

## CALL FOR TENDERS

### Provision of Event Management Services for EMPM Events and Activities in Jakarta

The EU Mobility Programme for Myanmar (EMPM) is seeking a qualified event management service provider to facilitate and organise the quality delivery of small to large events, with particular focus on the EMPM closing event in October 2026 in Jakarta.

Detail information on the scope of work is available in the attached Annex 1 - Terms of Reference.

#### Qualifications/Competencies

- Indonesian-based company, with preference in the Greater Jakarta area, and able to present its business-operating permit.
- Minimum of three (3) years' experience in managing high-level national and international events with at least 100 participants, including coordination with senior officials, media, sub-contractors, and management of travel and accommodation.
- Proven expertise in event branding, graphic design, and content development for both physical and virtual events (e.g. conferences, webinars, digital campaigns, roundtable discussions).
- The Event Manager needs to have extensive experience in event management, strong organisational and coordination skills, knowledge of event protocols, excellent administrative and time-management skills and the ability to apply innovative technological solutions.

#### Proposal Submission

The agency must submit documentation demonstrating compliance with the qualification requirements, including:

- An organisational or company profile outlining institutional capacity and recent experience in providing event management services.
- At least three (3) examples of recent experience managing large-scale national or international events. Each example should include details of the event profile, budget, audience type (including participation by government officials or high-level profile, if any), services provided, event concept design, and the supporting team structure.
- A portfolio or slide deck showcasing graphic design work prepared for recent conferences, including event themes, venue seating plans, backdrops, infographics, and banners.
- Reference letter(s) from recent national/international clients for large-scale events with at least 100 participants are preferred.
- Declaration of exclusion grounds (Annex 2).

Additional information to be included in the proposal:

- Indicative workplan and timeline for the closing event (conference format) that is to be conducted in late October 2026 for 2 days, starting May 2026. The event is expected to accommodate around 200 participants, with expectedly half of the participants come from outside of Indonesia e.g., Thailand, Cambodia, Vietnam, etc.
- Indicative budget breakdown with justifications or assumptions (no lump sum).
- Payment schedule and terms of payment (subject to negotiation), with option for direct payment to vendors for large sum payment.

## Award Criteria

The contract will be awarded to the tender offering the best value for money, based on the following criteria:

- Technical quality of the indicative workplan
- Experience and track record
- Qualifications and experience of the proposed team
- Financial offer

## Exclusion Grounds

Tenderers shall be excluded from participation in this tender procedure if they are subject to any of the following exclusion grounds at the time of submission of the offer or during the award procedure:

- they are bankrupt, being wound up, insolvent, or subject to insolvency, administration, or similar proceedings, or their activities are suspended;
- they have been convicted by a final judgment of any offence concerning professional conduct, including fraud, corruption, participation in a criminal organisation, money laundering, or other serious professional misconduct;
- they have failed to fulfil obligations relating to the payment of taxes or social security contributions in accordance with the legal provisions of the country in which they are established;
- they are subject to restrictive measures, sanctions, or embargoes adopted by the European Union;
- they are in a situation of conflict of interest that cannot be remedied in relation to this tender procedure.

Tenderers are required to provide appropriate declarations (Annex 2) or supporting documents confirming that none of the above exclusion grounds apply.

## Contract Type

Successful bidding will lead to the conclusion of a service contract. Indicative contract duration is until 31 December 2026. DAAD reserves the right not to award the contract.

## Contact and Submission of Proposal

For further information, kindly reach out to the **EMPM Programme Management Unit** via email to [empm@daad.de](mailto:empm@daad.de).

For submission of proposals, kindly submit it to the **EMPM Programme Management Unit** via email to [empm@daad.de](mailto:empm@daad.de) before **21 March 2026** with subject “**EMPM – Event Management Service Provider**” and [santoso@daad.de](mailto:santoso@daad.de) in cc.

## ANNEX 1

### TERMS OF REFERENCE

#### Provision of Event Management Services for EMPM Events and Activities in Jakarta

#### Background

The EU Mobility Programme for Myanmar (EMPM) is a pilot programme funded by the European Union and implemented by a consortium of European higher education agencies, namely the German Academic Exchange Service (DAAD), Campus France and Nuffic.

