

ROTASIA BIDDING GUIDELINES

Bidding Guidelines for 'ROTASIA'

Dear DRR,

In order to ensure appropriate planning for ROTASIA -2013 and thereafter, we would hereby like to streamline the Guidelines and Process of Bidding for ROTASIA

Bids for hosting ROTASIA 2012 in January 2012 are invited:

Documentation required to be submitted by the Bidding District:

- 1. 'Expression of Interest' to be submitted latest by 15th December, 2011 by 4:00 p.m.**
- 2. Only if the 'Expression of Interest' is submitted, the said district shall be allowed to present their detailed bid at 'ROTASIA Nepal – 2012'.**
- 3. Letter of Detailed Bid should be signed by the DRR 2011 – 12, DRR 2012 – 2013 and also the District Governor 2011 – 2012 and District Governor 2012 – 2013 of the Bidding District. Only letter signed in original by all the above shall be considered valid. Scanned and photocopied signatures shall be considered null and void. A bid shall be valid only if all the above four have endorsed their consent.**
- 4. Bid Presentation:**
 - a. A 5 minutes presentation to be made by the Bidding District, in which at least two of the following should be present, Proposed Chairman, Proposed Co-Chairman, DRR 2011-12, DRR 2012-13.**
 - b. Audio / Visual facilities for which would be provided by the Host District.**
 - c. Thereafter there will be Question – Answer asked to the presenter.**
- 5. The bid and presentation both should include / contain the following:**
 - a. Name of the Project.**
 - b. Chairperson(s) for the project (A chairperson should compulsory have the status of a PDRR and preferably a Rotarian).**
 - c. Proposed Venue(s).**
 - d. Proposed Dates.**
 - e. Proposed Registration Amount (Rotaractor / Rotarian / Interactor [individual / couple]).**
 - f. Proposed Lodging Plans.**
 - g. Proposed Boarding Plans.**
 - h. Proposed Local Transportation Plans.**
 - i. Proposed Communication method.**
 - j. Proposed Number of circulars with schedule.**
 - k. Other means of communication to encourage maximum registration.**
 - l. Tentative itinerary for the project.**

- m. Novel Ideas Proposal.
- n. Phase wise plan of action and timetable, describing as detail as possible.
- o. Details as far as possible to ensure a successful ROTASIA 2013.
- p. Proposed committee for implementations of action plan.
- q. Available Human Resource (Man Power).
- r. Available Financial Resources.
- s. Detailed Budget.
- t. List of available guest speakers and their subjects.
- u. Any other details.

Process Note for Bidding:

STEP 1: The DRR 2011-12 (serving / current) to submit the 'Expression of Interest' addressed to the PDRR Anil Shrestha 'Chairman ROTASIA 2012' latest by 15th December, 2011 by 4:00 p.m. via email or hardcopy. Email to be sent on chairman@rotasianepal.com and hardcopy to be sent by registered post to: PDRR Anil Shrestha, GPO BOX: 1402, Kathmandu, Nepal.

STEP 2: Detailed bid along with supporting documents to be submitted in person to the Chairman 'ROTASIA 2012' latest by 4 pm on 26th January 2012.

STEP 3: At a time and date fixed during 'ROTASIA 2012'; the bids shall be opened in the floor of DRR's meet for discussion. In case within a span of one hour from the opening of the bid there is no consensus on who shall host the next Rotasia, then in such a case at the discretion of the Rotasia 2012 Chairman the bidding process will be decided by DRR's, IPDRR's, PDRR's (Only those DRR's, IPDRR's, PDRR's who have registered for ROTASIA 2012 will be allowed to attend the bidding process / discussion)

STEP 3: Voting process

A. Voting shall be conducted in case if there is more than one valid bid.

B. If the voting for the next Rotasia bid is opened to the floor of the general assembly then voting will be on the show of hands or voice vote at the discretion of the Rotasia 2012 Chairman.

C. In case within a span of one hour from the opening of the bid there is no consensus on who shall host the next Rotasia, then in such a case the bidding process will be decided by DRR's, IPDRR's, PDRR's and one district shall have only one vote.

D. In the event of more than one delegate being present from a single district,

- i. DRR
- ii. Immediate Past DRR
- iii. Past DRR
- iv. DRR Elect
- v. DRR Nominee

The Chairperson of ROTASIA – 2012 shall decide the final process of bidding.