



PUBLIC TENDER

for the 33rd ICA Congress

to be held in Korea (Republic of Korea), from 28 November to 3 December 2021

1. REASON FOR THE TENDER

The purpose of this tender is to select a professional operator to contribute to undertaking the planning and logistic work related to the «**33rd WORLD COOPERATIVE CONGRESS**» (Seoul, 27 November to 3 December 2021). The total expected number of participants to the Congress is 1200 on site and 1000 online.

The whole series of events will comprise the Congress per se alternating plenary sessions and seminars in parallel subdivided over 3 days, two preparatory events (a research conference and a cooperative law forum), a cooperative innovation fair. In addition, a series of side events will take place: regional and sectoral meetings, statutory meetings and visits to cooperatives. Please see the draft programme in annex.

2. Description of services

The Operator will provide the following services related to the above initiatives, working closely with the ICA World Cooperative Congress Event Manager, the ICA Events Coordinator and Korean local coordinator. The Operator is responsible for providing all logistics for the Congress.

The successful Operator will be comprehensively briefed by the ICA team in an initial meeting where the various elements of the different tasks will be displayed in a tree structure and the definitive timetable will be set.

The Operator will ensure to maximize the impact of the Congress by using the right tools or technology and in establishing systems to allow attendee interactions and feedback. The Operator shall make sure that every aspect of the congress can be leveraged successfully to drive visibility and opportunities.

This should include the pre-, on site and post event tasks.

Pre-event tasks:

- Support the ICA World Cooperative Congress Event Manager and the ICA Events Coordinator in implementing the final programmes of sessions and side events in organizing necessary technical equipment
- Support the ICA World Cooperative Congress Event Manager and the ICA Events Coordinator in realizing:
 - o Hotels search.
 - o Venues search & renting, dressing up, catering, security.
 - o Search of audio-visual and IT equipment companies.
 - o Search of transport companies for the transfer of VIP participants from and to the airport
- Collaboration with Communication agency selected by the ICA and the Congress secretariat to realize:
 - o Creation and customisation of an on-line registration form for Korean participants.
 - o Sending of at least 2 reminders and other e-mails to all registered Korean participants.
 - o Responding to participant and organiser questions (telephone, e-mail)
 - o Tracking the evolution of registration numbers for Korean participants, including per category of participant.
 - o Providing real-time information on registrations for Korean participants, including per category of participant, in the form of spreadsheets.
 - o Providing and sending to all registered Korean participants a practical information document with details on public transport, hotel, event venue, organisational information before, during and after the event and contact details of an on-site event manager.
 - o Possibility of pre-printing badges as required.
- Preparation of online platform.
- Preparation of the cooperative innovation fair

- Shipping and storage of conference materials.

On-site tasks:

The services to be provided under this chapter include but are not limited to:

- Collaborating with the ICA WCC Event manager and the ICA Event coordinator to realize:
 - o Providing a sufficient number of hosts/hostesses to ensure a smooth management of all onsite participants.
 - o Providing technical support, in particular with regard to Wi-Fi/internet connections, web streaming, room management (name plates, water/refreshments), live tweeting, etc.
 - o Monitoring participant presence on-site.
 - o Monitoring access to parallel workshops.
 - o Extracting attendance statistics on the day of the event, and clean statistics.
 - o Collecting feedback from participants, on logistics and content.
 - o Coordinating the production of conference packs (i.e. printing and assembling documents for participants
 - o Provision of office supplies.
 - o Making photocopies.
 - o Operating a conference hotline.
 - o Stage and signage
 - o Technical equipment:
 - Providing laptop computers, TV screens, social media wall, web streaming equipment, scanning or other check-in equipment and printers as well as any necessary cables, internet connections and electricity supply.
- Collaborating with the Congress secretariat to realize:
 - o Providing environmentally friendly badges, lanyards, or any other badging material necessary.
 - o Management and supervision of on-site registrations, integrating on-site registrations in event statistics.

ELIGIBILITY REQUIREMENTS

Tender participation is open on equal terms to all legal persons and physical persons.

Professionalism

Priority will be given to consultants with several years of experience in the organisation of international events and having, at least, a second active language.

Costs

Tenderers are expected to present a detailed description of the costs the total budget required for the supply of services including:

- salaries
- sub-contracts for the equipment and the technical operation

Policy insurances

It is recommended that tenderers' businesses are protected against potential mistakes and risks to their financial security. Tenderers should outline details of their Professional Indemnity Insurance and/or their Public Liability Insurance.

References

Tenderers should also provide a reference list reflecting their experience in the cooperative movement, if any.

3. PRESENTATION OF THE OFFER

By submitting a tender the Tenderers are expected to have checked their offer carefully ensuring that it is honest and true and capable of delivering the ICA's requirements to ensure that the event is a success.

The International Cooperative Alliance reserves the right to modify, at the moment of the conclusion of the contract agreement, the quantities of service envisaged. The increase or reduction of the global value of supplies resulting from this modification cannot exceed 25% of the tender amount.

The offers must be established in **KRW together with euros**.

All offers must be submitted in English and received **BEFORE 20th July**.

The offers must satisfy the requirements stipulated in this call for tender. Offers submitted after the deadline will not be considered.

One original of the offer must be sent by email and by post to:

INTERNATIONAL COOPERATIVE ALLIANCE - ICA

Avenue Milcamps 105

BE – 1030 Brussels

guarrella@ica.coop

ICA will inform the candidates on whether if they have been selected or not.