

BID PROPOSAL
FOR THE HOSTING
OF
FIG WORKING WEEK IN 2011



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1.0 THE PROPOSAL

This Bid Proposal is for the hosting of the FIG working Week 2011.

1.1 The Hosting Organization

The FIG Working Week 2011 is being proposed to be held in Nigeria and to be by the Nigerian Institution of Surveyors a member association of the International Federation of Surveyors (FIG). The theme of the conference will be linked to the role of FIG in building bridges between Surveyors from different surveying disciplines based on the FIG definition of a Surveyor. The theme will also reflect how professional surveyors in Nigeria have been working together in having a closely working relationship in ensuring good governance.

1.2 About the Nigerian Institution of Surveyors

The Nigerian Institution of Surveyors is a member association of the International Federation of Surveyors (FIG).

More information://www.surveyorsonline.net

1.3 The Hosting Country

The Republic of Nigeria is a beautiful West African Country with her southern coast at the eastern end of the Gulf of Guinea. Nigeria is indeed a beautiful country. Nigeria offers a wide variety of tourist attractions such as extended and roomy river and ocean beaches ideal for swimming and other water sports, unique wildlife, vast tracts of unspoiled nature ranging from tropical forest, magnificent waterfalls, some new rapidly growing cities and climatic conditions in some parts particularly conducive to holidaying. Other attractions include traditional ways of life preserved in local customs; rich and varied handicrafts and other colourful products depicting or illustrative of native arts and lifestyle, and the authentic unsophisticated but friendly attitude of many in the Nigerian population.

1.3.1 Local Time and Climate

The time zone in Nigeria is GMT +1 Nigeria is located in western Africa, although, this is within the Tropical zone, Nigeria enjoys a warm sub-tropical climate because of the high altitude. Nigeria has 3 distinct seasons namely the cool and dry season (May – August); hot and dry season (August – November); warm and wet season (November – April). The climate varies; equatorial in south, tropical in center, arid in north

1.3.2 Location

Western Africa, bordering the North Atlantic Ocean, between Benin and Cameroon.

1.3.3 Area

- Total area: 923,770 sq km
- Land area: 910,770 sq km
- Comparative area: slightly more than twice the size of California

Land boundaries: total 4,047 km, Benin 773 km, Cameroon 1,690 km, Chad 87 km, Niger 1,497 km

Coastline: 853 km

Maritime claims

- Continental shelf: 200-m depth or to the depth of exploitation
- Exclusive economic zone: 200 nm
- Territorial sea: 30 nm

Terrain: southern lowlands merge into central hills and plateaus; mountains in southeast, plains in north

1.3.4 Currency

The National currency is Naira (N)

Exchange rate

1 US\$ = Naira 145 (as of June 16 2006)

Nigeria has a liberalized exchange rate system with several registered Bureau de Change outlets, whose rates are normally few Niara higher than the commercial banks.

2.0 WHY HOSTING FIG WEEK IN NIGERIA

Nigerian Researchers, Scientists, Practitioners and Administrators have been participating actively in the development and promotion of FIG both within and outside Nigeria.

- Nigeria has never hosted FIG Working Week Programme or FIG Regional Conference.
- Nigeria has the facilities required for successful hosting of the conference

2.1 Past FIG Working Weeks

The Table 1 below shows the countries, which have hosted the past FIG working weeks.

S/No	Country	Year
1	Sun City, South Africa	1999
2	Prague, Czech Republic,	2000
3	Seoul, Korea,	2001
4	Washington DC, USA,	2002
5	Paris, France,	2003
6	Athens, Greece,	2004
7	Cairo, Egypt,	2005
8	Hong Kong (Next FIG Working Week)	2007

Table 1 List of Countries where Past FIG Working Weeks had hosted.

From the table it can be seen that the FIG Working Week has never been held in Nigeria.

2.2 Past FIG Regional Conference

The Table 2 below also shows the countries, which had hosted the past FIG Regional Conferences.

