



INFORMATION AND COMMUNICATION TECHNOLOGIES AUTHORITY

Request for Expression of Interest For Organisation of the ICT award 2011

INVITATION FOR BIDS (IFB) - EOI No: "EOI-CS-9/11"

The Information & Communication Technologies Authority (ICTA) invites Expression of Interest (EOI) from eligible suppliers to provide Communication and Public Relations (PR) services for the ICT Award 2011 event scheduled for 06 December 2011.

1. General Information

The Information & Communication Technologies Authority (ICTA) is the national regulator for the ICT sector in Mauritius and was established by an Act of Parliament in 2001. It regulates an entire sector which is the third pillar of the economy. The ICT Authority is also the Controller of certification Authorities (CCA) which certifies the technologies, infrastructure and practices of all the certifying Authorities licensed to issue Digital Signature Certification.

2. Objectives of the exercise

As a result of the invitation for EOI, ICTA intends to engage the services of a qualified supplier to coordinate all the activities related to the ICT Award 2011. The supplier shall demonstrate combined proven expertise and skills in the PR and Communication fields and, will have to provide the following services:

- a. Development of a communication plan to keep the general public informed about the ICT Award 2011.
- b. Assisting ICTA staff in any activities related to the implementation of the ICT Award 2011.
- c. Coordinating with members of the Jury in the planning and implementation of Award categories for the participants.
- d. Development and implementation of a media plan for the event.
- e. Promotion of the event, including development and dissemination of relevant information to various target audiences.
- f. Development of the ICT Award 2011 event program that shall include participation of and/or a communication plan to keep the general public informed about the ICT Award 2011.

3. Evaluation Criteria

Eligible suppliers are to submit their EOI and include the following:

- i. Certified copy of Incorporation / Registration certificate
- ii. Demonstrate proven track record and have at least five years' experience in the field of PR and Communication.
- iii. Own a fully operational, recognised and successful PR and Communication firm with adequate staffing for providing the best services at all times.
- iv. Be flexible, adaptive and quickly responsive to directives given by the ICTA, and comply with the requirements of the ICT Award 2011 approach and methodology.
- v. The selection of the supplier will be made in accordance with the Public Procurement Act 2006 in the form of a Request for Proposal (RFP).

4. Expression of Interest in sealed envelope, clearly marked **“EOI-CS-9/11”** should be addressed to **The Chairman Tender Committee** and deposited in the Tender Box situated at the address below **by 15.30 hours on 26 September 2011.**

5. EOI submitted later or by electronic mode shall outright be rejected. Tender opening shall take place at 15.45 hours at the seat of the Authority, Level 12, The Celicourt, 6, Sir Celicourt Antelme Street, Port Louis in the presence of bidders or their representatives. Following this EOI exercise, only short-listed firms will be invited to submit their Request for Proposals.

6. ICTA reserves the right to accept or reject any or all EOI either in whole or in part.

7. All queries in respect of the above should reach the Chairman Tender Committee five days prior to deadline of the EOI by email at ctc@imail.icta.mu or fax number mentioned below.

Information & Communication Technologies Authority
Level 12, The Celicourt,
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Port Louis
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Date: 12 September 2011