

## Invitation to Tender

### Provision of Event Management for the Digital Future Conference and Exhibition (DFCE) 2026

<b>Reference:</b>	AITI/8/1/DFCE2026
<b>Opening Date:</b>	Monday, 26 January 2026
<b>Closing Date and Time<sup>1</sup>:</b>	Tuesday, 10 February 2026 no later than 3:00pm
<b>Information Day:</b>	N/A
<b>Document Fee (non-refundable):</b>	BND 100.00
<b>Tender Deposit (refundable):</b>	N/A
<b>Total Fees Payable:</b>	BND 100.00

<sup>1</sup> Please adhere strictly to the Closing Date and Time and ensure that both Technical and Commercial Proposals are submitted before 3:00pm.

## EXECUTIVE SUMMARY

*This executive summary contains the high-level scope of work involved in the project.*

1. AITI is seeking a Tenderer to provide event management services to organise the Digital Future Conference and Exhibition (DFCE) 2026.
2. The objective of the DFCE 2026 are as follows:
  - 2.1. To discuss the importance of policies and regulations in creating new opportunities for innovation and growth;
  - 2.2. To share new discoveries in digital technologies that are transforming operations and improving efficiency;
  - 2.3. To highlight the need for future-ready digital skills to drive digital transformation; and
  - 2.4. To strengthen networking and business opportunities among ICT experts and entrepreneurs both locally and internationally.
3. DFCE 2026 will be held for three (3) days, tentatively to be held between June 2026 and July 2026 at a venue provided by AITI that will be determined at a later date with expected attendance between three hundred and fifty (350) and five hundred (500) conference participants. Registration fees shall be applicable to conference participants.
4. DFCE 2026 comprise of two (2) days Future-Ready Digital Technology Conference and one (1) day Future-Ready Digital Skills Conference. DFCE 2026 will have six (6) key areas, which are as follows (subject to change):
  - 4.1. Artificial Intelligence (AI);
  - 4.2. Emerging Technologies Trends (e.g. 5G and Beyond, Green Technology, Extended Reality (XR), etc);
  - 4.3. Personal Data Protection;
  - 4.4. Online Safety (e.g. Digital Provenance);
  - 4.5. Digital Content (e.g. Gaming and Animation); and
  - 4.6. Future-Ready Digital Skills.
5. DFCE 2026 will also feature a three (3) day exhibition held within the same venue as the Conferences. The venue will be provided by AITI. A minimum of twenty (20) paid exhibitors are expected to showcase ICT-related content including but not limited to latest technologies and innovation.
6. The high-level scope of work involves:
  - 6.1. Event Management for the Digital Future Conference and Exhibition (DFCE) 2026:
    - 6.1.1. Management of Conferences;
    - 6.1.2. Management of Exhibition;
    - 6.1.3. Management of Participants, Partners, and Sponsors;
    - 6.1.4. Development and Implementation of DFCE 2026 Branding and Marketing Activities;
    - 6.1.5. Obtaining Approvals from Relevant Authorities; and
    - 6.1.6. General Requirements.

6.2. Event Management for the Digital Future Conference and Exhibition (DFCE) 2027  
**(Optional):**

- 6.2.1. Management of Conferences;
- 6.2.2. Management of Exhibition;
- 6.2.3. Management of Participants, Partners, and Sponsors;
- 6.2.4. Development and Implementation of DFCE 2027 Branding and Marketing Activities;
- 6.2.5. Obtaining Approvals from Relevant Authorities; and
- 6.2.6. General Requirements.

7. Eligibility

7.1. Businesses and companies legally established in Brunei Darussalam with the following criteria are eligible to participate in this ITT:

- 7.1.1. Have past experience and is well-versed in organising conferences and exhibitions similar to the Contract Work;
- 7.1.2. Have experience in promoting large-scale events; and
- 7.1.3. Possess adequate facilities, manpower, IT and technical resources to organise and manage large-scale events.

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