

Request for Proposals (RFP):
NALAS Booth Arrangement at NEXPO 2013
Open on: 23.08.2013 Closed on: 29.08.2013

I. Introduction:

NEXPO is a regional bi-annual event where mayors and municipalities from South East Europe gather to present their innovative approaches and talk about important topics in the area of sustainable development.

NEXPO 2013 will take place on 25-27 September 2013 in Rijeka and Opatija, 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 is co-hosted by the cities of Rijeka and Opatija. NEXPO 2013 will offer opportunities for exhibition of municipalities, local government associations, international organizations, 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 exhibition part of NEXPO 2013 will take place at the sport centre "Zamet" in Rijeka, open for the public on 26 and 27 September. This is a place where municipalities will have their own booths to present themselves at the exhibition. Inaugurated in September 2009, Zamet Centre is a contemporary 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. 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=FCUL3qNmMgA&feature=relmfu>

This Request for Proposal (RFP) is to require proposals for arrangement and branding of the NALAS booth at NEXPO 2013, including design, production, transport, set-up and disassembling of the same.

Part II of this RFP provides Description of the concept and needs, part III describes the available facilities, next sections list the services requested in this RFP and the bidding documentation, the Evaluation Criteria is described in section VI, section VII elaborates the deliverables expected to be received under the contract, the section VIII discusses the bidder's expenses and section IX describes the contract negotiation.

II. Description of NALAS Booth Concept and Needs

NALAS Booth would ideally refer to these main themes:

- NALAS e-learning (products to be launched in 2014)
- NALAS video-documentation
- Networking - Socializing Hub
- NALAS electronic and printed publications
- NALAS strategic vision for sustainable development of communities¹ (including energy efficiency)

The following features and elements of the booth need to be provided:

- Media display
- Interactive media display (on touch)
- Computer stations for individual use
- Networking-Socializing space and equipment
- Publication Stands

The sense of the booth space should imply:

- Futurism
- Minimalism
- Openness and inviting
- Sustainable development/mindfulness of the needs of the nature and people

III. Currently Available Facilities for NALAS Booth

For its booth NALAS has a total of 36 m2 to use. It can be identified with the booth No 7, 8 and 10 at the floor map available at http://nexpo.nalas.eu/index.php?option=com_content&view=article&id=58&Itemid=160 or please find them on the picture below:



¹ NALAS Strategic Plan 2013-2017, Vision: "The citizens of South-East Europe enjoy democracy and regional stability through sustainable cities and communities. With the support of strong local government associations (LGAs) and NALAS, they benefit from efficient services of local governments and an adequate representation of their interests."

NEXPO booth of 36m² is a merge of 4 booths of 9m², as shown in the picture:



NEXPO booth by default will be equipped with: wall-panels, carpet, storage space, 12 chairs, 3 info desks, 3 table, 6 reflectors, 220V plug, bin and a board with name and colour logo of the exhibitor. This equipment will be available, but it's not obligatory to use.

It is NALAS role to provide the content for all video, animated and interactive elements of the presentation (including software, photo, videos, audio and printed materials), excluding posters, banners, brochures.

IV. Services requested in this RFP

The bidder will provide an offer for the following:

1. Design and a space plan of the NALAS booth
2. Equipment, furniture and features
3. Production, transport, set-up and disassembling of the proposed solutions.

V. Bidding Documentation

To be considered, proposals must be received no later than 12:00hrs, 29 August, 2013 at the following address: info@nalas.eu, or by post to:

NALAS
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:

A. Technical Offer:

1. Integral proposal of the design and branding of the booth, submitted in 3D electronic drawings, in jpg or pdf format;
2. Offer for production, transport, set-up and disassembling of the proposed solutions.

B. Financial Offer:

The Financial Offer shall contain a detailed budget for design and production of the proposed solutions. The prices should be stated in EUROS, VAT excluded, with specified Terms of Payment offered.

VI. Evaluation Criteria

Evaluation of proposals will be undertaken by the NALAS Secretariat Committee. For the basic 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%

VII. Deliverables under the contract

The bidder that wins the contract will afterwards deliver the final integral and individual designs:

- Integral design and branding of the booth;
- Production of all designs approved by the contractor (NALAS);
- Transportation, assembles and set-up of the products in the venue in Rijeka, Republic of Croatia, according to the deadlines set by NALAS.

VIII. BIDDER'S EXPENSES

Bidders are solely responsible for their own expenses in preparing a proposal 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.

IX. 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.

Thank you for your interest in submitting a proposal. It is hoped that the information provided is of value and should anything be unclear, please contact NALAS directly at info@nalas.eu.