



**International Foundation  
for Electoral Systems**

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS**

**(IFES)**

**Request for Quotation (RFQ) for Hotel and Conference Services in Ukraine**

**Solicitation # [\[RFQ-23-025\]](#)**

**August 3, 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 and conference services in the western part of 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 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                   | August 3, 2023                |
| • Technical Questions/Inquiries Due | August 8, 2023, 5 p.m. EST    |
| • Answers/Addenda from IFES         | August 10, 2023               |
| • RFQ Closes                        | September 4, 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 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

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-notice](http://www.ifes.org/procurement-notice).

#### 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. Hotel and Conference Facilities Offered 30%**
  - Accessibility for people with disabilities regarding accommodation rooms, restaurants, conference halls, bathrooms, and parking.
  - Availability of high-speed Wi-Fi in the common area, accommodation, and conference rooms.
  - Dining facilities for a minimum of 50 people.
  - Availability of alternative electricity and heating options (generators, etc.).
  - Parking capacity.
  - Private territory with security and video surveillance is desired.
  - Availability of the shelter and first aid kit.
  - Cold/hot water, an uninterrupted power supply, heating/air conditioning, a kettle, and a hairdryer in each hotel room.
  - Conference room(s) available, its size and capacity based on different arrangements (U-shape, theatre, banquet, etc.).
  - Sufficient space for breakout groups (availability of separate rooms or hall dividers, capacity, etc.)
  - Proximity of restrooms to the training room.
  - Availability of at least five (5) flipcharts/whiteboards, projector, and screen.
  - Capacity to set up simultaneous interpretation facilities.
  - Availability of space for storing training materials and equipment.
  - Availability of transfer from the train station will be considered.
  
- 2. Security 25%**
  - Hotel location and distance from the infrastructure and military objects.
  - Availability of shelter and its conditions, location of the conference room inside the building, etc.
  - Availability of security cameras outdoors and in common areas inside the hotel and 24/7 guard security.
  
- 3. Food and Beverage Menu 10%**
  - Availability of vegan/ vegetarian/ lactose-free / gluten-free meal options.
  - Variety of food in the venue's suggested menu.
  
- 4. Price 25%**
  - 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.
  - Complimentary services.
  
- 5. Past experience/Performance 10%**

IFES will consider the venue's experience hosting similar types of events in the past with other similar international NGOs.

**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**

IFES Ukraine will be hosting several trainings in the upcoming months and requires quotations for hotel and conferences services. To ensure flexibility and responsiveness to the needs of stakeholders in IFES’ dynamic program, IFES Ukraine hopes to secure Basic Ordering Agreements (BOAs) with venues in Western Ukraine to provide these services on a recurring basis tentatively from October 1, 2023 to September 30, 2024, depending on room availability. The BOA will provide the contractual terms and conditions for call orders issued by the IFES Ukraine office for each of these training events, workshops and meetings as the need arises. Each call order will be numbered and constitute an order for services.

The bidder should be able to provide all services at one location, in the period mentioned above.

The number of guests requiring rooms and participants requiring meals & refreshments varies from one event to another. Bidders are also requested to provide maximum capacity of their conference facilities. Please provide pricing for lodging and banquet as described in the below tables. **Taxes, VAT and service charges must be provided in the price.**

Vendors must complete and submit **Attachment A: Pricing Tables, Facilities & Meal Requirements, and Company Information for Evaluation**. These forms must provide detailed pricing in currency identified in Attachment A, and all applicable service charges and/or taxes must be clearly identified individually.

**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. Prospective contractor must be legally registered under the laws of the country and possess all licenses, permits, and government approvals necessary for the performance of the work.
2. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Copies of Corporate and tax registration documents
  - Year the 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
3. Evidence of successful completion of a project of a similar size and complexity.
4. 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.
5. 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).
6. Experience working with international organizations is a plus.
7. Detailed description of rates in USD with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request. Please fill in the Pricing table and provide all the information requested in Section 4 Scope of Work/Goods/Services.
8. Responses should be in the English language and submitted via email.
9. No subcontracting is allowed under this solicitation.
10. 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 cost breakdown in **Attachment A** 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 US Dollars (USD). 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.

Some of IFES projects are VAT exempt in Ukraine and as such the vendor is requested to provide their prices with and without VAT to ensure compliance with the VAT status. IFES intends to rely on an exemption from taxes to the extent available to IFES. IFES will furnish the selected contractor with the VAT exemption, and they accept that requirement.

## **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**

No subcontracting is allowed under this solicitation.

### **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

### Pricing Tables, Facilities & Meal Requirements

Participating vendors must fill out all Sections required in this form, including the pricing for lodging, venue and banquet services, hotel policies, and company information. In addition, the vendor must provide sample menus based on IFES meal and refreshment requirements.

