



AFRICAN PETROLEUM PRODUCERS' ORGANIZATION (APPO)

APPO SECRETARIAT

INTERNATIONAL TENDER BID FILE (TBF)

N° 0314 /APPO/SG/2021 of 4th August 2021

for the selection of a consultant within the context of the organization of the 8th African Petroleum Congress and Exhibitions (CAPE VIII)

Content of this document:

- A. Invitation to tender.
- B. Terms of Reference.

Brazzaville, 4th August 2021.

A. Invitation to tender



The African Petroleum Producers' Organization (APPO) is an intergovernmental organization created in 1987 in Lagos Nigeria, to serve as a platform for African petroleum producing countries to cooperate, collaborate, and share knowledge and competences, with a view to maximizing the developmental and welfare benefits accruable from petroleum exploitation activities in the Member Countries.

APPO currently has fifteen (15) Member Countries namely: **Algeria, Angola, Benin, Cameroon, Chad, Congo, Democratic Republic of Congo, Cote d'Ivoire, Egypt, Gabon, Equatorial Guinea, Libya, Niger, Nigeria, and South Africa.**

The African Petroleum Congress and Exhibitions (CAPE) is established as the largest and the most influential oil and gas event in Africa and it seeks to provide investors the opportunity to have deeper information and knowledge of the oil and gas industry in Africa.

The purpose of this triennial APPO initiative is to offer a platform of opportunities to develop relations and ties between decision-makers and professionals from the sector; a crossroad of exchange to share expertise and discuss strategies, opportunities for developing oil activities, investments, and partnerships.

Previous editions of the event have been organized as follows, namely: CAPE I in 2003 in Tripoli (Libya); CAPE II in 2005 in Algiers (Algeria); CAPE III in 2007 in Cotonou (Benin); CAPE IV, 2010 in Kinshasa (Democratic Republic of Congo); CAPE V in 2013, Libreville (Republic of Gabon) and CAPE VI in 2016, Abuja (Nigeria), CAPE VII in 2019 in Sipopo – Malabo (Equatorial Guinea).

The CAPE has thus acquired notoriety and has become the major triennial event in the oil and gas industry in Africa.

The APPO Secretariat is launching a call for bid for the selection of a consultant whose scope of work consists in co-organizing with the APPO Secretariat and the Republic of Angola, the 8th African Petroleum Congress and Exhibition (CAPE VIII) in June 2022 in Angola.

The Tender Bid File (TBF) which is attached, can be accessed on and downloaded from the APPO Website www.apposecretariat.org.

Brazzaville, 4th August 2021.

B. Terms of Reference

**TERMS OF REFERENCE FOR THE SELECTION OF A CONSULTANT WITHIN THE CONTEXT
OF THE ORGANIZATION OF THE VIIITH AFRICAN PETROLEUM CONGRESS AND EXHIBITION
(CAPE VIII)**

Table of Contents

I.	Preamble	6
II.	Context of the Call for Bids	6
III.	Organization of CAPE VIII	6
III.1	The Concept	6
III.2	Missions and attributions	7
III.3	Expectations from CAPE VIII	7
V.	Consultant's Mandate	8
V.1	Services and Supplies for the Congress	8
V.1.1.	The Media Plan	8
V.1.2.	Secretariat of the Organizing and Supervision Committee	8
V.1.3.	Website	9
V.1.4	Graph Chart	9
V.1.5.	Opening and Closing Ceremonies	9
V.1.6.	Banners and Accessories	9
V.1.7.	Equipment and Services to be supplied at the venue at the Congress	9
V.1.8	Reservations and Accommodations	9
V.1.9	Medical Coverage	9
V.1.10.	Documentation	10
V.1.11	Gala Dinner	10
V.1.12.	Publications resulting from the Congress	10
V.2	Services and Supplies for the Exhibition	10
V.3	Budget and responsibilities	10
V.4	Participation	11
V.5	Programmed schedule for the Meetings and End of Contract Obligations	11
V.6	Distribution of tasks in the organization of CAPE VIII	11
VI.	Tender	11
VII.	Bidding Documents	11
VII.2	Composition	11
VII.3	Deadline for submission of bids	12

I.Preamble

The African Petroleum Producers' Organization (APPO) is an intergovernmental organization whose objective is to serve as a platform for African petroleum producing countries to cooperate, collaborate, and share knowledge and competences, with a view to maximizing the developmental and welfare benefits accruable from petroleum exploitation activities in the Member Countries.

