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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFQ-19-036

Questions and Answers

March 21, 2019

1. If the prices are seasonal and variable (for Accommodation), we have to send two different offer or at the same offer we can present more offers for prices. (Winter and Summer prices).

IFES Responds: Please present your seasonal prices in the same offer

2. Can you please inform more about price, should we submit separately for locations, or we have to submit only for solicitation?

IFES Responds: Please include all locations in the same submission

3. The way of bidding is not describe, is by e-mail or physically (if physically please provide us the address).

IFES Responds: As stated in the RFQ, please send your bid via email to Ian Swank (iswank@ifes.org) and Sajia Tokhi (stokhi@ifes.org)

4. Is necessary to mention lodging name? or only the short brief of venue?

IFES Responds: If by lodging name you refer to the name of the hotel, please do include the name of the hotel as well as a short description of the venue.

5. What kind of documentation do we have to have for bidding?

IFES Responds: Except for the filled out pricing list for the lodging and banquet services with included menu options for lunch and dinner and as stated in the RFQ, please provide the following information in your 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. Responses should be in English language.