



TRADE IMPACT  
FOR GOOD

## Terms of Reference

### Stand construction at Food Ingredients, North America trade fair for a delegation of Albanian medicinal herbs and olive oil exporters

#### BACKGROUND

ITC is implementing a 4-year program - **Trade Promotion East (TPE): Balkan States and Central Asia**, financed by the Swiss government. Albania is one of four countries, along with Uzbekistan, Tajikistan and Serbia, selected to take part in the TPE program.

SMEs involved in the export of medicinal plants and olive oil have been identified as a viable priority sector for Albania.

As part of the project, ITC is organizing the participation of 8 Albanian exporters of olive oil and medicinal herbs at the Food Ingredients, North America International Trade Fair scheduled to take place in Las Vegas, Nevada, USA, on October 30 and 31, 2024.

In this context, ITC is seeking the services of a stand construction company to build a 400 sq. ft. collective island stand at this trade show.

ITC requires the design, construction, dismantle booth services as per below requirements:

Please provide a quote for the following elements:

#### 1. Stand construction

Given space of 400 square feet (20 x 20), 4 side open stand space is booked.

Flooring to hide electricity cables

Modular systems preferred

8 lockable desks + 16 chairs + 8 separation walls for each exporter with 2 shelves on each separation wall + 8 bins + 8 lights

Plugs under for each desk

9 rubbish bins

1 information desk + 2 chairs + light

Up to 4 round tables with 4 chairs each to be positioned in the centre of the stand (if space permits)

With a fascia that should say the name of the country above the stand that can be seen from 4 sides of the stand

Please quote for a hanging fascia

#### 2. Graphic design

Services of a graphic designer to do the graphic design of fascia, exporters desks, info desk etc is required. The graphic design of the stand will be done by the stand constructor, along with the printing of the graphic design and the fitting of the graphic design on the stand.

### 3. Assembly and dismantling of the stand

Assemble the stand prior to the fair, taking into account the Organizer's safety measures and respecting the assembling time slots provided by the fair.

Provide technical support and deal with any queries by the designated representative(s) of the ITC National Project Office in Albania in connection with the operation of the collective stand, directly or on behalf of the co-exhibiting beneficiary companies, during the fair on October 30 and 31, 2024.

Dismantle the stand taking into account the organizer's timelines and safety measures provided by the fair.

- **Comprehensive management**

The constructor is expected to manage all aspects of the project, including day-to-day communication with the venue, ensuring that all logistics and operational requirements are met, managing necessary bills, and ensuring the availability of electricity and other essential services. The stand must be fully functional for the entire duration of the two-day fair.

- **Quotation content and structure**

The quotation should contain **a financial offer in USD** with a detailed costs breakdown, including the following categories but not limited to them:

- Works and services (design and estimation, assembling and dismantling of the stand, printing, transportation, cleaning, technical support and dealing with the queries during trade fair)
- Construction elements (flooring, panels, structures, information counters, doors, etc.)
- Decoration elements
- Equipment/furniture of the stand listed above, including electrical and lighting equipment

The quotation should cover both soft and hard costs associated with the project, clearly identifying each. Hard costs would typically refer to tangible expenses directly associated with the project, such as materials, equipment, labour, and necessary fees.

On the other hand, soft costs include more intangible expenses such as administrative fees, offloading, storage costs, material handling and potential contingencies.

Please include a quote with all the necessary items related to a finish stand ie light, electricity connection, cleaning services etc

Please provide a full comprehensive quote where all costs are included (soft, hard, fees, commission fees etc)

- **Expected Outputs and Timelines**

1. The construction design and the quotation provided to ITC no later August 30th
2. The stand assembled must be assembled by October 29, 2024 at the latest.
3. Onsite technical support provided for last minute verifications (by 30 October 2024).

4. The stand dismantled by 1<sup>st</sup> November 2024

Vendor may provide the more precise timelines.

- **Payment Schedule**

#	Description
1	First payment upon ITC's receipt of the countersigned contract
2	Final payment upon satisfactory construction of the stand and its acceptance by ITC

*Fees are subject to the national income taxes, where applicable. If the contract is to be issued in a currency other than USD, the UN exchange rate on the date of the contract issuance will be applicable*

- **Qualifications, competencies and experience**

Mandatory:

- Accreditation for access and technical pre-qualification to operate at the Food Ingredients trade fair in Las Vegas, Nevada, USA, scheduled for October 30-31, 2024.
- Experience in the design and construction of similar exhibition areas
- Experience providing similar services at international trade fairs

Desirable:

- Experience working in previous international food exhibitions in Las Vegas, USA
- Experience working with international organizations providing similar services
- At least 5 years relevant experience in trade show stands construction.

- **Minimum Response Requirements**

In your response, please provide the following:

1. Text and visual proposal:

- Draft 3D mock-up and floorplan for the ITC exhibition area with complete dimensions and scales
- Description of the offer, with full listing of items/equipment provided in the offer.

2. Costs: please provide a breakdown of costs:

- Detailed costs related to the proposed offer
- Price list for all additional items/equipment

3. Experience: Evidence of experience in designing and building similar exhibition areas in trade fairs:

- Give examples with real and 3D visuals of former projects that you have designed.
- Provide client references where possible.

*The selected vendor will be chosen on the lowest cost technically acceptable offer.*

Please provide a quote without VAT as ITC is exempt of VAT

FOR THE ATTENTION OF THE COMPETENT TAXES AUTHORITIESCERTIFICATE

Please note that Section 7 of the *Convention on the Privileges and Immunities of the United Nations* provides, *inter alia*, that the United Nations, including its subsidiary organs such as the International Trade Centre UNCTAD/WTO (ITC), is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of services and articles imported or exported for its official use.



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Please find pictures below as an example of what has been done for another trade fair:

**Examples of designs from previous trade fairs**



## Stand placement



**Example of dimensions for 8 exhibitors + 1 information desk (extra tables and chairs to be located in the middle of the stand ), in meters (6m x 6m)**

*Information desk in purple and exhibitor desks in orange.*

