



Thai Association for the Study of the Liver

L.S. 070/ 2018

28 September 2018

To whom it may concern:

Thai Association for the Study of the Liver is seeking the assistance of a Core-PCO for a collaboration as of January 2019 to manage the 30th Conference of the Asian Pacific Association for the Study of the Liver which will be held in Bangkok during 3 – 6 February 2021.

Time Frame for Tender Process

- Invitation to tender letter is posted on THASL official website thasl.org: October 1, 2018
- Closing date/time for tender submission: **November 15, 2018 noon (GMT+7)**
- Announce of selected tenderers: November 30, 2018
- Interview of selected tenderers: December 14, 2018

The Secretariat will upon request send the request for proposal (RFP) to agencies that fulfil the following requirements:

- Main organisers of international associations conferences of > 2,000 participants and corresponding exhibition space. References of past five years to be included.
- Experience in organising medical conferences in gastroenterology or hepatology filed is a plus.
- Good knowledge of Asian Pacific Association for the Study of the Liver (APASL)
- Expertise in financial control of international meetings including taxation and VAT handling.

The following information should be included in your tender document:

- Company profile
- Suggested venue for holding the conference of 4,500 participants with exhibition space.
- The number of guaranteed participants
- The number of expected abstracts



Thai Association for the Study of the Liver

Submission of Tender Deadline

A hard copy submission should be delivered by **November 15, 2018 noon (GMT+7)** to:

Thai Association for the Study of the Liver
Attention: Suvimol Visadcharoen (Ms.)
1575/1 Chaisanguan Building, 4th floor,
New-Petchburi Rd., Makkasan, Ratchtewi,
Bangkok, Thailand 10400

Please note that 1 copy of the written submission and accompanying documentation should be supplied and an electronic copy of the document should be emailed to thasl2011@gmail.com

Contact Details

Suvimol Visadcharoen (Ms.)

Manager

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Fax: + 66 (0) 2-255-3052

E-mail: thasl2011@gmail.com

Sincerely,

Phunchai Charatcharoenwittaya, MD
Secretary General
APASL 2021 Local Committee