



## Call for bids

### Local Organizer for International Conference on the Future of Social Security for New Forms of Work in China

#### I. Background

The EU-China Project “[Improving China’s Institutional Capacity towards Universal Social Protection](#)” funded by the European Union aims to improve the coverage, adequacy and sustainability of the social security system in China. In December 2019, the ILO Country Office in China (ILO Beijing) and the Ministry of Human Resources and Social Security (MOHRSS) established a three-year collaboration to implement the project by signing a MOU including a three-year work plan.

According to the work plan, ILO and MOHRSS will jointly organize an **International Conference on the Future of Social Security for New Forms of Work in China**, in early December 2021 (dates to be determined), in **Wuxi City, Jiangsu Province**.

ILO and MOHRSS are looking for a local host/organizer to provide logistics support for organizing the conference.

#### II. Objective

The international conference gathers prominent international and national speakers to address the challenges of social security in the future of work in China, in the context of international developments and responses.

The local organizer will provide all logistics support to facilitate the smooth realization of the international conference.

#### III. Qualifications and bidding

Bidder may be any private and non-private entity legally registered in China.

Bidder should have proven record of experience in organizing similar events.

Bidder should send the bidding documents to Ms Chen Tian [chent@ilo.org](mailto:chent@ilo.org), (010) 6532 5091, no later than **07 November 2021, 12.00 pm Beijing time**. Bidding documents include:

1. Qualification documents (scanned version of business license with official seal and other related documents)
2. Introduction of the bidder
3. Bidding quotation and a detailed breakdown

The ILO will inform the bidder of the bidding results no later than 25 November 2021, 5:00 pm Beijing time.



#### IV. Deliverables

The local organizer will facilitate the organization of a two-day international conference, for 150-180 participants, including 120-130 participants from China (on-site participation) and 30-50 international participants (online participation via Zoom).

Main tasks include:

- Venue:
  - Select and book venue in consultation with the ILO and MOHRSS
  - Facility rental: projector, screen, good internet environment etc.
  - Venue setup ready on the day before the event
  
- Meals:
  - Lunch: twice for all participants
  - Dinner: three times for non-local participants; twice for local participants
  - Tea breaks: four times
  
- Participants:
  - Participant registration on the day before the event
  - Accommodation: room booking for non-local participants (max. three nights per person)
  - Local transportation: arrange pick-up and drop-off at airport, train station etc.
  
- Simultaneous interpretation:
  - Identify and contract two local interpreters in consultation with the ILO
  - Interpretation equipment rental
  
- Meeting materials
  - Develop the meeting handbook including all practical information for participants
  - Purchase stationery
  - Print meeting documents
  
- Technical support for online participants
  - Assign technical staff to support the online participation and presentations
  
- Other logistics support needed (upon consultation)



**Note:**

- 1. For each matter, the final decision shall be made with the ILO's consent.**
- 2. The ILO will sign a contract with the selected bidder (contractor) to cover the expenses incurred by the services provided as described above. The contractor is responsible for making specific contract arrangements and payments with each service provider.**



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