



**Request for Expression of Interest
Bid No: EOI-FSC-01
Events Planning Firm for the IOSCO 2017 Conference**

Jamaica was selected to host the 2017 International Organization of Securities Commissions (IOSCO) Conference, an international conference for the securities markets across over 115 jurisdictions globally. IOSCO is the international body that governs securities regulators worldwide and is recognized for establishing global benchmarks for the securities sector. IOSCO develops, implements and promotes adherence to internationally recognized standards for securities regulation.

The Financial Services Commission (FSC), as the regulator for the Securities, Insurance, and Private Pensions industries in Jamaica will spearhead the planning, organization and execution of the IOSCO Conference 2017. In order to ensure the seamless execution of this historic event, the first of its kind in the Caribbean, the FSC seeks to engage the services of an Events Planning Firm specialized in conference organization.

The Events Planning Firm will be expected to perform the following duties:

1. Develop and monitor the project and budget for the event, according to IOSCO's manual/rules, as well as other FSC required guidelines.
2. Prepare a detailed project schedule and manage the project according to the schedule.
3. Procure and manage suppliers needed for the event.
4. Develop communication plan and coordinate sponsorship activities.
5. Develop and coordinate registration system, according to IOSCO and FSC needs.
6. Prepare floor plans for the event which must meet IOSCO requirements.
7. Develop reports that IOSCO and FSC requires, post and pre event.
8. Coordinate logistics and transportation requirements for the execution of the event.

The services of the Events Planning Firm will be required for approximately fourteen (14) months

The FSC now invites eligible firms to indicate their interest in providing these services. Interested firms should provide information demonstrating that they have the required qualification of relevant experience to perform the services required. The shortlisting requirements are:

1. The firm should demonstrate experience hosting international conferences for a minimum of five hundred (500) international delegates.
2. Proven experience in planning and executing annual meetings and conferences held by international organizations for delegates such as The United Nations (UN) and The International Investment Funds Association (IIFA) and from various jurisdictions, culture and religions.
3. Provision of a reference letter from an international organization for which the event planning services were provided.

Clarifications to this Request for Expression of Interest may be obtained by submitting an email to brownn@fscjamaica.org by latest **Tuesday March 1, 2016**.

The Expression of Interest along with a copy of the firms Tax Compliance Certificate must be submitted electronically by email in PDF format to brownn@fscjamaica.org and a hard copy delivered simultaneously to the offices of the Financial Services Commission by **Tuesday March 8, 2016 at 3:00 p.m.**

The hard copy of the Expression of Interest must be submitted in a sealed envelope and must include the name and address of the interested firm and must be clearly labelled; Expression of Interest – **"Events Planning Firm for the IOSCO 2017 Conference"**

Interested firms may submit Expression of Interest to:

**The Procurement Officer
Financial Services Commission
39-43 Barbados Avenue, Kingston 5**

If you are interested in doing business with the Government, you are invited to view tender notices for procurement contracts on this page.