



Global Expertise. Local Solutions.
Sustainable Democracy.

2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFQ-20-022 Lodging and Conference Services

Questions and Answers

January 29, 2020

1. Can send you more specified offer:
 - Dates of the event
 - Number of rooms needed
 - Check in - Check out dates for the rooms
 - A schedule for the events, how many meeting rooms you need in one day by capacity, please see sample below:
Day 1: 1 meeting room for 150 pax.

Day 1: 2 meeting room for 75 pax.

Day 2: 1 meeting room for 30 pax.
 - More specification regarding the technical equipment (number and types of microphones, translation equipment...)
IFES Responds: Please note that IFES is seeking to establish Basic Ordering Agreements with multiple vendors and the requested, general price quotes will be valid for the duration of the agreement. Therefore, we do not currently have a schedule of events with dates or cities.
2. The RFQ is in PDF, can we prepare in our memorandum with all the necessary items that you need
IFES Responds: Your response to the quotation does not have to be in PDF.
3. Exact location of the foreseen events, maybe you can indicate the cities or send us the Schedule of Events as mentioned in the RfS?
IFES Responds: Please see the answer to Question #1.
4. What type of hotel is desired, by stars rating?
IFES Responds We will consider hotels that are three stars and higher.
5. Would you need only one budget breakdown or should we propose this classified by cities?
IFES Responds: Please provide a budget breakdown by city.

6. Please clarify how many microphones you need for down mentioned points:

7. Large hall (up to 150-person capacity) The hall should include sound system and microphones. *	Hall Per Day
8. Large hall (up to 150-person capacity) The hall should include sound system and microphones. *	Hall Per Hour
9. Medium hall (up to 75-person capacity) The hall should include sound system and microphones. *	Hall Per Day
10. Medium hall (up to 75-person capacity) The hall should include sound system and microphones. *	Hall Per Hour
11. Small hall (up to 30-person capacity) The hall should include sound system and microphones. *	Hall Per Day
13. Small hall (up to 30-person capacity) The hall should include sound system and microphones. *	Hall Per Hour

IFES Responds: Please note that IFES is seeking to establish Basic Ordering Agreements with multiple vendors so we can use their services as per IFES's current needs. Therefore, at this point, we do not have any confirmed schedule of events with known dates, cities and number of participants we ask you to please provide general price quote that may include price for up to 5, 10, 20 ... etc. microphones per event.

The price for each point depends from the audio equipment configuration which should be installed in the conference room. Price for sound system with 5, 35 or 50 microphones is not going to be the same.

Also the equipment you are mentioning (microphones and sound system) is audio equipment, but under the table there is following sentence:

*** Be specific** as to what is supplied with Hall including whether the hall has facilities for simultaneous translation.

Yes, we have facilities for simultaneous translation, but I cannot find anywhere in your request that you are asking for the price for this kind of equipment. Please note that there is big difference in the type of the equipment as well in the prices, between audio equipment and equipment for simultaneous translation. So, please explain where we should add the prices for simultaneous translation equipment?

IFES Responds: If facilities for simultaneous translation represent a separate, extra cost, please list that cost under 17, "any other costs." At this point, we do not have any confirmed schedule of events with known dates, cities and number of participants we ask you to please provide general price quote that may include price for 5, 10,20 ... etc. receivers per event.

7. Kindly please inform us in which language should all the accompanying documents (licenses, approvals, permits etc.) be?

IFES Responds: Responses to this solicitation should be in English. However, accompanying documents (licenses, approvals, permits, etc.) can be in Macedonian.

8. Regarding point 5.2, please elaborate more on this requirement. It would be of great help if you could provide an example under which condition this requirement is applicable.

IFES Responds: USAID requires that good and services procured by IFES be from countries under the 937 Geographic Code. North Macedonia is covered under the Geographic Code, and under this procurement we do not expect to need to seek a waiver for this requirement.