



Technical Response Template

RFQ-WIN-2024-0030

Please complete this template by indicating "Yes" or "No" in the "Supplier Response" column. For any "No" responses, please provide additional comments or explanations in the "Remarks" column.

Supplier Information

- **Company Name:** _____
- **Address:** _____
- **Contact Person:** _____
- **Designation:** _____
- **Phone Number:** _____
- **Email Address:** _____

Technical Response Template			
Item	Requirement	Suppliers' response column	Remarks
Date and Time	Confirm availability of the venue on the 5th and 6th of June 2025.		
Event Venue	Venue can accommodate high-level delegations with necessary security and protocol assistance.		
Experience	Experience in hosting international events with more than 350 participants with special arrangements.		
Main Event Room	One event room accommodating at least 350 people with a front stage on both event days.		
Breakout Rooms & Theatre Facility	Five rooms accommodating a minimum of 75 people each on both event days & A theater facility with seating capacity for at least 75 people		
Accessibility	Venue is accessible for individuals with disabilities, including wheelchair access and accessible restrooms.		
Parking	Sufficient parking space is available for attendees and staff.		

Marketplace	Confirm availability of the open area on the 6th of June 2025 for setting up exhibition space with 20-30 stalls, each measuring 3m x 3m with access to electricity and water supply.		
Prior Arrangements	Allowability to make necessary arrangements and setups of the Main event room and breakout rooms on the prior day (4th of June 2025) & Allowability to make necessary arrangements and setups for the Exhibition Space (e.g., stalls, marquees) in the open area on the prior day, 5th of June 2025.		
Sound System & ICT	Minimum two microphones, sound system, projector, screen, and complimentary Wi-Fi per room.		
Media/Press Room	Designated area with tables, chairs, power outlets, and internet for media personnel.		
Catering Services	Provision of Morning/Evening coffee breaks and lunch for 350 participants on both days.		
Dietary Needs	Catering meets special dietary needs including Halal and vegetarian options; excludes pork and beef.		
Event Management	Allows installation of LED screens, stalls, and sound systems by WIN's designated event management company.		
Additional Space	Availability of additional space if requested by WIN closer to the event date.		
Conference Room Adjustments	Flexibility in adjusting the number of conference rooms required closer to the event date.		

Supplier Declaration

I, the undersigned, certify that the information provided in this Technical Response Template is accurate and true to the best of my knowledge. I understand that any false statements may disqualify my company from this bidding process.

- **Authorized Person Name:** _____
- **Designation:** _____
- **Signature:** _____
- **Date:** _____
- **Company Seal** (if applicable)