On January 27th, 1987 was established in Lagos (Nigeria) the African Petroleum Producers' Association (APPA), which reflects the collective willingness on the part of eight (8) African petroleum producing countries to confront a constantly changing international energy situation.

APPO's membership has grown since its creation from eight (8) to fifteen (15), namely in alphabetical order: Algeria, Angola, Benin, Cameroon, Chad, Congo, the Democratic Republic of Congo, Cote d'Ivoire, Egypt, Equatorial Guinea, Gabon, Libya, Niger, Nigeria, and South Africa.

After a four-year Reform, APPA became APPO, African Petroleum Producers' Organization with the following Strategic Objectives:

1. Promote cooperation and capacity building among Member Countries and other global institutions in various sectors of the hydrocarbon industry: commercial, scientific, technical, technological, legal, fiscal as well as in the field of human resources;
2. Promote the development of regional markets and coordinated energy integration strategies in the continent;
3. Develop research programmes about the major challenges in the petroleum sector of African countries;
4. Promote economic development and market diversification activities by enhancing hydrocarbon sector local procurement, employment and gender diversification;
5. Promote environmental protection and management policies;
6. Promote the use of international best practices; and
7. Increase the visibility and level of awareness of APPO as a leader and reference institution on petroleum within and beyond Africa.

In addition to the central decision-making and governing bodies, several forums for exchanging and sharing experiences as well as other structures have been created, including the African Petroleum Congress and Exhibition, abbreviated as the « CAPE ».

II. Context of the Call for Bids

In line with existing practice, the 8th edition of CAPE will be held in the Republic of Angola in June 2022 and its Organizing and Supervisory Committee (OSC) will be composed by the previous organizing countries of the CAPE. The Republic of Angola will Chair the OSC and the APPO Secretariat will be the Vice-chair.

On the sidelines of the Congress, will be organized an international exhibition for National Oil Companies (NOCs), International Oil Companies (IOCs), service companies and others.

APPO expects to realize this event in partnership with a firm specialized in the organization of scientific events and exhibitions, designated "Consultant" selected under the terms of this call for tender.

The organization chart of CAPE VIII is presented in Appendix 1.

III. Organization of CAPE VIII

III.1 The Concept

The CAPE is a triennial meeting between petroleum specialists from all over the world, and top African government officials in oil and gas sector.

The purpose of this APPO initiative is to offer a platform of opportunities to develop relations and ties between decision-makers and professionals from the sector; a crossroad of exchange to share expertise and discuss strategies, opportunities for developing oil activities, investments, partnerships, etc.

The 8th edition will include the following:

1. A scientific conference on current and future challenges of the industry.
2. Inaugural Meeting of CEOs of NOCs.
3. 2nd African Local Content RoundTable.
4. An international exhibition.

The financing of the organization of CAPE is based on sponsorship, the sale of advertisement spaces and the sale of spaces for exhibition stands and the contributions of the host country. These operations are expected to generate income for APPO.

III.2 Missions and attributions

The CAPE is designed primarily to promote and support investment in the oil and gas sector in Africa, as well as reflection on the orientations given by senior political leaders in charge of this sector.

Round tables and documentaries should be planned before the CAPE in addition to the presentations of the speakers.

The themes of the Congress concentrate on issues that deal with concerns of African countries and the major challenges facing the APPO Member Countries, as well as the promotion of mining or business opportunities through the exhibition stands and/or specific presentations. They will enable exchanges between experts and decision-makers. The scientific programme shall be decided upon by the Organizing Committee.

The main theme of the CAPE VIII is: **«Energy Transition and the Future of the Oil and Gas Industry in Africa: Opportunities, Challenges and Development»**. For the 8th edition, among the subjects to be discussed, we have the following:

1. The impact of COP-21 and COVID-19 on the Oil and Gas industry in Africa.
2. African Local Content Development.
3. Upstream & downstream sector updates and value addition through Local Content
4. Successful partnerships in Africa's Oil and Gas sector: NOCs perspectives in cross border infrastructure.
5. Development of the African Petroleum Market.
6. Opportunities in refining and petrochemical processing.
7. Funding for Oil and Gas sector: Positioning of AEICORP.

