



International Foundation  
for Electoral Systems

## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

### RFP-23-024\_Event Management Services in Ukraine

#### Questions and Answers

**Q1.** Please clarify your payment conditions.

**IFES Response:**

**The payment conditions will be negotiated and agreed upon with the selected service provider (-s) at the stage of signing a contract.**

**Q2.** Is it possible to send the offer through a file exchange, we want to describe our services, experience, etc. in detail and an email may not send such a file size. Access to files on the file exchange will be available for 6 months. If it is not allowed to send like this, is it possible to send the proposal in 2-4 emails?

**IFES Response:**

**Please don't send the offer through file exchange. It is advisable to send the proposal in one email. For this, you may compress files to zip. However, it is acceptable to send the proposal in more than one email, but please specify the number of emails in the subject line.**

**Q3.** Since IFES is not able to pay VAT, whether the VAT exemption procedure is being considered. For which we will need to obtain the necessary supporting documents from IFES. (for example: procurement plan, etc.) there is a special list of documents established by Ukraine, in case your organization has the necessary agreements for exemption from paying VAT. Please let us know.

**IFES Response:**

**If a service provider is a VAT payer in Ukraine, IFES will request the VAT exemption procedure in accordance with Ukrainian legislation. IFES will provide all the necessary documents to a service provider, including the project registration cards and procurement plans.**

**Q4.** What is the approximate amount of the future contact and for what period?

**IFES Response:**

**IFES anticipates signing a one-year contract (-s). The total amount of future contract (-s) remains confidential information and depends on the number of the service provider to be selected within this solicitation.**

**Q5. What is the estimated purchase volume, total contract budget?**

**IFES Response:**

**The total contract budget is confidential information. After signing a contract with a prospective service provider, IFES will issue task orders in which the scope of services and timeline will be defined for each specific event.**

**Q6. What is the validity period of the service contract?**

**IFES Response:**

**The validity period of the service contract is one year with the possibility of an extension.**

**Q7. With how many service companies is it planned to conclude a contract?**

**IFES Response:**

**IFES is planning to conclude one or two Basic Ordering Agreements.**

**Q8. Please specify the legal form of your organization (resident of Ukraine/non-resident) and tax status (VAT payer/non-VAT payer)?**

**IFES Response:**

**IFES is a non-profit corporation with headquarters in the USA, officially accredited in Ukraine as an Implementer of international technical assistance projects (programs). IFES is a non-resident of Ukraine and is exempted from VAT within projects funded by USAID, FCDO, and DRL.**

**Q9. Are the services that are the subject of purchase subject to exempt from VAT?**

**IFES Response:**

**Yes, the services to be purchased conform to the category (type) of services specified in the Purchase Plans of IFES's international technical assistance projects (programs) and are exempt from VAT in accordance with Ukrainian legislation.**

**Q10. In what currency will the services under the contract be paid for?**

**IFES Response:**

**IFES will pay for services in Ukrainian currency (UAH).**