The EU Mobility Programme for Myanmar (EMPM) aims to strengthen higher education opportunities for Myanmar students by providing access to international mobility to gain global perspectives within different interdisciplinary.

#### Objectives of the Service

To facilitate and organise the quality delivery of small to large events, with particular focus on EMPM closing event in October 2026 in Jakarta. Under the direct supervision of EMPM and its associated programme unit, the event management team will be responsible for ensuring the arrangements, logistical, administration, and preparation of the event to run in a timely and effective manner.

The principal objectives are to:

- Work in close collaboration with EMPM to ensure the effective planning, management, and delivery of events in line with the highest national standards.
- Provide high-quality services for the organisation of conferences and workshops, including the arrangement of participants' accommodation and travel in a timely and efficient manner.
- Ensure that all facilities, including conference venues, equipment, and catering, meet the required standards and align with event specifications.
- Ensure that the implementation process adheres strictly to the agreed event timeline.

#### Responsibilities of the Event Management Company

##### 1. Event conceptualisation and planning

- Support the organisation and conceptualisation of the event in line with the expected outcomes and concept defined by EMPM.
- Support the selection of appropriate venues and oversee venue setup.
- Propose information and communication technology (ICT) requirements based on the scale of the event.
- Recommend visibility materials and options appropriate to the size and scope of the event.
- Arrange and support session facilitation, press coverage, printing services, and engage photographers and videographers for event coverage.
- Prepare event reports and provide technical documentation.

## 2. Event arrangements and logistics

- Selection of accommodation based on the event scale requirements.
- Manage logistical, administrative, and preparatory arrangements to ensure the event runs smoothly, efficiently, and on schedule.
- Select accommodation in accordance with the scale and requirements of the event.
- Provide basic administrative support for the delivery of events.
- Coordinate travel arrangements in line with event needs.
- Manage resources effectively to support the successful delivery of the event.

### Scope of work

The service provider shall deliver comprehensive event management support, ensuring seamless logistical preparation and effective execution. The assignments will be carried out in Indonesia, primarily in Jakarta.

Where required, the service provider shall identify suitable venues, coordinate with relevant vendors, and present up to three (3) options for consideration and approval, in compliance with EU and DAAD procurement regulations. All requests will be provided/ agreed in writing prior to commencement of the services. Contractual process with vendors that involve substantial amount of costs must be signed and agreed by EMPM / DAAD and associated invoices will be settled directly by EMPM / DAAD.

The service provider will work closely with EMPM under its overall supervision.

Scope of work	Descriptions
Administrative services	<ul style="list-style-type: none"> <li>- Ensure that all quoted offers meet the minimum specifications for accommodation, venues, catering, equipment, participant lists, confirmations, invitations, participant folders, name badges, pick-up arrangements, and banners/materials.</li> </ul>
Service support during event	<ul style="list-style-type: none"> <li>- Prepare event consumables e.g., flipchart paper, markers, souvenirs, stationery and printing materials e.g., name tag, signage, banners, etc.</li> <li>- Liaise and coordinate with relevant vendors.</li> <li>- Arrange participants' registration prior to and during the event, including               <ul style="list-style-type: none"> <li>(a) staffing of event reception/registration desk;</li> <li>(b) monitoring of and reporting on actual attendance at the event.</li> </ul> </li> <li>- Appoint one focal point plus one alternate focal point for coordination and communication from the beginning till the completion of the event and settlement of reimbursement.</li> <li>- Provide technical support e.g., IT, sound system, etc.</li> <li>- Other miscellaneous tasks that may arise before, during or after the event.</li> </ul>
Accommodation services	<ul style="list-style-type: none"> <li>- Coordinate with the hotel vendor to ensure the provision of rooms for the participants are sufficient.</li> <li>- Ensure that quotations/invoices for accommodation services are issued/provided in accordance with the agreed price and services and within EMPM / DAAD accommodation allowance limit and budget.</li> </ul>

