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Confidentiality Statement

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Please respond to procurement@nca-calgary.com with any questions or concerns.

Nigerian Canadian Association of Calgary (NCAC) - Mission

- To exhibit and promote, in a discrete, inclusive, peaceful and unobtrusive manner, those aspects of Nigerian culture and heritage that would contribute positively to the Canadian cultural mosaic.
- To encourage a positive environment where members of the Association can get together from time to time for social and multicultural engagement, dialogue and interaction.
- To provide a cultural connection and identity, as needed, for children of Nigerian parentage and any other person who desires to identify with the Association's objectives, as more particularly outlined in this Bylaw.
- To create a network, and if necessary, a platform, for rendering reasonable and lawful assistance, as deemed fit by the Association, to members who may require support from time to time, and to Nigerians arriving newly to Calgary in order to facilitate their transition into the larger Calgary community.
- To act as the focal point of a network that would promote social and economic benefit of its members in particular and society in general.
- To provide communal leadership and also act as the umbrella organization to duly registered ethnic or professional associations in Calgary of Nigerian heritage or with majority membership of people originally from Nigeria if any such association agrees and accepts to

be an affiliate member of NCAC pursuant to this Bylaw.



Scope of Work and Requirements

Introduction:

The Nigerian Canadian Association of Calgary (NCAC) invites qualified and experienced organizations to submit proposals for support services aimed at organizing professional Networking events and related activities within our organization and related entities.

Scope of Services:

The selected provider will be accountable for:

1. Planning professional networking events.
2. Establishing appropriate Key Performance Indicators (KPI) for the success of the networking event.
3. Working effectively with clients to manage communication of Events via (client's and own) social media and emails.
4. Organizing multiple professional networking events, but not less than 4, with focus areas such as entrepreneurship, career, skills trade and award night.
5. Obtaining event feedback from attendees after every session.
6. Providing monthly progress report for the networking event program
7. Supporting NCAC with information required for reporting to stakeholders.

Qualifications:

The successful provider should demonstrate:

1. Proven experience in planning and organizing networking events for up to 150 people.
2. Ability to tailor networking events to diverse participants and reach a virtual audience.
3. Ability to use social media to reach a broad audience.
4. Demonstrable ability to be flexible, with the ability to continuously improve.
5. Good customer service.

Submission Details

Submission Requirements:

Interested entrepreneurship training providers are required to submit the following:

1. A detailed proposal addressing the Qualifications above.
2. Detailed outline of the cost of services and billing strategy.
3. Company profile highlighting relevant experience of key personnel.
4. References from previous clients with a focus on professional networking events.
5. Complete terms and conditions for a contract.

Timeline:

1. Deadline for Submission: March 8th, 2024
2. Proposal Review Period: March 22nd, 2024
3. Expected Contract Start Date: April 2, 2024
4. Duration of contract: One year, with an option to extend or renew

Submission Instructions:

Your proposal and supporting documents should be addressed, by email, to:

**Procurement Committee,
The Nigerian Canadian Association of Calgary
procurement@nca-calgary.com**

All submissions must be received not later than 11:59 pm on March 8th 2024. Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on overall quality and cost, considering the following criteria:

1. Comprehensive coverage of scope.
2. Relevant experience and qualifications.
3. References from previous clients.
4. Cost-effectiveness.

Additional Information:

For any clarifications or additional information, please contact procurement@nca-calgary.com.

If needed, NCAC is willing to have a pre-proposal meeting with potential proponents.

Terms and Conditions:

Please see below the important terms and conditions for the purpose of this request:

1. Late submissions will not be considered.
2. NCAC reserves the right to accept or reject any or all quotations received.
3. Payment for services provided by the successful bidder shall be Net 30 days.

Thank you for your interest in supporting our Professional Networking Events.

Sincerely,

For: Procurement Committee (NCAC)

Email: procurement@nca-calgary.com

