



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

Request for Proposal (RFP) for Event Management Services in Ukraine

Solicitation # RFP-23-024

August 2, 2023

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of the Event Management Services in Ukraine. 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 RFP 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 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 RFP | August 2, 2023, |
| • Technical Questions/Inquiries Due | August 15, 2023, 5 p.m EST |
| • Answers/Addenda from IFES | August 18, 2023, EST |
| • RFP Closes | September 8, 2023 , 5 p.m EST . |

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 RFP 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.

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. Price: 25points

- Reasonable percentage of service fee per different total budgets of the events in Ukraine and abroad;
- The minimum vendor's remuneration for the event;
- Amount of additional surcharges for cash reimbursement to the trainers/ participants of the event.

2. Range of services: 25points

- The range of services offered;
- Comprehensive technical proposal that includes technical approach to services delivery, methodology on how the services will be provided, description of service quality control system;
- Demonstrated organizational, material and technical capacity to provide the services;
- List of local and foreign partners a vendor cooperates with for providing the services to its clients.

3. Experience: 30 points

- Relevant experience with providing similar type of services in technical complexity;
- Experience working with other similar international NGOs.

4. Timeline and availability: 20 points

- The maximum advance notice time needed;
- Availability of professional staff to be involved in providing the services.
- Ability to provide services during weekends, travel outside of Kyiv throughout Ukraine and abroad;

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

IFES Ukraine requires the services of an event management contractor to ensure the high quality of different types of events. The anticipated winner shall provide complex organizational and logistic services

in Ukraine and abroad, per the following details. IFES conducts most of its events throughout Ukraine, but events outside of Ukraine may take place as well.

In coordination and following the approval of IFES Ukraine, the event management service contractor will:

1. Draw up an event management plan for each specific event in Ukraine or abroad and estimate the budget for this event, in accordance with the IFES Ukraine activities need.
2. Provide and coordinate the booking of accommodation in Ukraine or abroad for participants, trainers, facilitators, moderators, speakers, etc. in accordance with the accommodation and security requirements and facilities' standards of IFES Ukraine, with the possibility of utilizing IFES Ukraine existing hotel and conference venue contractors upon the request of IFES Ukraine ordering representative.*
3. Provide and coordinate other types of booking and logistical support for IFES Ukraine activities in Ukraine or abroad, including space for conferences, workshops, meetings, other activities, as well as assist participants, trainers, facilitators, moderators, speakers, etc. in resolving logistical issues on the as-needed basis when implementing IFES Ukraine activities, with the possibility of utilizing IFES Ukraine existing contractors upon the request of IFES Ukraine ordering representative.*
4. Provide and coordinate catering services in Ukraine or abroad for IFES Ukraine activities (i.e., meals and beverages for the event), with the possibility of utilizing IFES Ukraine existing contractors upon the request of IFES Ukraine ordering representative.*
5. Provide and coordinate the provisioning of transportation and transfers within Ukraine and/or abroad for participants, trainers, facilitators, moderators, speakers, etc. when implementing IFES Ukraine activities; provide reimbursement of participants' transportation expenses within Ukraine or abroad by available round-trip travel documents on an as-need basis.
6. Provide and coordinate the provisioning of special services for people with disabilities on an as-need basis in Ukraine or abroad.
7. Conduct pre-event rehearsals and check-ups of technical equipment on an as-need basis, as well as oversee the event, direct and manage on-site event set-up and clean-up in Ukraine or abroad.
8. Provide and coordinate the preparation of the IFES Ukraine activities materials kits for participants (i.e., copying, scanning, combining all necessary information into kits, name tags, distributing among participants, etc.), with the possibility of utilizing IFES Ukraine's existing contractors upon the request of IFES Ukraine ordering representative.*
9. Proceed with on-site registration and attendee management when implementing IFES Ukraine activities in Ukraine or abroad.
10. Organize and proceed with the packaging (i.e. manuals, stationaries, other event materials, etc.), delivery services (i.e. direct interaction with POC's), as well as manage the coordination with the postal office (using IFES' account via 'Nova Poshta', or with the help of other transportation services).
11. Conduct scanning of monitoring and evaluation data along with correct naming of scanned files, in accordance with IFES Ukraine standards.

