

## Invitation to Tender

### Provision of Event Management Services for the Brunei Content Festival 2024

<b>Reference:</b>	AITI/8/1/ID Brunei Content Festival
<b>Opening Date:</b>	Monday, 25 March 2024
<b>Closing Date:</b>	Thursday, 23 April 2024 at 3:00pm
<b>Procurement Contact Person:</b>	<b>Rabiatul Moneerah Binti Haji Mansor</b>
<b>Email:</b>	<a href="mailto:procurement@aiti.gov.bn">procurement@aiti.gov.bn</a>
<b>Information Day:</b>	Monday, 8 April 2024
<b>Document Fee (non-refundable):</b>	BND 100.00
<b>Tender Deposit (refundable):</b>	None
<b>Total Fees Payable:</b>	BND 100.00

## EXECUTIVE SUMMARY

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

1. AITI is seeking an experienced Tenderer to provide event management services to organise the Brunei Content Festival 2024 under the direction of AITI.
2. The overall objective of the Brunei Content Festival is to promote local TV and broadcasting content as well as to commend and give recognition to local content creators, producers, talents and industry players.
3. Tenderers shall possess the following general eligibility criteria:
  - 3.1. Locally registered business in Brunei Darussalam;
  - 3.2. Has experience in organising screenings, workshops and award ceremonies;
  - 3.3. Has 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 large scale events.
4. The high-level scope of work involves:
  - 4.1. Organising and Conducting the Brunei Content Festival Screening & Exhibition.
  - 4.2. Organising and Conducting the Brunei Content Festival Award Night.
  - 4.3. Promotion and Marketing.
  - 4.4. Obtaining Approval from AITI and other Authorities.
  - 4.5. Compliance with Health, Safety, Security and Environment (HSSE) Practices.
  - 4.6. Organising and Conducting the Brunei Content Festival Workshops<sup>1</sup>.

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