

Event Name

Fatima Bint Mubarak Women Sports Award 2026

Event Venue

Emirates Palace, Auditorium

Event Date

11 November 2026

Tender Submission Deadline

16 July 2026

1. Introduction

The organizer is inviting qualified and experienced suppliers to submit technical and financial proposals for the provision of full event production, setup, technical support, branding, hospitality support, and on-site event management services for the Fatima Bint Mubarak Women Sports Award, to be held at Emirates Palace on 11 November 2026.

The selected supplier will be responsible for delivering all required services, equipment, materials, manpower, logistics, installation, operation, and dismantling related to the event.

2. Scope of Work

The selected supplier shall provide complete event production and management services, including but not limited to the following:

2.1 Reception Area Setup

The supplier shall be responsible for preparing and setting up the reception area, including:

- Providing and installing a professional reception desk.
- Designing, producing, and installing a branded backdrop wall behind the reception area.
- Preparing the area for guest registration, welcoming, and information support.
- Ensuring that the reception area reflects the official identity and standard of the event.

2.2 VIP Area Setup and Hospitality

The supplier shall design, prepare, and manage a dedicated VIP area, including:

- Suitable VIP furniture and décor.
 - Proper layout and seating arrangements for VIP guests.
 - High-quality finishing and presentation suitable for senior guests and dignitaries.
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2.3 Guest Gifts

The supplier shall provide premium guest gifts for 150 guests, including:

- Sourcing and supply of suitable gifts.
 - Premium packaging.
 - Event branding, where applicable.
 - Delivery and preparation of gifts before the event.
 - Arrangement and distribution support, if required.
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2.4 Lighting and Sound Systems

The supplier shall provide full lighting and sound solutions for the event, including:

- Professional lighting systems for the event areas.
 - Sound systems suitable for the venue and audience size.
 - Microphones and related audio equipment.
 - Installation, testing, operation, and technical support.
 - Sound and lighting control desks.
 - Technical team to manage all systems during the event.
 - Build an area for Television interviews.
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2.5 Internal and External Flags

The supplier shall produce and install branded flags for both indoor and outdoor use, including:

- Outdoor flags.
 - Indoor flags.
 - Flag poles, bases, and installation accessories.
 - Placement according to the approved event layout.
 - Compliance with the approved event branding and design guidelines.
 - Safe and secure installation.
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2.6 Full Stage Setup

The supplier shall be responsible for the complete design, production, setup, and operation of the main stage, including:

- Stage design and construction.
 - Stage backdrop and branding elements.
 - LED screens or display screens.
 - Stage lighting.
 - Professional sound systems.
 - Microphones and audio equipment.
 - Technical control systems.
 - Backstage technical support.
 - Testing and rehearsal support prior to the event.
 - Dismantling after the event.
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2.7 Screen Content Management

The supplier shall manage and operate all screen content during the event, including:

- Receiving approved content from the organizer.
- Testing all content before the event.
- Managing video playback, presentations, visuals, logos, and branding elements.
- Coordinating with the event team during the program.
- Providing a dedicated screen content operator.

- Ensuring smooth and professional display throughout the event.
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2.8 Event Signage

The supplier shall design, produce, and install all required event signage, including:

- Directional signage.
- Informational signage.
- Entrance signage.
- Reception signage.
- VIP area signage.
- Main hall signage.
- Stage area signage.
- Guest seating signage.
- Parking or drop-off signage, if required.

All signage must follow the approved event identity, branding, and venue guidelines.

3. General Requirements

The supplier shall be responsible for the following:

- Providing all required manpower, equipment, materials, tools, logistics, transportation, and technical support.
- Submitting all designs, layouts, materials, and samples for approval before production.
- Coordinating with the organizer and venue management for all setup requirements.
- Ensuring timely delivery, installation, testing, operation, and dismantling.
- Complying with all Emirates Palace rules, safety requirements, and operational standards.
- Providing a dedicated project manager as the main point of contact.
- Providing an on-site technical and operations team during setup, rehearsal, event day, and dismantling.

- Ensuring that all works are completed to a high professional standard.
 - Keeping the venue clean, safe, and free from damage during all stages of work.
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4. Deliverables

The supplier is expected to deliver the following:

- Reception area setup with reception desk and branded backdrop wall.
 - Fully equipped VIP area including hospitality setup.
 - Premium gifts for 150 guests.
 - Complete lighting systems.
 - Complete sound systems.
 - Indoor and outdoor branded flags.
 - Fully equipped main stage including screens, lighting, sound, and branding.
 - Screen content management and operation.
 - Directional and informational event signage.
 - Technical equipment, operators, supervisors, and support staff.
 - Production, installation, testing, operation, and dismantling services.
 - Final approved designs and layouts before production.
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5. Proposal Submission Requirements

Interested suppliers are requested to submit a complete technical and financial proposal including the following:

- Company profile.
- Relevant experience in similar events.
- Proposed creative concept and technical approach.
- Detailed scope of services.
- Proposed designs or references, where applicable.
- Itemized financial proposal.
- Production, setup, operation, and dismantling timeline.

- Details of equipment and materials to be used.
 - Team structure and on-site support plan.
 - Any exclusions, assumptions, or special conditions.
 - Valid trade license and company documents, if required.
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6. Tender Submission Deadline

All interested suppliers must submit their complete technical and financial proposals no later than:

15 July

Any submission received after the deadline may not be considered.

7. Evaluation Criteria

Proposals may be evaluated based on the following criteria:

- Relevant experience and past performance.
 - Quality of proposed concept and technical solution.
 - Compliance with the required scope of work.
 - Quality of materials, equipment, and finishing.
 - Proposed timeline and ability to meet deadlines.
 - Financial proposal and value for money.
 - Team capability and on-site support plan.
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8. Event Timeline

The supplier shall propose a detailed project timeline covering:

- Design development.
- Approval stages.
- Production.
- Delivery to venue.
- Setup and installation.

- Technical testing.
- Rehearsal support.
- Event day operation.
- Dismantling and removal from venue.

The final timeline shall be agreed upon with the organizer after supplier selection.

9. Notes

- The organizer reserves the right to request modifications to the proposed designs, materials, or technical solutions.
 - All branding and design elements must be approved by the organizer before production.
 - The supplier must ensure that all installations are safe, secure, and suitable for the venue.
 - The supplier shall be responsible for any damage caused by its team, equipment, or materials.
 - The supplier must coordinate with Emirates Palace for all access, loading, setup, safety, and dismantling requirements.
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