

## Annexure- A

### Event Management Services (Logo Reveal event 2026)

---

#### 1. Overview

e& Afghanistan seeks an experienced event management vendor to deliver a high-impact Logo Reveal Event and synchronized fireworks shows across five locations in Kabul.

Responsibilities: Creative concept, MC of the event end-to-end execution, fireworks management, production & logistics which include to digital screens, backdrop..., authority coordination, safety/legal compliance, and brand consistency.

---

#### 2. Scope of Work

##### A. Creative Concept

- Theme, stage/venue design, and logo reveal mechanism
- Lighting, visual effects, branding integration

##### B. Fireworks (5 Locations – Kabul)

- Certified team, choreography synced with main reveal
- Site inspections & reports
- Safety (perimeters, firefighting), crowd management
- Equipment, setup, execution, and cleanup
- Coordination with police/municipality or any other Government entity
- All permits & approvals (mandatory)

**Deliverables:** design & plan, safety plans, timeline, materials list, approvals, post-event report

##### C. Event Setup & Production

- Stage fabrication & branding
- LED, lighting, sound systems

- Entrance, reception, photo wall, VIP seating
  - Technical crew & stage management
  - Power supply & backup
- 

### 3. Vendor Deliverables

- Creative concept (document + visuals)
  - Fireworks plan (5 locations)
  - Event design (2D/3D) & technical layouts
  - Itemized budget
  - Timeline & execution plan
  - Equipment/materials list
  - Approvals & permits
  - Event-day operations plan
  - Post-event report
- 

### 4. Submission & Evaluation

Submit: company profile, relevant experience/portfolio, concept, financial proposal, timeline

Evaluation: creativity, experience, technical capability, cost, compliance