S/No	Country	Year
1	Nairobi, Kenya	2001
2	Marrakech, Morocco	2003
3	Accra, Ghana	2005

Table 2 List of Countries where Past FIG Regional Conference have been held.

Again, FIG Regional Conference has never been held in Nigeria.

2.3 Experiences in Hosting International Conferences

Nigeria has hosted many international events ranging from sports, economics, commerce, international relations and many more particularly in the recent times among which include and not limited to the following:

- Conference of Commonwealth Heads of Government (2003)
- Conference of African Union Leaders (2004)
- African Leadership Forum on Peaceful Uses of Outer Space (2005)

2.4 Abuja – The Proposed City for the Conference

Abuja, Capital City of Nigeria, the fastest growing city in Africa, Nigeria's 1st planned city, with Abuja, estimated population 2,5 Million, is the capital city of Nigeria. Abuja is one of the cities bidding for the 2014 Commonwealth Games. When it was decided to move the national capital from Lagos in 1976, a capital territory was chosen for its location near the center of the country. The planned city is located in the center of what is now the Federal Capital Territory. Abuja officially became Nigeria's capital on 12 December 1991.

The crescent shape of the city reflects infrastructure considerations and the topography of the site, however some feel it reflects the will of the Muslim faithful, who sanctioned this design. Abuja is located at 9°10'N 7°10'E. Most countries moved their embassies to Abuja and maintain their larger former embassies as consulates in the commercial capital, Lagos. Abuja's feature is Aso Rock, a 400-metre monolith left by water erosion. The Presidential Complex, National Assembly, Supreme Court and much of the town extend to the south of the rock. "Aso" means "victorious" in the language of the (now displaced) Asokoro ("the people of victory"). Other sights include the Nigerian National Mosque and the National Ecumenical Centre cathedral. The city is served by the Nnamdi Azikiwe International Airport, while Zuma Rock lies nearby.



Abuja is divided into four districts namely:

2.4.1 Central District

The city has been well planned and the Central District is located between the foot of Aso Rock and into the Three Arms Zone to the southern base of the ring road. It is like the city's spinal cord, dividing it into the northern sector with Maitama and Wuse, and the southern sector with Garki and Asokoro. While each district has its own clearly demarcated commercial and residential sectors, the Central District is the city's principal Business Zone, where practically all parastatals and multinational corporations have their offices located. An attractive area in the Central District is the region known as the Three Arms Zone, so called because it houses the administrative offices of the executive, legislative and judicial arms of the Federal Government. A few of the other sites worth seeing in the area are the Federal Secretariats alongside Shehu Shagari way, Aso Hill, the Abuja Plant Nursery, Parade Square and the Tomb of the Unknown Soldier across the road facing it. The Brigade of Guards organizes a twenty-four watch at the spot and they have a colorful ceremonial change of guard. The National Mosque and National Church are located opposite each other on either side of Independence Avenue.

2.4.2 Garki District

The Garki District is the area in the southwest corner of the city, having the Central District to the north and the Asokoro District to the east. There are some interesting buildings, which include the General Post Office, Abuja International Conference Center, Abuja Sofitel Hotel, Agura Hotel, the Federal Secretariat Complex, Garki Shopping center, several bank buildings and other commercial offices. At present it is the principal business district of Abuja.

2.4.3 Wuse District

This is the northwestern part of the city, with the Maitama District to its north and the Central District to its south. The Wuse Market is Abuja's principal market. The second most important Post Office in the city is located here. This district also houses the Sheraton Hotel and Towers, Ibro International hotel, and the Nigerian Tourism Development Corporation.

2.4.4 Maitama District

Maitama District is to the north of the city, with the Wuse and Central Districts lying to its southwest and southeast respectively. This area is home to the top bracket sections of society and business, and has the reputation of being very exclusive and also very expensive. Interesting buildings include the Nicon Hilton Hotel, National Universities Commission, Soil Conservation Complex, National Electoral Commission, and European Economic Community (EEC) office. Maitama District is home to many European embassies in Nigeria.

3.0 Draft Budget

The draft budget detail is as shown in the Table 3 overleaf.

