



## International Foundation for Electoral Systems

Date: 2 January 2019

Ref.: **RFQ/19/026**

### **Subject: Request for Quotations for Hotel Services in Ohrid, Veles, Berovo, Mavrovo, Tetovo and Struga**

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Skopje, Macedonia. 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.

#### **BACKGROUND**

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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 and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

#### **DESCRIPTION OF SERVICES**

Both USAID/Macedonia and Swiss Development Cooperation (SDC) assigned the mandate to International Foundation for Electoral Systems (IFES) for implementation of their respective projects: Project #1. "Macedonia Electoral Support Activity" and Project # 2. "Support to Electoral Reforms in Macedonia".

Both projects will require a significant number of events organized and implement by the IFES Macedonia field office. Therefore, IFES is seeking to place multiple vendors on Basic Ordering Agreements (BOA) to provide lodging and conference services on a recurring basis during period February 1, 2018-December 31, 2019 for Ohrid, Veles, Berovo, Mavrovo, Tetovo and Struga area.

<b>PRICING</b>
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**Pricing for Lodging and Banquet:**

item	Services	Unit	Unit Cost (MKD)	
			no VAT	with 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, including applicable taxes and charges, must be within the U.S. government maximum approved rate in the DSSR ([USAID and U.S. Embassy rate](#)).
- 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 Macedonia.

<b>Item</b>	<b>Description</b>
<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**

**REQUIREMENTS**

Bidders must include the following in their response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective bidder.
2. General information about the contractor’s history and experience.
3. A brief outline of the company, including:
  - a. Full legal name and address of the company or individual;
  - b. Corporate and tax registration documents;
  - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
  - d. Name of any individuals or entities that own 50% of more of the company; and
  - e. Year business was started or established.
4. IFES requests quotations for the above listed services on unit price basis.
5. Detailed description of past experiences providing similar services to international NGOs.
6. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
7. Prospective contractor must be legally registered under the laws of the country and possess all licenses, permits and government approvals necessary for performance of the work. Tender offers must be provided from a legal entity - the future provider of services.
8. Include reservation, no-show and cancellation policy for lodging and banquet.
9. All Responses shall be in the English language and submitted via email.

**EVALUATION**

IFES will evaluate bids 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 this 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

## SCHEDULE OF EVENTS

Release of RFQ	2 January 2019
Questions Due	8 January 2019
Answers from IFES	11 January 2019
RFQ Closes – Responses Due	24 January 2019 at 4 PM EST

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Beth Duribn (email: [edurbin@ifes.org](mailto:edurbin@ifes.org)) and Khadar Maow (email: [kmaow@ifes.org](mailto:kmaow@ifes.org))

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).

## GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for entire period of contract (12 months).
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ 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 reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

**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.**