



8th - 12th January 2025

HICC & HITEX, HYDERABAD, INDIA

REQUEST FOR PROPOSAL (RFP)

For Audio Visual Supplier

www.pedicon2025.com

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1 Introduction

This Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide Audio Visual system to PEDICON 2025.

This document describes the Request for Proposal (RFP) from PEDICON 2025. This document is a company confidential document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.

2. Purpose of the RFP

PEDICON 2025 is selecting a service provider for an Audio-visual system. Our objective is to select the vendor who most fully meets the requirements identified in this Request for Proposal. PEDICON 2025 may elect to award a contract pursuant to the RFP. Your company is invited to take part in this process and provide a proposal that satisfies PEDICON 2025 requirements.

Within the RFP you will find all the information necessary to do a proper assessment of PEDICON 2025 requirements. Service providers are invited to respond to this RFP by describing how they can meet the requirements set out in this RFP and by providing other information requested. Responses to this RFP will be used to qualify service providers for the final evaluation and price negotiation phases of the selection process.

3. Vendor Instructions

a. General Instructions

Vendors are requested to consider the following instructions when preparing their responses:

- i. Only respondents who have been directly invited to respond to this RFP shall be considered.
- ii. Vendors must be commercially bound to their response.
- iii. Vendors must address all matters raised in this RFP.
 - iv. Any statements made about the performance and specifications of the proposed solution will be considered to be true and will be incorporated into the final purchase contract.
 - v. Any functionality or features not included in the cost estimate must be clearly identified in the response to the RFP.
 - vi. Vendors must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration.

Submission of proposals shall constitute evidence that the vendor has made all the above--- mentioned examinations, and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

4. Disqualification

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the vendor from further participation in the evaluation process

5. Structure of the Proposal

All responses to this proposal must follow the structure given below:

1. Executive Summary
2. Large scale Medical Conferences handled 8000 plus Delegates, do mention, Inventory, Tech team, etc.
3. Last 2 Years in Hyderabad Big scale medical conferences, Name it of those conferences
4. Company Profile
(Describe your organization's core businesses, products, services, markets, awards, etc.)
5. Similar Experience & 3 Client References, email id, Mobile Number & Name
6. Requirements Understanding / Scope of Work
(Please illustrate that you have understood our requirements.)
7. Project Management Approach
(Please illustrate your project management approach in terms of proposed team structure, communication plan, escalation management, quality plan and any other relevant information)
8. Pricing Details (as per format attached Excel file in the RFP)

6. Key Contacts

Any questions concerning technical specifications or Statement of Work (SOW) or contractual terms & conditions must be directed to:

Organizing Committee

Name	Dr M Surendranath Chief Organizing Secretary, PEDICON 2025
Address	1-8-343, 1 st Floor, MNJ Palace, IAL Colony, Begumpet, Hyderabad-500016
Phone	+91 9849032421
Email	pedicon2025@gmail.com

7 Professional Conference Organizer (PCO)

Name	Mr Thirupathi Atkapuram Director, PCO
Address	Meety Events Private Limited, 1-8-343, 1 st Floor, MNJ Palace, IAL Colony, Begumpet, Hyderabad-500016
Phone	+91 9848440272
Email	thirupathi.atkapuram@meetyevents.com

8. Timelines

- Bid opens on 10th July 2024
- Last date for Proposal Submission is on 25st July 2024 before 6:00 PM
- Power Point Presentation 8 minutes on July 30, 2024, from 2:00 PM to 5:00 PM at the Nilofur Hospital NATCO Building.
- Please **click here** to download requirements list
- Send RFP to pedicon2025@gmail.com

9. Evaluation Criteria

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:

- Completeness of proposal
- Experience and past performance with similar Medical Conferences
- Ability to meet requirements as specified in the Compliance Matrix
- Initial cost, including goods and services, and any recurring costs
- Financial stability of your company
- Demonstrated quality of service

10.Awarding of Contract

PEDICON 2025 is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal.


Please note that PEDICON 2025 reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion.

11.Pricing Details

All prices quoted by the vendor must be fully itemized, in PEDICON 2025, and inclusive of all taxes and all expenses. PEDICON 2025 expects to contract with the vendor on a Fixed Price basis for all components of the supply. We expect the vendor to quote a fixed price for:

- Quote Includes team travel and accommodation
- Quote Includes team lunches and dinner
- Implementation services
- Customizations
- All software licenses for third party products supplied by the Vendor
- Quote Excludes Generator and fuel
- Quote Excludes Photography & Videography

12.Halls Glance

		62nd PEDICON 2025 Hyderabad India		
Event:	PEDICON 2025			
Date:	8th -12th January 2025			
Venue:	HICC			
Pax:	8500 plus Delegates			
Sl. No.	Particulars	HICC - Hall Details	No Of Pax	No Of Days
1	Hall A	Hall 3	1600	4
2	Hall B	Hall 4	1600	4
3	Hall C	Hall 5	300	4
4	Hall D	Hall 6	300	4
5	Hall E	Hall 1	300	4
6	Hall F	Hall 2	300	4
7	Hall G	HALL MRG 01-03	270	4
8	Hall H	HALL MR G 04-6	270	4
9	Hall I	HALL MR1, 01-03	270	4
10	Hall J	HALL MR1, 04-06	270	4
11	Executive Board Meeting : U Shape Seating : 8th Jan	Hall- 4 & 6	150	1
12	Speaker Preview @ HICC	Preview Room	20 Desktop	5
13	E-Poster Management 15- 20 stands			4
14	Level 2 in HICC, LED wall 8x6			4
15	Level 1 in HICC LED wall 8 x 6			4
16	Ground Floor in HICC LED wall 16 x 12			4
17	LED wall at HITEX Registration area 16 x 12			4
18	LED wall at HITEX Lunch area 16 x 12			4
19	DIGITAL STANDEES FOR THE PROGRAM for Every Hall			4

NOTE:

If you have any further clarifications, please do reach out us Official PCO which details are mentioned above