3.1 Registration Fees

Full registration fee and students' registration fee will include admission to the General Assemblies, all Technical Sessions, exhibition, Welcome Reception, coffee breaks and a copy of the full proceedings on CD-ROM. For the Technical and Social Tours and Farewell Banquet participants are to register and pay separately. A donation of € 10 for the FIG foundation is expected from every FIG participant except for students.

Accompanying persons' registration includes Opening Ceremony, Welcome Reception, and the authorization to join the technical tours. The social tours and the Farewell Banquet. These items are to be paid separately.

Conference Delegates	EUR 150
Accompanying persons	EUR 100
Students	EUR 50

3.2 Free Registration

The following people shall have free registration to the working week:

- Council members (president, 4 Vice Presidents, ACO representatives in the Council)
- Staff of FIG Office (FIG Director, FIG Office Manager and his Assistant)
- Commission Chairs and Task force chairs responsible for the technical programme (10 -12 persons)
- Representative of the United Nations (1-2 persons)
- Representatives of sister organizations (2-3 persons)

3.3 Costs To Be covered By the Organizers

We shall provide free accommodation to the President of FIG for the whole working week and this will be suite with meeting facilities. The staff of he FIG office will also be provided with free accommodation. We shall take care of the cost of site visits, which will include the President and Technical team visits.

3.4 Royalties to FIG and FIG Foundation

In the registration fee a sum of 10 Euro per each participant shall be included for the FIG foundation.

3.5 Sharing Formula

The sharing formula shall be in the ratio 50:50

3.6 Draft Budget Details

The draft budget detail is attached as appendix A.

4.0 PROPOSED CONFERENCE HOTEL

The proposed venue is the Transcorp Hilton Abuja.



The Transcorp Hilton, Abuja is located in the centre of the business area, set in beautiful landscaped gardens, easily accessible from all parts of Nigeria. The Transcorp Hilton offers all the services of an international business hotel equipped with all the ultra modern facilities.

4.1 Access

From	Distance	Time	Via
Ministries/Embassies	3km	10min.	Taxi
Nnamdi Azikwe Airport	45KM	40min	Taxi
Lagos	900km	55min	Air

4.2 Hotel Services

Recreational Facilities
 Business Service centre includes fax
 Photocopying, word processing and internet
 Club Lounge and 2 Executive floors
 Conference/Meeting/Exhibition and
 Banqueting facilities
 Shopping Arcade
 Medical Clinic and Dentist
 Free Parking
 Baby sitting services (on request)
 Internet facilities
 Simultaneous translation
 Express Dry Cleaning and Laundry services
 Beauty Salon
 Car Rental
 International and Local Airline Clocks
 Handy craft Village
 Mini-zoo
 Casino

4.3 Hotel Rooms

265 Standard Rooms
96 Deluxe Rooms
102 Suites
104 Executive Floor Rooms and Suites

4.4 Hotel Room Facilities

Rooms for disabled people
Non-smoking rooms
Individual controlled air-conditioning
Mini-bar, tea/coffee making facilities
Direct dial telephone with voice mail and
Message system
Shaver outlet 220v and hairdryer
Satellite and pay TV.

4.5 Restaurant and Bars

- Zuma Grill Restaurant overlooking the beautiful fountain
Patio offers fine dining, international cuisine.
- Bukka Restaurant, is the main hotel restaurant combining
Traditional Nigerian and International Buffet cuisine
- The Oriental Restaurant offers specialty Chinese, Mongolian and
Thai Cuisine.
- Fulani Pool Restaurant & Bar: offers Barbeque and a la carte.
- Lobby Bar: special cocktail with jazz and Piano music
- Capital Bar: Live band entertainment
- Pastry Corner: offers snacks and cakes
- Safari Nightclub
- Outside catering services: are available with prior arrangement