#### **Pricing Table for Lodging & Banquet Services - Please note the following:**

- Any applicable service charges must be identified separately.
- Prospective contractors must agree to keep these prices valid for at least 90 calendar days.
- Pricing must be in USD. Unit prices are required and in case of discrepancies between unit prices and the total price, the unit price will be taken as the basis in the evaluation.
  - If available, bidders may submit a floor plan and/or detailed table for meeting rooms' maximum capacity in different seating formats (round tables, U-shape, theater style, etc.)
  - If prices differ depending on the season, please add the lines in the table below and specify the prices.
  - Bidders need to provide a number of available meeting rooms in their facility with capacity for each.

#### **Conference and Venue Services Requirements:**

- Hotel shall be located in the western part of Ukraine, far from infrastructure and military objects.
- Access for people with disabilities is highly preferred.
- High-speed Wi-Fi in the common area, accommodation, and conference rooms is required.
- Dining facilities for a minimum of 50 people are required.
- Availability of alternative electricity and heating options is highly desired (generators, etc.).
- Security for attendees, training equipment, and vehicles.
- Availability of parking near the hotel is desirable.
- Private territory with security and video surveillance is desired.
- The location should have a shelter and first aid kit.
- Hotel rooms must have cold/hot water, an uninterrupted power supply, heating/air conditioning, a kettle, and a hairdryer.
- Conference room:
  - Should be equipped with chairs for participants and tables (round shape table is preferred).
  - Sufficient space for breakout groups (availability of separate rooms or hall dividers, capacity, etc.)
  - Restrooms close to the training room.
  - Five (5) flipcharts/whiteboards, projector, and screen available
  - Capacity to set up simultaneous interpretation facilities.
  - Possibility of airing the room and/or conditioning system
  - Availability of the space for storing training materials and equipment

#### **Meals and Refreshment Service Requirements:**

- Menu options for lunches, dinners, banquet and coffee breaks should be attached as a separate document.



- The timing of meals and refreshment breaks will be advised before the event.
- Availability of vegan/ vegetarian/ lactose-free / gluten-free meal options is desirable.
- Sufficient bottled mineral water to be available for all meals, in the training room, and in the accommodation rooms for all attendees.
- Breakfast might include cereals, milk, egg, fruits, juice, slices of bread, butter, jam, tea, coffee, water, etc. An open buffet is desirable.
- Coffee breaks might include tea, coffee, cookies, sandwiches, or seasonal snacks.
- Lunches might include bread, soup, vegetables, meat/fish, pickle, salad, dessert, water, etc. An open buffet is desirable.
- Dinners might include bread, vegetables, meat/fish, pickle, salad, dessert, water, etc. An open buffet is desirable.

**Pricing for Lodging, Meals, and Conference Services:**

#	Services	Unit	Unit Cost (USD) no VAT	Unit Cost (USD) with VAT
1.	<b>Double room</b> – with breakfast	Per room, per night		
2.	<b>Single room</b> – with breakfast	Per room, per night		
3.	<b>Breakfast</b> (if not included in the room rate)	Per person, per day		
4.	<b>Lunch</b>	Per person, per day		
5.	<b>Dinner</b>	Per person, per day		
6.	<b>Coffee Break Service (Tea/coffee, cookies)</b>	Per person, one time		
7.	<b>Superior Coffee Break Service (Tea/Coffee, Cookies, lights snacks)</b>	Per person, one time		
8.	<b>Rent of the small meeting room</b> (less than 100 sq.m.) from 9:00 - 18:00.	Room per day		
9.	<b>Rent of the medium conference room</b> (100-200 sq.m.) from 9:00 - 18:00 <i>The room should include a sound system, screen, and projector. Be specific about what is supplied in the room, including whether the room has facilities for simultaneous translation.</i>	Room per day		
10.	<b>Rent of the big conference room</b> (more than 200 sq.m.) from 9:00 - 18:00 <i>The room should have a sound system, microphones, screen, and projector. Be specific about what is supplied with the room, including whether the room has facilities for simultaneous translation.</i>	Room per day		
11.	<b>Bottled mineral water (0.5-liter Bottle)</b>	Per bottle		
12.	<b>Tourist tax (for residents)</b>	Per person, per day		
13.	<b>Tourist tax (for non-residents)</b>	Per person, per day		
14.	<b>Parking fee</b>	Per car, per day		

15.	Any other costs*	Unit		
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**Notes:**

- Bidders need to provide the number of single and double rooms in their facility.
- Bidders need to define the number of accessible rooms in their facility (for persons with disabilities) 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.
- Please also share photos of rooms, conference rooms, and spaces where meals and coffee breaks will be provided.
- Bidders need to provide a room reservation, no-show, and cancellation policy.
- Please note that lodging prices quoted, including applicable taxes and charges, must be within the U.S. government maximum approved rate in the DSSR ([USAID and U.S. Embassy rate](#)).

**[End of Solicitation]**