Conference halls (venue) rental services	<ul style="list-style-type: none"> <li>- Must ensure that the recommended venues are accessible and have adequate facilities for the intended event scale, with proper seating arrangements, setup of stage, proper sound system, decorations and backdrops on the stage.</li> <li>- Ensure electronic and audiovisual equipment are rented, installed, and fully functional.</li> <li>- Ensure safety protocol during every programme.</li> </ul>
Travel arrangement	<ul style="list-style-type: none"> <li>- Communicate and confirm participants flights and local travel arrangements.</li> <li>- Arrange and coordinate with EMPM/DAAD travel agent partner in the reservation of flight and local travel arrangements.</li> <li>- Airport pickup and drop-off including protocol arrangements for VIPs, and arrival and departure assistance.</li> <li>- at the airport.</li> <li>- Site visit arrangements, if any.</li> </ul>
Catering services	<ul style="list-style-type: none"> <li>- If not provided by the venue, make timely arrangements for serving meals (lunch, coffee breaks, dinner, reception) in line with the approval.</li> <li>- Ensure that the meals are ready according to the programme agenda.</li> </ul>
Photo/video services	<ul style="list-style-type: none"> <li>- Provide photo and audio/video documentation and make a production of the photos and audio/video as requested.</li> <li>- Ensure that the photographer or videographer adheres to media policy intaking videos or photos during the event.</li> <li>- Produce audio video recordings where required.</li> <li>- Submit raw photo and video results immediately after the event.</li> <li>- Provide photo and video edit service, in case required.</li> </ul>

## Deliverables

The contractor must provide the following deliverables\*:

1. Pre-Event Deliverables
  - Detailed event plan
  - Work schedule
  - Budget and cost breakdown
  - Setup/ planning e.g., venue, technical, etc.
  - Vendor information
2. Event Implementation Deliverables
  - Fully organised event
  - Participant management
  - Visual documentations
3. Post-Event Deliverables
  - Financial report  
e.g., final expenditure statement, supporting invoices and receipts
  - Participant feedback results
  - Deliverable archives e.g., designs, photos, videos, databases, etc.

*\*These are indicative deliverables and subject to modifications depending on the needs during actual implementation.*

### Indicative Timeline

Time	Descriptions
23 February 2026	Publication of the Call for Tenders
21 March 2026	Closing of the Call for Tenders
End of March 2026	Selection process <i>(Interview with shortlisted vendors may be conducted)</i>
Mid-April 2026	Selection result
Mid to End of April 2026	Contractual process
Beginning of May 2026 onwards	Commencement of work

**ANNEX 2**

**DECLARATION OF EXCLUSION GROUNDS**

**Tender Title: *Provision of Event Management Service for EMPM Event and Activities in Jakarta***

**1. Tenderer Information**

Legal Name of Company/Organisation : \_\_\_\_\_  
 Registered Address : \_\_\_\_\_  
 Country of Registration : \_\_\_\_\_  
 Name of Authorised Representative : \_\_\_\_\_  
 Position/Title : \_\_\_\_\_

**2. Declaration**

I, the undersigned, hereby declare on behalf of the above-mentioned organisation that neither the organisation nor any person having powers of representation, decision-making, or control over it is in any of the following situations:

1. Is not bankrupt, being wound up, insolvent, or subject to insolvency or similar proceedings, and its activities are not suspended;
2. Has not been convicted by a final judgment of any offence concerning professional conduct, including fraud, corruption, participation in a criminal organisation, money laundering, or other serious professional misconduct;
3. Has fulfilled all obligations relating to the payment of taxes and social security contributions in accordance with applicable laws;
4. Is not subject to restrictive measures, sanctions, or embargoes adopted by the European Union;
5. Is not in a situation of conflict of interest that cannot be remedied in relation to this tender procedure;
6. Has not provided false declarations or withheld information in connection with this tender procedure.

**3. Conflict of Interest**

I further declare that no conflict of interest exists that could compromise the impartial and objective performance of this contract. Should any potential conflict arise, the organisation undertakes to notify the contracting authority immediately.

**4. Accuracy of Information**

I confirm that all information provided in this declaration is true, complete, and accurate. I understand that any false declaration may result in exclusion from the tender procedure and possible legal consequences.

**5. Signature**

Place & date : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Signature & : \_\_\_\_\_  
 Company stamp (if any) \_\_\_\_\_