4.6 Executive Floor

Complimentary breakfast served daily from 6.30 am – 10.30 am.
Executive Club Lounge opens 24 hours
Snacks and refreshment served all day
Cocktails from 5.00 pm
Local and international newspapers, magazines, videos available daily
Fax, photocopying and word processing services
Private check in/check-out
Extra guest amenities in room
Private safe with pin-code in each room

4.7 Places of Interest

The Zuma Rock
National Assembly
Aso Hills
Gurara Waterfalls
Lower Usuma and Jabi Dams Plant Nursery
International 18 Golf course
The National Mosque

4.8 Recreational Facilities

Large hexagonal swimming pool and children's wadding pool
 3 Floodlit tennis courts
 3 squash courts
 Fitness centre with gymnasium, sauna and message
 Volleyball and basketball courts

4.9 Meetings and Conference Facilities

The Transcorp Hilton offers 23 individual meeting rooms of varying capacity between 15 – 1200 delegates, each room with natural lighting, telephone lines, individual controlled air-conditioning. These are supported by highly specialized staff, exhibition and break out areas.

Conference Rooms	Floor	Square Meters	Width	Length	Height	Theatre	Classroom	Banquet	Cocktail
Niger	01	45	6.6	8.1	2.5	45	34	30	50
Enugu	01	45	6.6	8.1	2.5	45	44	40	70
Benue	01	45	6.6	8.1	2.5	45	34	30	50
Benur	01	83	12	8.8	2.5	50	54	60	80
Niger-Plateau	-	-	-	-	-	200	140	160	220
Kaduna	01	83	11	9.3	2.5	50	44	46	70
Borno	02	63	9.3	7.9	2.5	50	33	30	50
Anambra	02	61	8.3	7.0	2.5	50	33	30	50
Crossriver	02	66	8.2	8.3	2.5	50	38	40	60
Imo	02	60	8.2	7.9	2.5	50	38	40	60
Rivers	02	60	8.2	7.9	2.5	50	38	40	60
Borno-Rivers (Combined)	-	-	-	-	-	250	150	150	250
Bauchi	02	60	7.5	9.2	2.5	50	40	45	60
Sokoto	02	60	7.5	9.2	2.5	50	-	-	50
Ogun	02	50	7.0	8.5	2.5	50	40	45	60
Nasarawa	02	65	10	8.0	2.5	55	40	45	60
Osun	01	77	5.8	13.5	2.9	70	44	56	80
Kogi	01	89	8.7	13.5	2.9	90	74	70	100
Lagos	01	82	7.2	13.5	2.9	70	54	60	90
Osun-Lagos (Combined)	-	-	-	-	-	250	160	220	30
Congress Centre	-	-	-	-	-	-	-	-	-

Congress Hall	-	242	22.6	38	3.2	500	260	500	700
Congress Mezzaine	-	-	-	-	-	200	260	200	250
Kano	-	125	14	17	3.2	100	73	80	120
Adamawa	-	68	8.2	8.8	2.2	60	30	35	70
F.C.T.	-	88	7.9	12.1	2.2	60	43	50	70
Taraba	-	40	4.2	7.0	2.2	50	35	35	55
Palm Garden	-	120	-	-	-	-	-	60	100
Bukka Patio	-	100	-	-	-	-	-	70	120

5.0 JUSTIFICATION FOR CHOSEN TRANSCORP HILTON, ABUJA AS CONFERENCE HOTEL

Site visits were made to Abuja so as to inspect the Hotel facilities of the following 3 – 5 star hotels:

- Transcorp Hilton, Abuja
- Abuja Sheraton Hotels
- Le Meridien
- Rock view Hotel
- Agura Hotel
- Bolingo Hotel

Additional, Abuja International Convention Center was also examined. Having carefully examined the various facilities of these hotels it was unanimously agreed to select Transcorp for the Conference Hotel because Transcorp Hilton Abuja Conference and Banqueting Services fulfill the needs of the technical and administrative meetings of the hosting of the programme. The other hotels named above are to be used as accommodations for participants.

