



United Nations Procurement Division

REQUEST FOR INFORMATION (RFI)

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Procurement Division. You are therefore requested to direct all queries regarding this RFI to United Nations Procurement Division using the fax number or e-mail address provided below.

Title of the RFI:

Provision of Event Management Services for AI Conference 2025, Macau, China

Date of this RFI: 3 February 2025**Closing Date for Receipt of RFI:** 24 February 2025**RFI Number:** RFIUNPD23420**Beneficiary Country/Territory:** China**Commodity/Service category:** Conference & Office Support Services**Address RFI response by fax or e-mail to the Attention of:** Ms.Minako Mochizuki**Fax Number:** NA**E-mail Address:** mochizuki@un.org**UNSPSC Code:**

80140000 - Marketing and distribution

DESCRIPTION OF REQUIREMENTS

The purpose of this Request for Information (RFI) is to gather information from the potential vendors on qualified vendors to provide event management services for AI Conference 2025 at Macau, China, approximately 400 participants. UNU-Macau intends to hold the AI Conference annually, with the date for 2025 provisionally scheduled for the afternoon of 23 October 2025 and all day on 24 October 2025.

This RFI is issued solely for information and planning purposes. It should not be considered an official procurement procedure in any shape or form and will not in any way bind the UN. It should also be noted that, at this stage, the UN is simply seeking to be well-informed of potential design, installation, and maintenance services as broadly as possible. This RFI does not commit the UN to pay any cost incurred in the preparation or submission of any response to the RFI.

You are kindly requested to review the overview of specific requirements on the following page and to provide information as to whether your company could potentially fulfill the requirements.

Specific Requirements:



1.Conference management: responsible for overall project management, including but not limited to:

>Event Planning and Coordination

- Conference programme, rundown and logistics planning
- Rehearsals
- Security and emergency planning
- Invitation and coordination with participants and master of ceremony
- Coordination and follow up with all related parties

>Registration management

- Assist with registration or RSVP processes and ensure accurate collection of all necessary information
- Keep track of ticket bookings, changes, and cancellations and inform invitees/UNU-Macau accordingly
- Gather and consolidate participants' registration list

>Guest management

- Guest badges
- Guest arrival and greetings arrangement (time, entrance, etc.)
- Hospitality arrangement
- Management and delivery of souvenirs to guests

>Sub-contractor management

- Negotiations of rates and conditions with local sub-contractor
- Coordinate site visits with the selected sub-contractors
- Coordinate of invoicing with sub-contractors and budget reconciliation

>Room arrangement

- Design floor plan
- Seating arrangement
- Venue and stage set-up
- Plan and arrange exhibition booths for private companies

>Marketing and Communications

- Assist the communication team in developing marketing strategies
- Support the communication team in executing marketing strategies, including promotional materials, website and report, etc
- Collaborate with relevant media and influencers to broaden outreach (Only if required and requested by the communication team)

>Administrative services

- Q & A hotline and email
- Collect the speakers' presentation PPTs
- The details of application for IPIM's funding should be discussed after the signing contract. The successful bidder must follow the guideline which provided by UNU-Macau
- Create a dedicated bank account to receive the registration fees for the conference. Upon completion of the event, the bank account shall be closed

2.On-site event management on the conference day

- Main contact for the overall event on-site



- On-site operation, coordination, and supervision
- On-site registration management at the registration desk
- On-site technical support
- On-site coordination of casual staff
- Management of the help desk during the whole conference
- Execution services, including show caller, stage manager, hostess and runners
- Other services as per request

3. Production, Printing and Installation

- Backdrop and signage production, printing and installation
- Badge production and printing
- Foamboard decoration printing and set-up
- Other services as per request

4. Photography

- Event photo capturing and editing
- Photography services shall be required for the entire event
- Photography should include the photographic recording of all sessions on all days

> Photographers' qualifications:

- Photographers must have prior experience in photographing in similar projects/activities.
- Photographers must use their own photography equipment capable of delivering high-resolution jpg files
- Please provide a CV to demonstrate the relevant experience and proof of at least 3 past productions of similar events (links or references)

> Specifications:

- Pictures no smaller than 4000 x 3000 pixels (min 240 dpi) as high-quality jpg files
- Minor adjustments (such as light and colors) should be done as appropriate
- No watermarks, frames or any other extra elements be added to the picture
- Example of the look and feel of a selection from a conference: <https://www.flickr.com/photos/unu-wider/albums/72157671610897643/page3>
- Method of delivery: File sharing app
- Deadlines for deliverable: 5 days from the event