III-3 Expectations from CAPE VIII

CAPE VIII should particularly:

1. Promote and stimulate investment opportunities in the African in the oil and gas industry and mainly in APPO Member Countries;
2. Promote synergy between the stakeholders in the oil and gas industry in Africa;
3. Increase the input and contributions of the African countries in the global oil and gas industry;
4. Serve as a support system to improve the promotion of cooperation between Member Countries;
5. Facilitate and promote coordination of policies and business strategies of the Member Countries, to better manage their non-renewable oil and gas resources;
6. Improve the understanding of the energy scene and policies in Member Countries;
7. Facilitate direct contact between present or potential investors and decision-makers.
8. Create a showcase for the latest technologies of the global oil and gas industry so that these can be put in use of the African industry;

IV. Overview of the host country of CAPE VIII

The Republic of Angola is a founding Member of APPO. Below are key information on Angola

✓ Independence Day:	11th November 1975
✓ Official Language:	Portuguese
✓ Capital City:	Luanda
✓ Population:	32,866,272
✓ Proven Crude Oil Reserves (million barrels (2018):	8,160
✓ Proven Natural Gas Reserves (billion cu. m.) (2018):	383
✓ Crude oil production (1000 b/d):	1,473.3
✓ Marketed production of natural gas (million cu. m.):	9,614.0
✓ Crude Oil Export (1000 b/d):	1,420.6
✓ GDP per capita (\$) in 2020:	1 895,77

V. Consultant's Mandate

The Consultant is responsible for assisting the Organizing and Supervisory Committee in organizing the Congress, as well as the international exhibition which will be open to the public.

The Consultant agrees to supply and cover the services contained in the table « Summary of the distribution of tasks in the Organisation of CAPE VIII », in Annex 2, as well as any other activity directly or indirectly related to CAPE, and cover the formalities or procedures that shall lead to its success. These include:

V.1 Services and Supplies for the Congress

The physical organisation of the Congress is the responsibility of the Consultant under the supervision of the Organizing and Supervision Committee. The Consultant will be responsible for:

V.1.1. The Media Plan

He shall develop and implement a plan for the promotion of CAPE VIII through audio-visual and written supports within the APPO Member Countries and other countries (television, radio, print media, press conferences, etc...), through newspaper articles, interviews, free write-up, and publicity inserts. The promotional campaign shall begin at a date to be agreed upon between the parties.

This plan shall include, inter alia:

- a. An optimal proposal for the promotional activities for the Congress,
- b. Press files,
- c. Invitations for specialized foreign press coverage and a management plan for press relations before, during and after the events,
- d. Two days before the inauguration of the Congress, the setting up of the following: a press office equipped with phones, fax machines and computers with printers and internet connexions to cover the Congress.

The Consultant shall send to all companies, institutions and individuals who have confirmed their participation in CAPE VIII, informational brochures, the programme and all other correspondence and invitations, and ensure their reception.

However, invitations to Ministers and Head of Delegation shall be sent by APPO Secretariat, after having been signed by the APPO President.

V.1.2. Secretariat of the Organizing and Supervision Committee

Three days before the official opening of the Congress, a room shall be made available for the Committee on site where the Congress events shall take place which will be equipped with the following:

- Five (05) computers with printers and Internet access, with at least two Wifi broad band,
- Three (03) photocopiers and office supplies during the entire duration of the event,

- High technology equipment for the printing and binding of documents.

V.1.3. Website

The Consultant shall set up a website dedicated to the Congress to cover the event and to ensure regular updating. This site shall allow for the inscription of participants and the response to questions and concerns which might be expressed by visitors.

V.1.4 Graph Chart

The Consultant shall in collaboration with the other parties, be responsible for the creation of the CAPE VIII logo as well as the realization and printing of the official posters for the Congress. The distribution of the poster shall be done according to the agreement with the OSC. This chart must be compliant with the APPO brand image and the Republic of Angola flag and Oil and Gas sector.

