

NATIONAL INSTITUTE OF HIGHER EDUCATION, RESEARCH, SCIENCE AND
TECHNOLOGY



REQUEST FOR PROPOSAL
FOR
HYBRID EVENT MANAGEMENT AND TECHNOLOGY SOLUTIONS
FOR SCI-TECHKNOFEST 2022

Addendum #1
23rd November 2021

1. Clarification on ‘Hybrid Event Management’ (RFP Section 4.2.2)

In the context of Sci-TechKnoFest 2.0 (STKF 2.0), the term ‘Hybrid’ refers to a combination of virtual (online-based) and face-to-face (in-person) experiences.

Pending the status of the of the Trinidad and Tobago Public Health Regulations due to the COVID-19 Pandemic, NIHERST may consider the inclusion of satellite, community-based venues throughout the country for participants to have some level of in-person festival experience.

Bidders are requested to describe their ability and approach to manage simultaneous in-person events (up to 10 locations nationwide), providing up to three (3) examples of previous experience (if available).

Due to the uncertainty of this in-person programming at the time of proposal submissions, Bidders are requested to and provide costing for the following event scenario and describe how the event will be managed:

Event Title	Pop-up STREAM Activity Experience
Event Description	This pop-up in-person experience is intended to expose participants to one or more general-purpose technologies. Participants will engage in experiential learning by using with a variety hands-on and/or interactive technologies.
Time and Duration	9:00 a.m. – 7:00 p.m.
Venue	Community Centre
Target Group	General Public
Audience Size	800 – 1,000 persons – steady flow throughout the day
Additional Considerations	<ul style="list-style-type: none"> • Regular sanitisation of space and equipment • Crowd management to ensure Public Health Regulations are maintained • Capturing audience data – number of participants • Conducting evaluations (with use of electronic device) • Arrival and departure of VIPs
Provided by NIHERST and/or Venue	<ul style="list-style-type: none"> • Required special equipment • Furniture • Electrical Power • Signage

NIHERST understands that actual costs associated with this in-person component of STKF 2.0 will vary based on the nature of the event(s). Should it become applicable, the Successful Bidder will be invited to submit an updated quotation(s).

2. Clarification on Cost Proposal (RFP Section 2.2)

Bidders are required to produce an itemised breakdown of the overall cost to perform this assignment. This breakdown should be consistent with the work plan, methodology and approach specified in the Bidder’s proposal.

In the cost proposals, Bidders are required to quote for the Technology Solution (Virtual Event Platform) and its related Event Management Services SEPARATELY from the scenario-based In-person Event Management Services.

Bidders are welcome to provide up to two (2) cost proposals for the Technology Solution (Virtual Event Platform) and its related Event Management Services:

- *Cost proposal for an original custom-built platform and its related Event Management Services AND/OR*
- *Cost proposal for a one-time use platform built and provided by a third party and its related Event Management Services.*

All costs must be quoted in Trinidad and Tobago Dollars (TTD).