



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Quotation (RFQ) for the Events Management Services in Ukraine

Solicitation # RFQ-21-064

August 25, 2021

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of the Events Management Services in Ukraine. The solicitation provides prospective vendors 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 25, 2021 |
| • Technical Questions/Inquiries Due | August 30, 2021, 5:00 PM Kyiv Time |
| • Answers/Addenda from IFES | September 1, 2021 |
| • RFP Closes | September 10, 2021, 5:00 PM Kyiv Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors 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 prospective vendor 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.

Ian Swank
Contracts and Grants Manager
ISwank@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. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors 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.

3.4 Submission

It is mandatory for prospective vendors 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, prospective vendors 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:

- Price: 30%

The total cost must be reasonable and show efficient use of resources, and additional costs (if any) must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

- Quality: 40%

The range of services and approaches to its delivery should be presented in a clear and detailed manner. (Technical proposal quality that includes technical approach and demonstrated organizational capacity to meet the requirements are outlined in the Scope of Work.)

- Experience: 30%

The bidders have relevant experience in providing similar type of services in technical complexity, with at least three references with complete contact details from former clients and bidder's permission to contact the references.

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 vendors 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.

3.7 Scope of work/goods/services

In coordination and following the approval of IFES Ukraine, the Event Management Service Contractor will:

- Drawing up an event management plan for the each specific event and estimating the budget for this event, in accordance with the IFES Ukraine activities need;
- Provide and coordinate the booking of accommodation for participants, trainers, facilitators, moderators, speakers, etc. in accordance with the accommodation 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 representative*;
- Provide and coordinate other types of booking and logistical support for IFES Ukraine activities, including space for conferences, workshops, meetings, other activities, as well as assisting participants, trainers, facilitators, moderators, speakers, etc. in resolving logistical issues on as-needed basis when implementing IFES Ukraine activities, with the possibility of utilizing IFES Ukraine existing contractors upon the request of IFES Ukraine representative*;
- Provide and coordinate catering services 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 representative*;
- Provide and coordinate the provisioning of transportation and transfers of participants, trainers, facilitators, moderators, speakers, etc. when implementing IFES Ukraine activities; provide reimbursement of participants' transportation expenses by available round-trip travel documents on an as-need basis;
- Provide and coordinate the provisioning of special services for people with disabilities on an as-need basis;
- 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;
- Provide and coordinate 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 existing contractors upon the request of IFES Ukraine representative*;
- Proceed with on-site registration and attendee management when implementing IFES Ukraine activities;
- 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);
- Conduct scanning of monitoring and evaluation data along with correct naming of scanned files, in accordance with IFES Ukraine standards;
- Provide and coordinate oral interpretation services to support IFES Ukraine activities, such as conferences, workshops, meetings, etc., with the possibility of utilizing IFES Ukraine existing contractors upon the request of IFES Ukraine representative*;

- Provide 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;
- Provide anti-COVID package for offline events (i.e., masks, sanitizers, air cleaners, COVID express-tests, etc.) and staff to conduct on-site COVID express-testing ahead of offline events as-need.

To fulfill this task, the Contractor should provide the following:

- a. Provide polite, responsive and efficient service at all times;
- b. Assign at least one focal point to provide the needed support during the event, depending on the IFES Ukraine activities need;
- c. 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 task/event and shall be reimbursed by IFES.

4 FUNCTIONAL REQUIREMENTS

4.1 Timeline

Prospective vendors must accommodate all event management requests of IFES Ukraine before the event begins, including accommodating changes to particular event if those were sent to the vendor 48 hours prior to the start of the event and small non-substantive changes if those were sent to the vendor 24 hours prior to the start of the event.

5 QUALIFICATIONS & REFERENCES

5.1 Required Attributes:

Prospective contractors must possess and provide the following information and attributes for their response to be considered:

5.1.1 The prospective Contractor is a legal entity from Ukraine, possessing all licenses, permits and government approvals necessary for performance of the work. (Please, send your bids using the name of the legal entity as it is written in your organizational documents.)

5.1.2 A brief outline of the company and services offered, including:

- Full legal name (for private entrepreneurs) or title (for organizations);
- Full name of the legal representative (president or managing director) of the company (not applicable for private entrepreneurs);
- Full contact information and bank requisites;

- Year business was started or established;
 - Name of any individuals or entities that own 50% or more of the company.
- 5.1.3** 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.)
- 5.1.4** The prospective Contractor 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 prospective Contractor’s offer being removed from consideration (if permitted by the solicitation).)
- 5.1.5** Corporate and tax registration documents under the laws of the country, in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work described in the Scope of Work.
- 5.1.6** A certification signed by an officer or authorized representative that the prospective Contractor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.
- 5.1.7** Minimum three years of working experience in the field in Ukraine; experience working with international organizations is a plus. List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size. At least two samples of work (i.e., summary report with photos and testimonies of clients, and relevant web links).
- 5.1.8** 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.
- 5.1.9** Information in quality assurance mechanism description.
- 5.1.10** CVs of responsible staff highlighting experiences in servicing similar contracts.
- 5.1.11** Detailed description of cost in UAH with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request (see Section 3.7 Scope of work/goods/services).
- 5.1.12** Filled-in Annex A: Schedule of rates to RFP:

Description	Rate, % of budget
Total budget of the event/services provided in UAH (including per diems and travel reimbursements) 1,000.00 – 60,000.00.	
Total budget of the event/services provided in UAH (including per diems and travel reimbursements) 60,000.00 – 150,000.00.	
Total budget of the event/services provided in UAH (including per diems and travel reimbursements) 150,000.00 – 550,000.00.	

Total budget of the event/services provided in UAH (including per diems and travel reimbursements) > 550,000.00.	
	Days
Minimum notification time required prior to services delivery.	

5.1.13 All responses shall be in the English language and submitted via email.

6 PRICING

6.1 Price Documentation

Prospective Contractor must provide a description of how services described in the SoW will be provided and organized, including a price list for services with all taxes clearly stated, including determination of labor costs and service fees.

7 ADDITIONAL TERMS & CONDITIONS

7.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

7.2 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.

7.3 Companies Owned or Controlled by Government

The prospective vendor 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 prospective contractor’s offer being removed from consideration.

7.4 Subcontracting

No subcontracting is allowed under this solicitation.

7.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

7.6 Intellectual Property

Prospective vendors 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.

7.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

7.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

7.9 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 prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

7.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

8 PROSPECTIVE CONTRACTOR CERTIFICATION

This certification attests to the prospective contractor's awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective contractor must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP-XX-XXX issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

(Prospective Contractor's Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective contractor and its principals (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective contractor for purposes of this solicitation are:

Name: _____

Title: _____

Signature: _____

Date: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Signature of Authorized Officer: _____

Name: _____

Title: _____

Signature: _____

Date: _____

[End of Solicitation]