The name and logo shall be put on all publicity and promotional supports which shall be made for this event. This includes the invitation cards, the letterhead paper, the document folders as well as the website, etc.

V.1.5. Opening and Closing Ceremonies

The physical organisation of the opening and closing ceremonies shall be done by the Consultant in collaboration with the Organizing and Supervisory Committee (OSC).

V.1.6. Banners and Accessories

1. Preparation of banners and posters for the Congress and Exhibition,
2. Preparation of registration forms and invitations,
3. Preparation of tags for the Congress participants.
4. Production of African fabrics, bags, polo shirts, t-shirts, caps and all other gadgets with the image of the Congress and of APPO in agreement with the OSC.

V.1.7. Equipment and Services to be supplied at the venue at the Congress.

The Consultant shall supply the following services and equipment:

- a. Welcome Service on site at the Congress,
- b. Reception room for VIPs,
- c. For the opening and closing ceremonies of the Congress, operational simultaneous interpreting services in English, French and Portuguese,
- d. For the Conference Room, ensure the provision of a sound system and the following equipment:
 - Giant projection screens,
 - Two (02) multimedia overhead projector,
 - Five mobile microphones.
 - Sets for simultaneous interpreting services in English, French and Portuguese.

V.1.8 Reservations and Accommodations

The Consultant shall:

- Accompany the host country for the reservation of the venue wherein the CAPE VIII events shall take place, and the delineation of the spaces reserved for it;
- Cover the reservation formalities for hotel reservations for the participants registered for the Congress and the list therefrom shall be agreed upon between the parties, as well as the needs of those participants on the sites of the Congress during the entire period of the Congress.

V.1.9 Medical Coverage

Permanent medical coverage with means of evacuation (ambulances) must be provided. The practical means for this coverage shall be mutually agreed by the parties.

V.1.10. Documentation

The consultant shall provide the Congress participants upon their registration with complete documentation, which should include the following:

- a Congress presentation brochure in Portuguese, French and English,
- a programme guide in Portuguese, French and English,
- a collection of summaries of papers to be presented in the Programme,
- a folder containing the documents published for the Congress, with a notebook and pen, etc...

V.1.11 Gala Dinner

Modalities and responsibilities for the organization of a state dinner at the end of the Congress or Cocktail after the closing ceremony for delegates registered shall be mutually agreed by the parties.

V.1.12. Publications resulting from the Congress.

The Consultant shall be responsible for the publishing of documents resulting from the Congress, in electronic form and transmit them to the Secretariat, within a two-week period following the closing of the Congress.

V.2 Services and Supplies for the Exhibition

The consultant shall be responsible for organizing an international exhibition on the sideline of the Congress.

Within this context, he shall launch a promotional campaign among the petroleum and para-petroleum companies and among the international petroleum companies, for participation in the exhibition.

The consultant shall be responsible for the facilitation of the administrative procedure for the participation of the exhibitors, assisted by the local organizing Committee.

Equipment, materials and products intended for the exhibition shall be imported into the country under a temporary importation regime and the administrative paperwork for this shall be carried out by the Consultant and the competent Authorities of the organizing country.

The Consultant will produce a film to be given to the Secretariat no later than three weeks from the end of CAPE VIII.

V.3 Budget and responsibilities

The consultant shall prepare a draft budget for the organization of the event which will be financed by sponsors, participation charges and income from the exhibition. This budget must cover all expenses generated by the event and also allow some profits.

The consultant must cover, according to the rank and also during the entire Congress period, accommodation, local transportation and meals of the following participants who will also be exempted from paying participation fees:

- 1. For each APPO Member Country:**
 - the Minister or the Head of delegation and one Aide;
 - the Executive Board Member.
- 2. For the APPO Secretariat:**
 - The Secretary General;
 - The Secretariat team.
- 3. For AEICORP:**
 - The Managing Director.

Participation expenses for staff from the Ministries in charge of Hydrocarbons of Member Countries, other than those indicated above, shall benefit from a 50% discount of participation fees.

V.4 Participation

The consultant must ensure that the number of participants in the Congress should be at least 500 delegates from a minimum of 25 different countries, including speakers for scientific programme of the Congress themes.

