

**Request for Quotation**  
**Service Description (TOR)**  
**Services for the EU Media-related Activities**

**Background:**

Under its Press and Public Diplomacy Plan of Activities for 2016, the European Union Delegation in Vientiane is organizing media related activities and is seeking local service providers to ensure the smooth implementation of these activities, which include media visit to EU funded projects, media lunch between EU Ambassadors and executive members of Lao Journalist Association and local press agencies and friendly football match with Lao journalists.

**Objectives:**

The objectives of these activities to

- Maintain existing relations with local media and networking with both senior and junior journalists
- Raise awareness and visibility of the EU among local press

Under this service package, service provider will be asked to undertake the following tasks:

**Required Services:**

**1. Media visit to the EU funded projects in Phongsaly province**

This visit is scheduled from 27- 31 March 2016 and will be led by the EU Chargé d'Affaires. The event objective is to raise the awareness and visibility of the EU development actions in the country and to increase visibility of the EU funded projects when local media report on this visit. Five journalists: two from national tv, one from Vientiane Times and two other from local language newspaper will be invited to join the visit. Under this activity, service provider will be therefore asked to

- Provide five one-way air tickets for journalists from Vientiane to Oudomxay for 27<sup>th</sup> March 2016
- Arrange two rental cars, preferably station wagons during the mission day from 27 – 31 March 2016
- Advance all expenditures for media participation at the rate of 200,000 Kip per journalist for four night accommodation and 300,000 Kip per journalist for their five-day daily allowance for the whole period of visit
- Provide five one-way tickets for journalists from Luang Prabang to Vientiane on 31 March

**2. Media lunch**

This is scheduled for 8 of April 2015. This is to strengthen relations between the EU and Lao Journalist Association and senior journalists working in the main national media agencies.

Under this activity, service provider will be asked to

- Arrange a booking of a local restaurant in close consultation with the EU Delegation for 35 people including EU Ambassadors and senior journalists of the Lao Journalist Association as well as executive members of main national press agencies in Vientiane and
- Advance for all expenditures incurred by this gathering

**3. Friendly football math with journalist**

This activity is scheduled on 20th April 2016 in Vientiane and this event is to maintain good relations outside office hour and networking with young journalists and service provider will be asked to

- Arrange and rent football pitch for the game, preferably at Chao Anou Stadium,
- Provide 5 boxes of drinking water 330ml
- Arrange an after-match refreshment for 35 people
- Provide 2 sets of football outfits with the printing of wording "European Union plus number" on the back. One should be in white and other should be in EU dark blue colour.

**Submission of Quotation:**

The interested suppliers should provide quotation for all activities in accordance to the given details. Companies with best offer will be contacted and hired for the services. The quotation could be sent by email or hand delivery to the EU Delegation.

**Payments:**

Invoice could be submitted to the EU Delegation after the completion of each service or all services, should the company would be selected for many activities.

**Submission deadline:**

The deadline for this request for quotation is 18 May 2016 within office hour at 17:00 hours local time.