

The American Embassy in Cairo requesting a price quotation as it holds an Employment and Volunteer Fair for alumni of USG-funded programs. We are seeking a vendor to coordinate the next program, which will likely be held in early 2016. The fair will offer actual job and volunteer opportunities. Some alumni may be job providers, representing small and medium enterprises or non-profits, but most are job seekers.

Organizers should have a target of 50-60 job provider participants companies and non-governmental organizations (NGOs) The target audience of job seekers is 5,000 attendees from high school and undergraduate student alumni, university and technical college graduate alumni, and their colleagues.

The vendor will be responsible for the following in coordination with the Embassy's Public Affairs Section (PAS):

- Planning, including
- Identifying, approving, and reserving suitable venue (easily accessible for audience)
- Arranging suitable set up
- Selecting date/time, etc.
- Event Logistics, including:
 - Venue
 - Furniture
 - Equipment
 - Booths
 - Registration
- Designing the fair's presentations and promotional materials
- Selecting organizations (companies and NGOs) that offer available job vacancies
- Contracting and managing the ushers and staff during the event day
- Assisting all companies and applicants during the event
- Producing professional video /photos for the activities during the fair.

- Capturing participant (provider and applicant) feedback about the event by surveying to job providers and applicants

We would appreciate your responses to cover the cost for such an event and also the time framing for preparing, the offers should be sent to cairocontracts@state.gov<mailto:cairocontracts@state.gov> .

We would appreciate your prompt reply no later than Monday Sep. 7th, 015.