



**International Foundation  
for Electoral Systems**

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS  
(IFES)**

**Request for Quotation (RFQ) for Hotel Services in North Macedonia**

**Solicitation # RFQ-23-014**

**March 28, 2023**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of Hotel Services in North Macedonia. The solicitation provides Bidders with the relevant operational and performance requirements.

### 1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

### 1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES’ Compliance Hotline at [compliance@ifes.org](mailto:compliance@ifes.org) or at +1 202-350-6791.

## 2 GENERAL INFORMATION

### 2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens’ rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

### 2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- |                                     |                                |
|-------------------------------------|--------------------------------|
| • Issuance of RFQ                   | March 28, 2023                 |
| • Technical Questions/Inquiries Due | April 1, 2023, 17:00 NMK Time  |
| • Answers/Addenda from IFES         | April 6, 2023, 17:00 NMK Time  |
| • RFQ Closes                        | April 11, 2023, 17:00 NMK Time |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Bidders' Understanding of the Solicitation

Bidders are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any Bidder that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

#### 3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

#### 3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

**3.3.1 Point of Contact:** The sole point of contact for all communication related to this solicitation is listed below.

**Kareina Bakleh**  
kbakleh@ifes.org

**and**

**Hend Ghobrial**  
hghobrial@ifes.org

**3.3.2 Formal Communications** shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

**3.3.3 Addenda:** IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

**3.3.4 Posting Online:** Copy of this solicitation, Amendments and or Q&A will be available online at: [www.ifes.org/procurement-notices](http://www.ifes.org/procurement-notices).

#### 3.4 Submission

It is mandatory for Bidders to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

### 3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible Bidders that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

#### Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

- 1. Conference and Hotel Facilities Offered 40%**  
This includes venue’s space for lodging and conferences, including number of conference facilities, and venue’s compatibility with the specifications, including equipment; and available room facilities (room size, WiFi, etc.)
- 2. Menu 10%**  
IFES will consider the venue’s suggested Food Options/Variety for the type of event
- 3. Past experience/Performance 10%**  
IFES will consider the venue’s experience hosting similar types of events in the past.
- 4. Price 40%**  
Total cost, assessment of overall price and price reasonableness, including descriptions of cancelation and no show policies. Prices should represent fair and reasonable current market rates for event venues. Value will be assessed on the daily rates provided and competitiveness of all prices provided.

#### Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

### 3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

## 4 SCOPE OF WORK/GOODS/SERVICES

Both USAID/North Macedonia and Swiss Development Cooperation (SDC) assigned the mandate to International Foundation for Electoral Systems (IFES) for implementation of their respective projects: Project #1. “Anti-Corruption and Integrity” and Project # 2. “Support to Electoral Reforms in North Macedonia-Main Phase 1 and 2”.

Both projects will require a significant number of events organized and implement by the IFES North Macedonia field office. Therefore, IFES is seeking to place multiple vendors on Basic Ordering Agreements (BOA) to provide lodging and /or conference services on a recurring basis during the period of June 1, 2023-December 30, 2024.

## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

### 5.2 Geographic Code (applicable to USAID funding only)

IFES' project in North Macedonia is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code 937 whenever possible.

### 5.3 License, Clearance and Approvals

The Bidders will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

## 6 QUALIFICATIONS & REFERENCES

Bidders must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Corporate and tax registration documents
  - Year business was started or established
  - Full name of the legal representative (president or managing director) of the company
  - Name of any individuals or entities that own 50% or more of the company
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Bidders must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work. Scope of Work.
5. A certification signed by an officer or authorized representative that the Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## 7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in Macedonian Denars (MKD). The proposed cost should not include VAT (IFES is VAT exempt) Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

item	Services	Unit	Unit Cost (MKD)
			no VAT
1.	<b>Double room</b> – with breakfast	Per room	
2.	<b>Single room</b> – with breakfast	Per room	
3.	<b>Lunch</b> – Please provide menu options	Per Person	
4.	<b>Dinner</b> – Please provide menu options	Per Person	
5.	<b>Coffee Break Service</b> (Tea/coffee, non-alcoholic beverages)	Per Person	
6.	<b>Superior Coffee Service</b> (Tea/Coffee, Cookies, non-alcoholic beverages light snack) Please provide details.	Per Person	
7.	<b>Large hall (up to 150-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Day	
8.	<b>Large hall (up to 150-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Hour	
9.	<b>Medium hall (up to 75-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Day	
10.	<b>Medium hall (up to 75-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Hour	
11.	<b>Small hall (up to 30-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Day	
13.	<b>Small hall (up to 30-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Hour	
14.	<b>Bottled mineral water</b> (0.5 ltr. Bottle)	each	
15.	<b>Printing/Photocopying/Scanning services</b>	Unit	
17.	<b>Any other costs:</b> add details in separate line items and be specific with the unit cost.	Unit	

\* **Be specific** as to what is supplied with Hall including whether the hall has facilities for simultaneous translation.

