

**COMITÉ D'ORGANISATION DES 10^{ÈMES}
JEUX DES ILES DE L'OcéAN INDIEN
(COJI 2019)**



REQUEST FOR PROPOSAL – SPONSORSHIP BENEFITS KIT

The COJI 2019 is seeking a supplier partner to provide services as listed in the scope of works as mentioned below.

The purpose of this Request for Proposal (RFP) is to solicit information and financial offers for these services from suppliers interested in collaborating with the COJI 2019 and able to provide solutions that will meet all requirements for its brand delivery needs.

Scope of Works are as follows:

A) Sponsorship Benefits Kit

(a) Contents:

(i) COJI Introduction;

(ii) Story Telling on COJI;

(iii) Description of Sports Disciplines;

(iv) Teaser Messages for Sponsors;

(v) Categories of Sponsors – Platinum, Gold, Silver and Bronze.

Note: Reference can be made to for Part (i) to (v) on existing sponsorship kit for consistency

(b) Sponsors benefits:

(i) All competition sites perimeter branding proposals (layout, design, pictures, sizes, type of hoardings, materials, etc.);

(ii) Media visibility (advertising coverage layout proposals);

(iii) COJI Magazine (Advertising lay-out – full-page, half page, banner, front page, etc., advertorials proposals, etc.);

(iv) COJI Newsletter (Advertising lay-out – full-page, half page, banner, front page, etc., advertorials proposals, etc.);

(v) Social media (Benefits proposal for sponsors, digital tactics, etc.);

(vi) Website (Benefit proposal for sponsors);

(vii) Events and promotional activities (Benefits proposal for sponsors and layout design as per defined site).

B) Size – 30 to 50 pages (A4) – Electronic and printable version

C) General

(i) Agency should be able to proactively think out of the box and come up with innovative proposals;

(ii) A briefing and question and answer session will be held prior to submission of Bid on **22nd September 2017** from 13h00 to 15h00 at COJI Head Office Conference Room, 3rd Floor, Emmanuel Anquetil Building, Port Louis;

(iii) Contact name/s for each site will be provided for on-site visits during the briefing session;

(iv) You may wish to visit our website to download our existing sponsorship kit for reference - website: **jeuxdesiles2019.com** under *Sponsorship Kit*;

D) Technical Proposal and Financial Proposal

(i) Bidders will be required to submit a Technical Proposal and a Financial Proposal in two separate envelopes; only the technical offers will be opened and analysed to retain those proposals that meet the requirements of COJI 2019.

(ii) The Financial Proposal of selected bidders whose bids have been retained will be opened. The unopened Financial Proposals will be returned to the unsuccessful Consultants.

E) Submission of Bids

Bids containing the Technical Proposal and Financial Proposal in a sealed envelope shall be deposited in the Tender Box of the '**Comité d'Organisation des 10ème Jeux des Iles de l'Océan Indien – COJI 2019**', 3rd Floor, Emmanuel Anquetil Building, Port Louis by **13th October 2017** at **15h00** at latest.

Ananda VUDDAMALAY

'Commissaire General'

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