacity Guarantee (references and deadline for submission of

the final deliverables) - 25%

# Deliverables under the contract

The bidder that wins the contract will afterwards deliver the final integral and individual designs within the proposed Terms of Delivery proposed in section III C, but not longer than 14 days from the signing of the contract:

VI.1. Integral proposal of the design and indoor branding of the meeting hall at the Croatian Cultural Dome in Susak, Rijeka, to fulfil the functions described in section I.a) – Opening conference, submitted in 3D electronic drawings, in jpg or pfd format WITH Specification of the individual elements and items needed (dimensions, materials);

VI.2 - Integral proposal of the design and the indoor branding possibilities of the sport centre Zamet, to fulfil the functions described in section I.b-h (Booth-exhibition, Workshops, Matchmaking Platform, Mayors’ Café, Cultural Exchange, Press Centre, Food Court), submitted in 3D electronic drawings, in jpg or pfd format WITH Specification of the individual elements and items needed (dimensions, materials);

VI.3 Solutions for outdoor visibility and branding of the venues to be used, as described in section I., submitted in 3D electronic drawings, in jpg or pfd format WITH Specification of the individual elements and items needed (dimensions, materials);

VI.4 – Timeline for the production of all designs approved by the contractor (NALAS);

VI.5 – Action Plan for transportation, assemble and set-up of the products in the venues in Rijeka, Republic of Croatia, according to the deadlines set by NALAS.

# Bidder’s Expenses

Bidders are solely responsible for their own expenses in preparing their proposals and for subsequent negotiations with NALAS.

Short-listed proposals may be asked to make a presentation of the fair committee, which will be solely at the bidders’ own expense.

# Contract Negotiation

NALAS reserves the right to negotiate specific terms of the contract with the short listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms with the contractor as the contract progresses.

# Enquiries

This Request for Proposal can be downloaded from the NALAS website at www.nalas.eu. Questions regarding this Request for Proposal should be directed to NALAS at +389 2 3090818, or by email to info@nalas.eu.

# Ownership of Proposals

All documents, including proposals submitted in response to this Request for Proposals become the property of NALAS. However, only the submissions by the successful consultant will be used. Once a contract has been awarded, the name of the successful consultant will be available to the public upon request.

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Thank you for your interest and we hope to see your company submitting a proposal. It is anticipated that the information provided is of value but should anything be unclear, please contact NALAS directly at [info@nalas.eu](mailto:info@nalas.eu) or +389 2 3090 818.