

Dear Potential Bidders,

DevTech Systems, Inc (DevTech) requests a letter of interest (LOI) for an anticipated event management services to conduct an “ INVESTMENT SUMMIT” on December 1 – 2, 2022 in Bali, opened with a kick-off dinner on November 30, 2022. The objective of the summit is to promote trade and investment in Indonesia and beyond. The summit will be jointly funded by the United States Agency for International Development (USAID), other countries, and organizations. The anticipated number of participants for the conference is between 200 - 300 business leaders from US, Indonesia, and other foreign countries leading in this area. The agenda for the summit is under development. This is an invitation only event.

At present DevTech is soliciting letter of interest (LOI) from potential and competent organizations with submission deadline on **Thursday, July 14, 2022, at 17:00 HRS**. West Indonesia Time Standard Time. This LOI is issued solely for information, research, and planning purposes. It does not constitute a Request for Proposal nor a Request for Application. The LOI does not commit DevTech to issue a solicitation. If a solicitation is issued, it will be announced on www.devtechsystems.com and devjobindo mailing list. Interested parties will receive confirmation acknowledging receipt of their emailed responses. DevTech will not pay for costs incurred in the preparation and submission of this request.

For illustration, the responsibility of the anticipated event management service provider will include but not limited to organize, facilitate, and document the planning, implementation, and result of the summit.

A more detail anticipated services are provided below:

- **Pre-Summit**

- Work with DevTech to finalize list of invitees and speakers, including bio of speakers.
- Maintain summit website and respond to inquiries submitted to the website
- Lead the “Call for Presentations” to obtain presentation materials from conference presenters.
- Communicate with presenters on program schedule and additional logistical information.
- Arrange venue and all logistics per requirements by USAID, US Surabaya Consulate General (USCG) and Economic Growth Support Activity (EGSA).
- Maintain an accurate RSVP and attendance list of participants, moderators, and presenters, including VIP participants
- Upon request, assist in hotel bookings, flights, and land transportation arrangements for participants
- Monitor room block and hotel reservation deadlines
- Develop, coordinate, and assemble name tags, table tents, and summit event packages (binders and/or virtual) with relevant Summit information
- Propose an online solution and use it to send and manage invitations, RSVPs, registration, etc.; provide solutions to invitees and act as troubleshooter as necessary.
- Lead on the development of all digital and non-digital marketing materials related to the event, including, but not limited to, save the dates, invitations, summit website, event programs, invitations, event signage, etc.
- Work with USAID, USCG and EGSA to promote the summit through offline and online channels.
- Provide booth for exhibitions during summit as requested by USAID and EGSA.

- Production of the Summit communication materials, i.e: Agenda, Brochures, etc
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- **During Summit**
 - Manage the supply of all on-site services and logistics as required.
 - Liaise with venue personnel and/or provide counsel related to catering, facility management, and other relevant and required services.
 - Liaise with venue personnel to ensure all rooms meet specified and agreed upon requirements.
 - Provide staff as needed for the implementation of the conference, to include registration, note taking, recording, time management, Master of Ceremony, pullers, pushers, and other conference logistics.
 - Carry out other tasks as they arise to ensure a smooth event from start to finish
 - Take quality photos of all sessions including of participants and speakers as well as group photos of the summit
 - Arrange for recording all sessions and providing at least two copies in harddisk/USB
- **Post Summit**
 - Develop a high-quality Summit Completion Report including incorporating USAID feedback and finalizing it.

Please note that selected vendors for this contract must provide a Unique Entity ID from [www.sam.gov](https://sam.gov). to be able to receive an award. Please see <https://sam.gov/content/entity-registration> for more information. Prospective offerors are encouraged to start this process prior to the submittal of quotations/proposals in response to future RFP.

DevTech Systems, Inc. (DevTech) is an economic data-driven consulting firm dedicated to development, with over 37 years of experience providing advisory services and technical assistance to government, private sector, and civil society stakeholders in more than 100 countries. DevTech specializes in economics and data-driven insights that inform policy making, analytical products and services. DevTech's four practice areas are Economic and Data Sciences; Monitoring and Evaluation, Research and Learning (MERL); Education, Gender, and Youth Development (EGY); and Public Financial Management (PFM).

DevTech is implementing the United States Agency for International Development (USAID) funded Economic Growth Support Activity (EGSA) in Indonesia. EGSA supports the government of Indonesia and other stakeholders with i) evidence-based decision making (ii) technical assistance to improve GOI capacity in public financial management and related governance; and (iii) capacity building to improve the business enabling environment for foreign and domestic enterprises.

The letter of interest (LOI) must be accompanied with a cover letter typed on official organization's letterhead and signed by an individual who has signatory authority for the offeror. The LOI must be submitted by email only to egsa@devtechsys.com with the subject line "LOI No: EGSA-2022-01" and supported with:

1. One page narrative on how the offeror intends to carry out the work.
2. One page narrative on the organization, Unique Identity ID if any or proof of process initiated, and past performance of work with similar complexity listing experience and achievements in organizing international conference/summit involving up to 300 participants (including VIPs) preferably on trade and/or investment, and contract value, organized by the offerors in the last 10 years.
3. Representative/office address in Bali if any.
4. References.