Attachment A:

|  |
| --- |
| **REGISTRATION OF INTEREST (Conversion of face-to-face conference to a virtual conference)** |
| Date of the EOI |  |
| Full Name of the Entity Applying (Applicant) |  |
| Applicant’s Office Address |  |
| Applicant’s Postal Address |  |
| Principal Contact for this EOI | Name |  |
| Position and Department |  |
| Contact Details | Phone (office/Mobile): Email:Website: |
| Applicant’s Financial Standing |  |
| Applicant’s Staff Resources |  |
| Applicant’s Expertise |  |
| Applicant’s Experience |  |
| The information provided, including the indicative financial requirement (Attachment B) will be used to assess the viability of engaging a company to provide services in the conduct of a conference using digital format. Information provided will be shared with the Steering Committee of the Clean Pacific Roundtable.  |
| Declaration: I acknowledge that the submission of this information will constitute agreement to have our company profile included in the potential list of providers of a digital format in the upcoming Clean Pacific Roundtable conference. ☐ Yes, I am happy for my details to be shared ☐ No, I would prefer you didn’t share my details |

Attachment B:

Form for financial requirement:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  **Services to be provided (group of activity)** | **Total cost (USD)** | **Total turnaround time (working days)** |
| 1 | Developing and maintenance of an easy to navigate event website/web-based platform | USD | DAYS |
| 2 | Provision and management of live streaming event sessions | USD | DAYS |
| 3 | Develop and roll-out communication, promotion, and engagement activities related to the event | USD | DAYS |
| 4 | Audio and video production of event related content | USD | DAYS |
| 5 | General support related to the management of the event | USD | DAYS |
|  | **TOTAL** | **USD** | **DAYS** |

**Notes:**

1. **A detailed breakdown may not be necessary at this stage but will be required if a request for tender is called.**
2. **It is assumed that the indicative cost will be for a standard service.**
3. **Prices must be quoted including all duties, taxes, and other charges, including VAT.**