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ANNOUNCEMENT

for Hiring of an Organizer for the Namaste Thailand Festival 2023

The Royal Thai Embassy is seeking an event organizer for the upcoming Namaste Thailand Festival 2023 which is scheduled to be held from 24 - 26 March 2023.

In this regard, the Embassy invites all interested event organizers or companies to submit their bid for organizing the said event. Selection criteria for the organizer's qualifications include:

- Proven experience as an Event Organizer in India,
- Impressive portfolio of previously managed events preferably with embassies and international organizations,
- Experience in managing multiple projects, deadlines and priorities within a fast paced, high-pressure environment.

Please contact Ms. Antara Borah, Public Affairs Assistant, at thaidel.info@gmail.com for further information.

Final Date for Proposal Submission: 28 February 2023

Required Documents:

- Price Quotation for all related arrangement and details for the Namaste Thailand Festival 2023. (Please refer to the ToR on the next page.)
- Company's Profile

Submit Documents to: e-mail: thaidel.info@gmail.com



Term of Reference (TOR) for organizing the Namaste Thailand Festival 2023

1. Responsibilities of the event organizer

1.1 Event venue: The organizer shall coordinate with the personnel in charge of the venue selected by the Embassy and as required by the Embassy.

1.2 Arrangement and decoration of the venue: The organizer shall be responsible for the overall infrastructure, installation and decoration of the venue. The work shall consist of the followings:

- (1) Lights / sound / electrical systems, stage, and handling all technical issues
- (2) About 30 exhibition stalls for product and food vendors
- (3) Producing stage backdrop, stands and logos for decorations
- (4) Technical equipment with specifications
- (5) Procuring necessary permissions and logistics
- (6) Providing necessary personnels
- (6) Others which can be discussed later or recommended by organizer

2. Timeframe

The work commences from the signing date of the contract and is due to be completed on 26 March 2023.

3. Payment Schedule

The payment shall be proceeded in three phases as follows:

(1) 1st Phase: 15% of the advance payment shall be released to the organizer on the contract signing date.

(2) 2nd Phase: 50% of the remaining payment shall be released when the organizer has secured the event venue, and satisfactorily finalized the arrangement, i.e. layout and design delivery, and progress on some permissions/licenses.

(3) 3rd Phase: 35% of the remaining payment shall be released within 10 working days after the completion of the event and the organizer has satisfactorily delivered the entire works and submitted a written notice of work completion to the Embassy.

4. Delivery of works

When the entire works have been substantially completed, the organizer shall give a written notice of work completion accompanied by a full report of all expenses related to the events and its preparation.