12. Provide and coordinate oral interpretation services to support IFES Ukraine activities in Ukraine or abroad, such as conferences, workshops, presentations, meetings, etc., with the possibility of utilizing IFES Ukraine's existing contractors upon the request of IFES Ukraine ordering representative.*
13. Provide a lease of the requested equipment and stationaries, as well as provide digital support during IFES online events, in accordance with the IFES Ukraine activities need.
14. Provide sanitary safety packages for events on an as-need basis (i.e., masks, sanitizers, air cleaners, COVID express-tests, etc.) and staff to conduct on-site express-testing on COVID or other infections/diseases ahead of events.
15. Paying the trainer's services fee for the IFES Ukraine events.

To fulfill this scope of work, the contractor should provide the following:

- provide polite, responsive and efficient service at all times;
- assign at least one focal point to provide the needed support during the event, depending on the IFES Ukraine activities need;
- provide the 24/7 support service during the events that last more than one day.

**In case of utilizing IFES Ukraine existing contracts, IFES pays for provided services directly to its contractors. This amount may not be included during the finalization of the final budget.*

At the completion of each task/event, the contractor may be requested to provide documents, such as receipts, invoices, original hard copies of the traveling documents, and other related reporting documents that will confirm the actual operating expenses and finalization of the task/event and shall be reimbursed by IFES.

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 Ukraine is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 110;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 110; 937 whenever possible.

6 QUALIFICATIONS & REFERENCES

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

1. The prospective contractor must be legally registered in Ukraine, possessing all licenses, permits and government approvals necessary for performance of the work (please, provide

Corporate and tax registration documents and send your bids using the name of the legal entity as it is written in your organizational documents).

2. A brief outline of the company and services offered, including:
 - Full legal name (for private entrepreneurs) or title (for organizations) and address of the company
 - Full contact information and bank requisites
 - Corporate and tax registration documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company (not applicable for private entrepreneurs)
 - Name of any individuals or entities that own 50% of more of the company
 - No subcontracting is allowed under this solicitation.
 3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer (failure to do so will result in the prospective contractor's offer being removed from consideration).
 4. Minimum three years of working experience in the field in Ukraine is required; experience working with international organizations is a plus. Please provide 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.
 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.
 6. Technical proposal that should include the range of services offered, approach to services delivery, methodology on how the services will be provided, description of service quality control system, list of local and foreign partners a vendor cooperates with for providing the services to its clients.
 7. CVs of responsible staff highlighting experiences in servicing similar contracts.
 8. Financial proposal, which should include percentage of service fee for different budgets of the events in Ukraine and service fee for services abroad. Please fill in Table 1 Schedule of rates in Attachment A.
 9. Information about the company's capacity and availability. Please fill in Table 2 in Attachment A.
 10. All responses shall be in the English language and submitted via email.
- 7 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 PRICING

Bidders must complete the Table 1- in Attachment A below. Bidders must agree to keep these prices valid for a minimum of 90 calendar days. IFES is exempt from VAT in Ukraine and the selected contractor must take this requirement into account.

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.

Attachment A

Table 1. Schedule of Rates

	Description	Rate, % of budget
1.	Total budget of the event/services provided in Ukraine (including per diems and travel reimbursements) in UAH 1,000.00 – 149,999.00	
2.	Total budget of the event/services provided in Ukraine (including per diems and travel reimbursements) in UAH 150,000.00 – 549,999.00	
3.	Total budget of the event/services provided in Ukraine (including per diems and travel reimbursements) in UAH > 550,000.00	
4.	Rate/percentage for the event/services provided abroad (including per diems and travel reimbursements) for any type of budget	
5.	The minimum vendor’s remuneration for the event	
6.	Amount of additional surcharges for cash reimbursement to the trainers/ participants of the event.	

Table 2. Capacity and availability

	Description	Comment
1.	Indicate the shortest possible period of notification provided by IFES to perform the work in Kyiv during working days	
2.	Indicate availability to work during weekends, and the shortest period of notification for work outside Kyiv and/or abroad	
3.	Indicate availability to provide service outside of Kyiv throughout Ukraine and abroad, and the shortest period of notification for work outside Kyiv and/or abroad	
4.	Indicate the number and include CVs of those staff who will be involved in the services delivery (at least 3 CVs)	
5.	Indicate daily capacity (number of staff who could work at multiple locations during the same day).	

[End of Solicitation]