

REQUEST FOR PROPOSAL

Advertising/Event Planning Solutions

Who we are

Creative Business Solutions (CBS) is an economic development organization with consulting and project implementation expertise in Tourism, Agriculture, Access to Finance, Green Energy etc. In partnership with USAID, Sweden and other international donors, CBS has implemented Development Projects reaching \$50 Million new investments, creating 1,200 new jobs and assisting over 400 SME's. The organization works with highly qualified partners to develop technology-oriented products including, Agroweb.org, LORES, AGIS, IntoAlbania.com, IntoAlbania app ifeed. news etc.

Address: Rr. Mustafa Matohiti, No 4, Kati III, Tirana
Telephone/email/website address: +355 4 4536891, info@cbs.al, www.cbs.al
Organization's designated representative: Enio Jaço, Executive Director

Scope of our Request

CBS Creative Business Solutions is planning on holding an introductory event for colleagues, donors & partners and other stakeholders. This event will mark the first official introduction of CBS as an organization, its projects and products to a wider audience. Considering the scale aimed to be given to this event, CBS is seeking to collaborate with strategists, planners, event managers and teams of advertising/event planning companies. Interested companies should consider the following tasks, but not be limited to, when preparing their concept proposals and financial offers:

- Design, Coordination and Production of the event;
- Creative Concept of event elements;
- Audio, Video & Photography production included;
- LED and sound systems included;
- Translation devices are preferred;
- Catering.

Evaluation Criteria

The contract will be awarded to the team/company getting the best value for money combination based on the following evaluation criteria. The selection of the provider will be based upon the following factors:

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| Economic and Financial Capacity | 20% |
| Professional Capacity | 20% |
| Quality of technical and creative approach | 20% |
| Advertisement Experience | 20% |
| Financial Budget | 20% |
| Total: | 100% |

Submission

Questions or communications must be directed electronically at suela.ruseti@cbs.al and blerina.toslluku@cbs.al. The proposal must be submitted on or before **August 2nd, 2019**.