The consultant must send out a call for presentation papers as well as invitations to all companies, institutions and individuals targeted, and then to ensure that the invitations have been received.

The consultant must specify in its technical offer and in its call for presentation papers the support conditions of interested parties (air transportation, accommodation, food, local transportation, insurance, per diem, etc.).

V.5 Programmed schedule for the Meetings and End of Contract Obligations

The duration of the activities shall begin upon the signing of the Contract, expected in October 2021 and end ONE (01) month after the end of the Congress, **expected in June 2022.**

A planning of meetings shall be agreed upon with the Organizing and Supervisory Committee. There should be a minimum of 8 meetings, in which the Consultant must participate. The meetings will take place in the Republic of Angola physically or online, depending on the expanding of the Pandemic of COVID-19.

A meeting for the purpose of ending CAPE VIII contractual responsibilities shall be organized four (4) weeks after the end of the event to evaluate the CAPE results, the execution of the obligations of each party and close the accounts.

The Consultant shall present technical and financial reports on the execution of contractual obligations, and these reports must present a detailed execution of the budget in income and expenses with all supporting documentation.

V.6 Distribution of tasks in the organization of CAPE VIII

A summary table in annex 2 indicates the distribution of tasks between the Consultant, the OSC, the host country and the APPO Secretariat, in the organizing of CAPE VIII.

VI. Tender

The present tender notice is opened to all companies specialized in the organization of major energy events in Africa and particularly in different APPO Member Countries.

The participation of firms in the form of groups or consortiums is allowed on condition that the lead manager should be identified, and that the specific and technical competencies of each member of the group or consortium should be clearly defined.

VII. Bidding Documents

VII.2 Composition

1. a letter of submission.
2. Administrative References of the consultant (or members of a group),
3. Balance sheet and financial reports for the last three (3) years of the cabinet,
4. Professional qualifications attesting the competence of the bidder to carry out the service for which he is applying, and the qualifications of the key people appointed for the mission with the specialization and the experience of each person,
5. Professional References concerning services carried out in APPO Member Countries.
6. Presentation of COVID safety plan and a proven ability to use technology to allow online or virtual attendees.
7. A draft contract including the commitments of parties as well as financial proposals of the Consultant notably on payment of a minimum guaranteed amount and the sharing ratio of net benefits between the Consultant and APPO.

The guaranteed minimum amount must be at least equal to **70,000.00 Euros** and the profit share for APPO equal to at least 40%, due to the current situation dominated by COVID-19. Further discussion can be done on this particular, depending on the situation of COVID-19.

A note to bidders is attached hereto in Annex 3 giving additional information concerning the description of the tender file, qualification, and other aspects.

VII.3 Deadline for submission of bids

The bidding documents in sealed envelope including all documents mentioned, as well as other information considered useful, shall be received by the APPO Secretariat not later than October 19th, 2021, at 12:00 GMT+1.

The interested firms can obtain additional information at the address mentioned hereinafter from Monday to Friday between 9:00 a.m. and 4:00 p.m. GMT+1.

*APPO Secretariat, 3rd Floor APPO Towers, Avenue Amilcar Cabral, Brazzaville Centre Ville.
BP. 1097, Brazzaville, Tel. +242 06 534 91 96, +242 06 669 16 24, email: info@apposecretariat.org*

The sealed envelope containing the bidding documents, written in French and English, in **two (02)** copies will bear the following words: « **to the attention of the Secretary General of APPO**, international tender for the selection of a consultant within the context of the organizing of the 8th African Petroleum Congress and Exhibition (CAPE VIII) ».

