



REQUEST FOR EXPRESSION OF INTEREST

Crisis Management Strategy Plan Graphic Design Layout

Section 1: Information for Graphic Designer

Papua New Guinea Tourism Promotion Authority (PNGTPA) is soliciting a Request for Expression of Interest (RFE) from an experienced Port Moresby based firm or individual to design the layout of its newly developed Crisis Management Plan.

The engagement period for the Scope of Work contained within this RFP will be for four (4) weeks, commencing from the signing of contract.

Closing time and date

- Submission deadline – 8th July, 2022
- 4pm eastern standard time
- RFE must be signed by an authorized representative
- Electronic submission's preferred

Submission address

- Ms Mary Kanawi, Project Officer, Papua New Guinea Tourism Promotion Authority
- mary.kanawi@papuanewguinea.travel
- Papua New Guinea Tourism Promotion Authority, Pacific MMI Building, 5th Floor, Champion Parade, Port Moresby, NCD.

Selection Process

- Expression of Interests should provide a straight forward, concise description of your response to our requirements and emphasis will be placed on the completeness and clarity of the content of your proposal.
- Proposals that are incomplete or lack key information may be rejected as incomplete submissions and will not be considered for selection.
- Proposals will be reviewed and evaluated by PNGTPA.
- PNGTPA reserves the right to award in part or in whole or to reject any or all proposals, whichever is deemed to be in its best interest.
- PNGTPA is not required to furnish a statement of the reason why a particular proposal was not deemed to be the one selected.

- The award document will be an agreement incorporating by reference all the requirements, terms and conditions of the project as agreed. The term of the agreement will be for four (6) weeks, and may include provisions for additional projects/other works.

Budget

- Include comprehensive pricing and/or rate sheet for services you will provide under this RFE should you be selected as a service provider.
- PNGTPA is seeking quotes and proposals from other bidders to provide services for work requirement outlined.

General terms and conditions

Professional fees

- For this project, PNGTPA is seeking a quote for fee based on project scope and deliverables.
- The total fee will be paid on a schedule of payments upon submission of deliverables.

Intellectual Property

- All work performed on behalf of PNGTPA will become the property of the Authority.

Section 2: Scope of Services

The Crises Management Strategy Plan has been developed in four parts. The strategy plan needed to be laid out clearly and neatly using TPA brand themes and designs with creative tourism related images.

This is a one-time project.

Project Description

For a national tourism organization such as PNGTPA being a government statutory body, developing a Crisis Management Plan will assist immensely at providing support in terms of preparedness on how the management team can effectively and on a timely manner respond to any form of crisis. The Crisis Management Plan outlines four key areas of how to manage crisis/risks. The booklet is broken down to:

1. The Manual
2. Communications Plan
3. Tool kits
4. References

Section 3: Submission Requirements

Qualification and Experience Required

- Must have five years or more experience or qualification in graphics designing
- Evidence of previous work in designing magazines, brochures, manuals, etc.
- Ability to communicate effectively and achieve set deliverables in a timely manner;
- Computer literate with a strong skill set in digital software development.

Company Details

- Full legal and trading name
- Address of head office, registered office
- Year of incorporation
- Primary contact for submission

Required supporting documentation for submission:

- Business registration certificate;
- TIN certificate;
- Company/Organization profile/portfolio
- Three references

Engagement of Professional Services

The selection of professional services will be awarded to the most suitable candidate/firm as per the selection criteria. The final selection will be made by management.

Submission Guidelines

- An expression of Interest (EOI) aligning requirements must be submitted no later than ***8th of July, 2022.***
- Terms of Reference will be made available upon request.

Contact Details

Submission of proposal and supporting documents must be addressed directly to:

Ms Mary Kanawi

Policy and Planning Division
PNG Tourism Promotion Authority
Level 5 Pacific MMI Building
PO Box 1291
Port Moresby
National Capital District

CC: Ms. Ingrid Kuman, Director Policy and Planning

Email: mary.kanawi@papuanewguinea.travel

Electronic submissions are preferred.