

## Request for Quotation

### Provision of Event Management Services for the Digital Future Conference and Exhibition (DFCE) 2024

<b>Reference:</b>	AITI/8/2/DFCE 2024
<b>Opening Date:</b>	Monday, 08 April 2024
<b>Closing Date:</b>	Monday, 22 April 2024 at 3:00 p.m.
<b>Email:</b>	<a href="mailto:procurement@aiti.gov.bn">procurement@aiti.gov.bn</a>
<b>Information Day:</b>	NA
<b>Document Fee (non-refundable):</b>	BND5.00

## EXECUTIVE SUMMARY

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

1. AITI is seeking an experienced Vendor to provide event management services to organise the Brunei Digital Future Conference and Exhibition (DFCE) 2024 with the theme, “Digital Innovation for Sustainable Development,” with topics focused on Artificial Intelligence (AI) and Cybersecurity, under the direction of AITI.
2. The overall objective of the Brunei DFCE is to promote knowledge-sharing, brainstorming, sharing of new discoveries in various fields and increasing networking and business activities among experts and entrepreneurs from within and outside the country.
3. Vendors shall possess the following general eligibility criteria:
  - 3.1. Locally registered business or company in Brunei Darussalam;
  - 3.2. Has experience and is well versed in organising conferences;
  - 3.3. Has some experience in the promotion of large-scale events; and
  - 3.4. Possess the facilities and manpower as well as IT and technical resources to organise and manage large-scale events.
4. The high-level scope of work involves:
  - 4.1. Organising and Conducting the Conference for Brunei DFCE 2024;
  - 4.2. Coordination and Management of Speakers, Panellists, and Moderators;
  - 4.3. Promotion and Marketing;
  - 4.4. Obtaining Approval from AITI and other Authorities; and
  - 4.5. Compliance with Health, Safety, Security and Environment (HSSE) Practices.

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