5.1 Hotel Accommodations for Participants

There are several hotels and bed & breakfast (BB) lodges in Abuja. All these hotels are online and reservations can be made via Internet. Details of the proposed hotels are shown below:

Hotel	Single Room US\$	Double Room US\$
Abuja Sheraton Hotels	135	155
Le Meridien	125	135
Rock view Hotel	95	115
Agura Hotel	75	85
Bolingo Hotel	75	85

6 THE CONFERENCE PROGRAMME

6.1 Estimates on Registration

Our estimation is based on the following facts:

- i) The number of delegates to the FIG Programme has been quite stable with delegates' representation from 45-60 countries.
- ii) The number of member association of FIG has also been increasing every year.
- iii) Records all show that normally the delegates for the FIG working week are usually from more than 60 countries.

Therefore, based on the above and improved attendance at the FIG programme in the last couple of years, and the need to promote good governance through the international communities, we are estimating about 1,000 delegates.

6.2 The Programme

The programme will be carefully prepared to provide high profile technical sessions and in addition a superb entertainment components which will includes, social events, technical tours, gala dinner and an opening and closing ceremony which will be full of the Nigerian Cultural heritage

6.3 Food Variety

Nigeria boasts of having variety of foodstuffs, both local and international cuisines. There are several eating outlets both, restaurant arrangement and fast food take-away. The Workshop Venue itself hosts some of these. In addition there are several food outlets within vicinity of the Workshop Venue and most Hostels.

6.4 Credit cards

Nigeria runs a liberalized banking system with all local banks having 24 hours ATM services and allows use of all accredited international credit cards e.g. Visa or Master cards. At all these ATM machines, there is security as they are all manned under watch of security officers. Just like in Europe and the USA, the cash withdrawal is in local currency that is the Naira. Credit cards are also accepted at most of the indicated Hotels.

6.5 Languages

The official Language of FIG is English. However, we will provide interpretation between English and local language.

6.6 Funding

Nigerian Institution of Surveyors will provide the funding in collaboration and support through users and potential user of Surveying and Geo-information services and products, such as Oil and Gas companies, Telecommunication providers, Financial institutions, Federal and State and ministries etc.

7.0 SUPPORTS TO DELEGATES

7.1 Website

We will launch an integrated website for the FIG Working Week so that the FIG website and others can link to it. This site will provide information on the meeting like the call for papers, announcements, preliminary program, venue, travel information, housing and cultural information, registration information and mechanisms to register on-line as well as through processes like FAX and regular mail, etc.

7.2 Bureau de Change outlets at the Conference Centers

To facilitate and ease the exchange of foreign currencies for participants, arrangements shall be made to have a Bureau de Change outlet at the Conference Venue.

7.3 Local Bus Information

Abuja City has a well-coordinated minibuses services running regularly to and from the City Centre to all the residential compounds. The buses run in such a way that each route has multiple bus stops, designated at either Residential areas, Business Centres or Shopping Malls. There will also be several standby taxis for incidental transportation arrangements.

7.4 Transfer from Airport

We will organize transfer from the Airport to the hotels and conference venue

7.5 Arrival in Abuja

The Local Organizing Committee will meet all registered participants at the Abuja International Airport upon arrival and will take to their hotels.

7.6 Transportation

During the conference participants will be provided with transport to and from their hotels to the Workshop venue.

8.0 CONCLUSION

Nigeria would be delighted to host the conference and indeed feel well qualified to do so. We view this opportunity as being of particular importance, because it would represent a fulfillment of our participation and development of Surveying Profession in the International Scenes. In Nigeria, we have the required technical know-how, facilities and personnel and we will host the conference in accordance with international standard and practices. With the improve democratic governance, infrastructure and social services, coupled with increasing awareness and huge investment in Surveying and Mapping by international agencies, Federal, State and Local Government. Nigeria is willing and ready to host.

