

**REQUEST FOR EXPRESSION OF INTEREST FROM INTERNATIONAL EVENT
MANAGEMENT FIRMS FOR PROVISION OF ANNUAL GENERAL MEETING
MANAGEMENT SERVICES**

The African Trade Insurance Agency (ATIDI) is a pan-African multilateral international financial organisation established under the Agreement Establishing the African Trade Insurance Agency (“Treaty”). Founded in 2001 by African countries, ATIDI provides trade credit and political risk insurance to companies, investors and lenders interested in doing business in Africa. With both a commercial and developmental mandate, we aim at improving Africa’s risk perception. Specifically, ATIDI covers risks such as expropriation, non-payment by governments, state-owned companies & corporates, non-honouring of sovereign and sub-sovereign obligations, currency inconvertibility and embargoes.

ATIDI wishes to contract an international event management firm to manage its Annual General Meeting in Angola in 2025. The firm's responsibilities will include coordinating event logistics, managing speaker and participant coordination, and overseeing on-site support to ensure smooth event execution. Additionally, the firm will develop a marketing strategy, manage communication and publicity efforts.

ATIDI now invites eligible and experienced firms to indicate their interest in providing the services. Interested firms must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments (submit list of clients and nature of event), experience in similar conditions, availability of appropriate skills among staff (submit brief CVs), etc.). Firms must have done similar international events, must have the capability and resources to handle an event of a big magnitude in order to qualify for issuance of a detailed request for proposals (RFP) and terms of reference for preparation and submission of a combined Technical and Financial Proposal.

Interested firms may obtain further information at the address below during office hours i.e. 0800 hours to 1700 hours (East African Time).

The e-copy of your expression of interest should be submitted to procurement@atidi.africa The closing date for receipt of expressions of interest is **Friday, 16 December 2024 at 16:00** hours (East African Time).

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