**Notes:**

- Lodging prices quoted, excluding VAT, but includes other applicable taxes.
- Please indicate the number of accessible rooms for persons with disabilities and confirm if the price quoted above is applicable.
- Bidders need to state check-in and check-out times and the availability of late check-out and early check-in. Bidders also need to specify associated costs, if any.

- If lodging rates are seasonal, please include a breakdown of the rates for rooms during high and low seasons or dry and rainy seasons.

**FACILITY REQUIREMENTS:**

<b>Access</b>	Access for people with disabilities highly preferred, please describe access availability
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Inter room phones are preferred</li> <li>• Internet access from either a common area or in accommodation rooms highly preferred</li> </ul>
<b>Parking</b>	Free parking for participants vehicles
<b>Restaurant</b>	Dining facilities for a minimum of 30 people required / in accordance to the capacity of the hall (specify the capacity of the dining facility).
<b>Security</b>	Security for attendees, training equipment and vehicles
<b>Meeting Hall (Large)</b>	<ul style="list-style-type: none"> <li>• Chairs and tables for 150 participants</li> <li>• Podium chairs for the key speakers</li> <li>• Sufficient space for breakout groups (vendor should describe available facilities [availability of separate rooms or hall dividers, capacity, etc.])</li> <li>• Separate restrooms for men and women close to the training room</li> <li>• Large white board and projector screens available</li> <li>• Notebook with clicker for the presenters available</li> </ul>
<b>Meeting Hall (Medium)</b>	<ul style="list-style-type: none"> <li>• Chairs and tables for up to 75 participants</li> <li>• Panel table for the key speakers available</li> <li>• Separate restrooms for men and women close to the training room</li> <li>• Large white board and projector screens available</li> <li>• Notebook with clicker for the presenters available</li> </ul>
<b>Meeting Hall (Small)</b>	<ul style="list-style-type: none"> <li>• Chairs and tables for up to 30 participants, round tables preferred</li> <li>• Sufficient space for three (3) breakout groups of seven (7) people each (need NOT have separate rooms, but sufficient space for separate working groups)</li> <li>• Separate restrooms for men and women close to the training room</li> <li>• Large white board and projector screens available</li> <li>• Notebook with clicker for the presenters available</li> </ul>

**Meals & Refreshments (Guidelines)**

Please note that these are the minimum requirements desired by IFES North Macedonia.

Item	Description
<b>Timing</b>	Timing of meals and refreshment breaks will be advised in advance of the training workshop
<b>Water</b>	Sufficient bottled mineral water to be available for all meals + in the training room + in the accommodation rooms for all attendees
<b>Breakfast</b>	For example: Cereals, milk, egg, fruits, juice, breads, butter, jam, tea, coffee, water
<b>Coffee Service</b>	Tea, coffee, non-alcoholic beverage, cookies or seasonal snacks

<b>Superior Coffee Service</b>	Tea/Coffee, non-alcoholic beverage, cookies, light snacks - Please provide details.
<b>Lunch</b>	For example: Bread, vegetables, meat/fish, pickle, salad and dessert, water
<b>Dinner</b>	For example: Bread, soup, vegetables, meat/fish, pickle, salad and dessert, water

**While evaluating the different bids, IFES may conduct site visits to all hotels being considered as part of this solicitation.**

## **8 ADDITIONAL TERMS & CONDITIONS**

### **8.1 Non-Disclosure Agreement**

IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

### **8.2 No Collusion**

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

### **8.3 Companies Owned or Controlled by Government**

The Bidder must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the Bidder's offer being removed from consideration.

### **8.4 Subcontracting**

The Bidder must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the Bidder's offer being removed from consideration.

### **8.5 Costs**

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a Bidder or third parties, in connection with the Response.

### **8.6 Intellectual Property**

Bidders may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

### **8.7 Bidders' Responses**

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

### **8.8 Partial Awarding**

IFES reserves the right to accept all or part of the Response when awarding a contract.



**8.9 No Liability**

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

**8.10 Entire Solicitation**

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

**[End of Solicitation]**