Draft budget for Hosting of FIG Working Week in Nigeria

S/No	Description	Admin 1	Admin 2	Pre Conf	Day 1	Day 2	Day 3	Day 4
1	Working Week Programme	0.00	0.00	0.00	75,000.00	75,000.00	75,000.00	75,000.00
2	Conference Rooms	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
	FIG Office	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
	LOC Office	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
	Speaker Room	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
	Council Meetings	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
	VIP Room	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
	Commission Officers	0.00	0.00	0.00	85,000.00	85,000.00	85,000.00	85,000.00
	ACCO Meetings	0.00	0.00	0.00	85,000.00	85,000.00	85,000.00	85,000.00
	General Assembly	0.00	0.00	0.00	85,000.00	85,000.00	85,000.00	85,000.00
	Commission Annual Meeting	0.00	0.00	0.00	85,000.00	85,000.00	85,000.00	85,000.00
	President's Meeting 1	0.00	0.00	0.00	75,000.00	75,000.00	75,000.00	75,000.00
	Commission Annual Meeting	0.00	0.00	0.00	85,000.00	85,000.00	85,000.00	85,000.00
	President's Meeting	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
4	Technical Conference							
	Plenary Session + Equipment	0.00	0.00	0.00	450,000.00	450,000.00	450,000.00	450,000.00
	Technical Sessions							
	Room 1 + Equipment	0.00	0.00	0.00	650,000.00	650,000.00	650,000.00	650,000.00
	Room 2 + Equipment	0.00	0.00	0.00	650,000.00	650,000.00	650,000.00	650,000.00
	Room 3 + Equipment	0.00	0.00	0.00	650,000.00	650,000.00	650,000.00	650,000.00
	Room 4 + Equipment	0.00	0.00	0.00	650,000.00	650,000.00	650,000.00	650,000.00
	Room 5 + Equipment	0.00	0.00	0.00	650,000.00	650,000.00	650,000.00	650,000.00
	Room 6 + Equipment	0.00	0.00	0.00	650,000.00	650,000.00	650,000.00	650,000.00
5	Opening Ceremony	0.00	0.00	0.00	3,500,000.00	0.00	0.00	0.00
6	Closing Ceremony	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Exhibition	0.00	0.00	0.00	500,000.00	500,000.00	500,000.00	500,000.00
8	Technical Tours	0.00	0.00	0.00	250,000.00	250,000.00	250,000.00	250,000.00
9	Social Events	0.00	0.00	0.00	500,000.00	500,000.00	500,000.00	500,000.00
	Welcome Reception	0.00	0.00	0.00	1,500,000.00	0.00	0.00	0.00
	Foundation Dinner/Cultural Dinner	0.00	0.00	0.00	0.00	0.00	0.00	2,500,000.00
	Farewell Banquet	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Meals and Coffees	0.00	0.00	0.00	4,500,000.00	4,500,000.00	4,500,000.00	4,500,000.00

	Social Tours	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00
	Pre and Post Conference Tours	0.00	0.00	250,000.00	0.00	0.00	0.00	0.00
10	Registration	0.00	0.00	0.00	400,000.00	400,000.00	400,000.00	400,000.00
11	Hotel Accommodation							
	President	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
	Staff of FIG	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
12	Professional Event Organisers Cost	0.00	0.00	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00
13	LOC Administrative Cost	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
14	Promotion and Publicity	0.00	0.00	0.00	250,000.00	250,000.00	250,000.00	250,000.00
15	Printing	0.00	0.00	0.00	500,000.00	500,000.00	500,000.00	500,000.00
16	Conference Bags							
17	Gifts for Registrants & Speakers							
18	Signs and Decorations							
	Floral Arrangements							
	Flower For Presentation							
19	Bank Charges							
20	Legal Cost							
21	Catering Services							
	Morning/Afternoon							
	Tea/Coffee							
	Water							
22	Entertainments							
23	Local Helpers				150,000.00	150,000.00	150,000.00	150,000.00
23	Transport							
	FIG President	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
	FIG Office	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
24	Photography							
25	Security	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
26	Translation Facilities and Translator							
27	Gratuities							
	SubTotal	595,000.00	595,000.00	1,345,000.00	18,350,000.00	13,350,000.00	13,600,000.00	16,100,000.00
	VAT							
	Amount							