

## Request for Quotation

### Provision of Event Management Services for Digital Future Conference and Exhibition (DFCE) 2025

<b>Reference:</b>	AITI/8/2/DFCE2025/Conference
<b>Opening Date:</b>	Thursday, 10 April 2025
<b>Closing Date:</b>	Monday, 21 April 2025 at 3:00 p.m.
<b>Email:</b>	<a href="mailto:procurement@aiti.gov.bn">procurement@aiti.gov.bn</a>
<b>Information Day:</b>	15 April 2025
<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) 2025 which highlights a theme surrounding a Trusted and Innovative Digital Future, focusing on four (4) key focus areas such as Personal Data Protection (PDP), Internet of Things (IoT), Artificial Intelligence (AI) and Online Safety.
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. It will provide insights into how these topics are changing operational dynamics, improving efficiency, and creating new opportunities for innovation and growth, under the direction of AITI.
3. Vendors shall possess the following general eligibility criteria:
  - 3.1. Has experience and is well versed in organising conferences;
  - 3.2. Has experience in the promotion of large-scale events; and
  - 3.3. Possess the facilities, manpower and 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 DFCE 2025.
  - 4.2. Coordination and Management of Speakers, Panellists, Moderators, Emcee, and Sponsors.
  - 4.3. Organising and Coordinating the Exhibition for DFCE 2025.
  - 4.4. Promotion and Marketing.
  - 4.5. Obtaining Approval from Other Relevant Authorities.
  - 4.6. Compliance with Health, Safety, Security and Environment (HSSE) Practices.

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