Annex 1

Organizational Chart for the Organizing and Supervising Committee of CAPE VIII

Annex 2

Summary of Distribution of tasks in the organization of CAPE VIII

1. For the Congress

N°	Activities	Local Committee	Scientific Commission	Consultant	APPO Secretariat	Organizing and Supervisory Committee (OSC)
1.	Scientific Programme and topics	-	draft Preparation	Contribution	Contribution	Adoption and Validation
2.	Speakers	Contacts with presenters	Identification and selection	Identification and contacts	Appraisal and proposition	Supervision, adoption and control
3.	Invitations			Identification of participants / speakers and preparation of invitation letters	Validation of lists of APPA Ministers and Plenipotentiaries	Approval of invitation letters and supervision
4.	Venue of the event, decoration and equipment	Identification and preparation of site	Contribution to the preparation of site	Assistance, decoration, development	Appraisal	Supervision, approval and control
5.	Marketing	Sensitization, National Mobilisation		Sensitization and mobilization campaign	Appraisal and monitoring	Supervision, approval and control
6.	Website	Draft content	Contribution to draft content	Execution	Appraisal and monitoring	Supervision, approval and control
7.	Registration of participants	Registration of local participants	Assistance to the Local Committee	Registration of oil companies and corporations	Monitoring	Supervision, approval and control
8.	Sponsorship	call for local sponsors		Campaign and management ; call for local international sponsors	Monitoring	Supervision, approval and control
9.	Media Plan	Support for preparation and implementation	Contribution to preparation of media plan	Preparation and implementation	Appraisal and monitoring	Approval
10.	Brochures and documents	Support for elaboration and preparation	Participation in the design	Preparation and elaboration	Appraisal and monitoring	Supervision, approval and control

N°	Activities	Local Committee	Scientific Commission	Consultant	APPO Secretariat	Organizing and Supervisory Committee (OSC)
11.	Graphic Chart	Proposals		Realisation	Appraisal and monitoring	Supervision, approval and control
12.	Reception (protocol, ushers)	Responsibility		Support to the local committee		Supervision, approval and control
13.	Accommodation and booking	Participation		Funding and management	Monitoring	Supervision, approval and control
14.	Feeding	Participation		Funding and management	Monitoring	Supervision, approval and control
15.	Security	Responsibility and management				Supervision, approval and control
16.	Health	Responsibility and management		Assistance to the Local Committee		Supervision, approval and control
17.	Transport	Support to the Consultant		Funding and management	Monitoring	Supervision, approval and control
18.	Preparation of kits (file jackets, badges)	Support to the Consultant		Realisation	Monitoring	Supervision, approval and control
19.	Registration (putting of badges, jackets, etc)	Support to the Consultant		Management		Supervision, approval and control
20.	Sound systems	Support to the consultant		Funding and management		Supervision, approval and control
21.	Interpretation equipment	Support to the consultant		Funding and management	Appraisal	Supervision, approval and control
22.	Interpreters	Support to the Consultant		Funding and management	Appraisal an monitoring	Supervision, approval and control
23.	Press room	Support and management		Implementation and management	Appraisal and monitoring	Supervision, approval and control
24.	Internet room	Support and management		Implementation and management	Monitoring	Supervision, approval and control
25.	Secretariat room	Support for the consultant		Implementation and management	Validation	Supervision, approval and control
26.	VIP room	Organization		Participation in the organisation	Appraisal and monitoring	Supervision, approval and control
27.	Opening and closing ceremony	Organization		Participation in the organization	Participation in the organization	Supervision, approval and control

N°	Activities	Local Committee	Scientific Commission	Consultant	APPO Secretariat	Organizing and Supervisory Committee (OSC)
28.	Cultural events	Preparation and execution of programmes		Funding		Supervision, approval and control
29.	Collation	Participation in the organization		Funding and management		Supervision, approval and control
30.	Touristic visits	Programming, implementation, funding				Supervision, approval and control
31.	Gala Diner	Support to the Consultant		Funding and organization		Supervision, approval and control
32.	Congress acts	Support to the consultant	Production	Financing	Monitoring	Supervision, approval and control
33.	Evaluation of the CAPE VIII event	Participation in the preparation of the final report	Draft summary and conclusion of the meeting	Elaboration of the implementation report and the closure of accounts report	Validation	Supervision and validation
34.	Preparation of the budget	Participation in the preparation		Preparation	Validation	Adoption
35.	Monitoring of the implementation of the budget	Monitoring			Monitoring	Adoption of the final report
36.	Management of incomes and expenditures	Support to the consultant		Responsibility	Approval and control	Supervision