> Deliverables:

- Real-time photos download
- High-quality photo materials suitable for printing, publishing and web/design purposes

> Compliance and Conduct:

- Photographers are expected to abide with the UN copyright rules and regulations. Especially, no photographic materials captured under this assignment shall be distributed to any media, publication, organization, or individual
- Photographers must adhere to the dress code appropriate to the event

5. Videography

- Event video recording and editing



- The video production services include the recording of the events as per the specifications below and the edition of the raw material as instructed by UNU-IIST
- The video services include scouting the venue, set up and testing the equipment at the venue

>Video Production Team's qualifications:

- Team Lead with at least three (3) years of experience in productions of this scale
- Professional and experienced camera crew to implement the recording services
- Please provide a CV to demonstrate the relevant experience and proof of at least 3 past productions of similar events (links or references)
- The onsite production team must all be in Macau or a reasonable distance from Macau. Separate transportation, accommodation, and daily subsistence allowance for crew members (per diem) will not be provided by UNU-IIST as part of this contract
- Your offer must outline the tasks and responsibilities of each production team member

>Video quality:

- Recorded video must be sharp, white-balanced, and well-lit with the main subject in focus, taking into consideration the possibility of multi-person panels, capturing the audience, and moving speakers
- Audio should be clear and audible with minimal ambient noise
- Some speakers may present PowerPoint slides which must be planned for and clearly visible in the edited video output
- Edit dead air and unnecessary chatter
- Insert speaker's name when speakers first appear

>Technical requirements:

The raw material must be recorded to ensure the final product meets the following requirements:

- Minimum format: Full HD 1080p h.264 preferably mp4 video recording (YouTube compatible)
- Frame rate: Final video should be encoded in the same frame rate it was recorded
- Aspect ratio: Wide screen 16:9
- Standard: PAL
- Preferred audio format: AAC

>Deliverables:

- Record high-quality video as requested, including the opening ceremony, plenary session and parallel sessions, etc
- Video productions as requested, such as highlight video, video animation, etc

>Compliance and Conduct:

- Video Production Team are expected to abide with the UN copyright rules and regulations. Especially, no photographic materials captured under this assignment shall be distributed to any media, publication, organization, or individual
- Video Production Team must adhere to the dress code appropriate to the event

6.ICT services

- ICT services include both hardware and service
- Coordinate with the venue's ICT team to ensure internet connectivity, power supply, and other technical needs are met
- Provide any necessary hardware for the conference that is not provided by the venue, including but not limited to laptops



- Setup and test all ICT systems before the conference
- On-site technical support during the conference
- Monitor and manage the performance of all ICT systems, including network connectivity, audio-visual equipment, and software applications

7. Other goods and services as requested

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The RFI is intended to identify potential vendors with verified experience to provide the requested services.

1. Please submit the following technical information on the :

- Experience in organizing at least 2 large scale events with 300 participants or more with international organizations//international NGOs/embassies/multinational corporation in the past 3 years;
- Experience in providing videography and photography services;
- An experienced and skilled team, the team lead must have at least 1 experience in similar services;
- Fluency in English, the vendor should have under its employment qualified staff who are fluent in English.

2. Please also provide some general information about your company/organisation such as but not limited to:

- Brief description of the company/organisation, including company/organization's registration in Macau, structure, and years in business;
- A short summary of why your company/organisation would be able to deliver such services (including past experiences for similar assignments to international organizations /international NGOs/embassies/multinational corporation and team members' bios).
- The company must be legally established in Macau, which means the company must be registered with the Financial Services Bureau for tax purpose.
- Workforce must have work authorization to conduct onsite support in Macau.

SUBMISSION: Interested vendors are requested to electronically express their interest via the link in Vendor Response section AND send their detailed responses along with any supporting documents by email to Ms. Minako Mochizuki (mochizuki@un.org).

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>



Vendors interested in participating in a potential future solicitation process should submit the Vendor Response Form of this RFI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place (www.ungm.org) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](#), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should submit your response to this RFI electronically at:

<https://www.ungm.org/Public/Notice/258549>

In case you have difficulties submitting your response electronically, please contact mochizuki@un.org directly for instructions.



RFI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) RFI Process

Vendors interested in participating in the potential solicitation process should forward their information (as requested in the RFI) to United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the potential solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.