2. For the exhibitions

N°	Activities	Local Committee	Scientific Commission	Consultant	APPO Secretariat	Organizing and Supervising Committee (COS)
1.	Spaces identification	Responsibility and report		Support to the local committee	Monitoring	Supervision, approval and control
2.	Budget evaluation	Support to the consultant		Responsibility	Appraisal	Supervision, approval and control
3.	Promotion / sales	Support to the consultant		Responsibility	Monitoring	Supervision, approval and control
4.	Preparation of site and warehouses	Implementation		Monitoring	Monitoring	Supervision, approval and control
5.	Development of stands	Implementation		Execution	Monitoring	Supervision, approval and control
6.	Security	Responsibility				Supervision, approval and control
7.	Transport	Participation in the management		Funding and management		Supervision, approval and control
8.	Management of temporary importation	Management and facilitation		Management of requests		Supervision, approval and control
9.	Restoration of the site	Responsibility and implementation		Support and funding		Supervision, approval and control
10.	Management of incomes and expenditures	Support to the consultant		Responsibility	Responsibility and management	Supervision

Annex 3

Note to Bidders

This invitation to tender is hereby being addressed to international consultants who are capable of justifying their expertise required for the organization of the conference and exhibition.

The bids shall comprise a technical proposal and a draft budget on the model of the table No.1 of this TBF.

1. Technical Proposal

This shall contain:

- a detailed description of the services to be carried out;
- the methodology and organization agreed upon for rendering the services envisaged;
- a presentation of the references of the bidding consultant and an insight into the experiences acquired in rendering similar services;
- the composition and qualification of the personnel of the consultant assigned to the mission: dated and signed curriculum vitae of the personnel and conformed copies of certificates must be attached;
- the time frame and planning for the execution of the job;
- all comments or suggestions on the services which the bidder hopes to provide.

The opportunity is left to the consultant while remaining in line with the terms of reference, to forward comments and suggest the approach which appears to be the most appropriate by him.

2. Draft Budget

The draft budget must indicate the detail of the services to be rendered, the corresponding costs as well as the modalities for payment in line with the model of table No.1 of this TBF.

It should also bring to the fore the expected incomes as well as a provisional operating account.

At each stage, a review of expenses already incurred by the Consultant will be conducted by the OSC. An evaluation report will be adopted by the parties.

3. Bid qualification/evaluation criteria

Elimination criteria

- a) incomplete administrative files;
- b) non conformity of the bid to the terms of reference of the services proposed by the bidder;
- c) Non-qualified key staff of the bidder.

4. Funding of the Conference and Exhibition

CAPE VIII will be funded by the Consultant in line with Annex 2 of the call for bidding titled "Summary of the task distribution in the organization of CAPE VIII".

The net result arising after payment of the cost incurred by the Consultant will be distributed between the consultant and APPO according to the sharing formula jointly agreed to in the contract signed with the Consultant with a minimum fixed at 40% for APPO.

5. Bids Opening

The opening of the bids will be done in the headquarter of the Organization in Brazzaville on 19th October, 2021.

6. Publication of results

The provisional results will be published on 25th October 2021.

Tableau 1: Implementation of the Budget of the Congress

Budget Items	Execution of the Budget				
A) Income	Provision	Realization	Commitment	implementation	Rate of implementation
1. Participation fees (individuals)					
2. Participation fees of companies					
3. Exhibition fees					
4. Sponsoring of companies					
5. sales of advertisement spaces					
6. Other income (To be specify)					
TOTAL INCOME					
B) Expenditure	Provision	Realization	Commitment	implementation	Rate of implementation
1. Local transportation and fuel					
2. Accommodation					
3. Feeding and reception					
4. Office supplies					
5. Communication					
6. Medical coverage					
7. Decoration & banners					
8. Dressing of hostesses					
9. Cultural show					
10. Bonus and allowances					
11. Media plan, Marketing & Web Site					
12. Brochure, catalogues					
13. Gala Dinner					
14. Highlights of the Congress					
15. Fliers, Documentation & supplies					
16. Local consultants					
17. Simultaneous interpretation					
18. Badges and registration of participants					
19. Press halls, Internet & Secretariat					
20. Event Site					
21. Support staff					
22. Travels					
23. Security					
24. Exhibition					
TOTAL EXPENDITURE					
BALANCE (A-B)					