



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

Date: September 22, 2016

Ref.: **RFQ/16/138**

Subject: Request for Quotations for Venue Services in Pristina

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 goods/services for the IFES office in Kosovo. 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
- 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 GOODS/SERVICES

IFES is implementing a program focused on providing technical assistance to the Central Election Commission (CEC) and Election Complaints and Appeals Panel (ECAP).

Under its USAID-funded project, IFES will conduct a number of trainings and workshops for a variety of stakeholders. To ensure flexibility and responsiveness to the needs of stakeholders in IFES' dynamic program, IFES Kosovo hopes to secure Basic Ordering Agreements (BOAs) with one or multiple venues in Pristina to provide these services on a recurring basis until December 31, 2017.

The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES Kosovo office for each of these training events, workshops and meetings as the need arises. Each Task Order will be numbered and constitute an order for services.

Hotels will provide services for non-residential trainings in Pristina. The bidder should be able to provide all services at one location, in the period mentioned above.

The number of guests requiring rooms and guests requiring meals and refreshments are different from one event to another. Bidders are also requested to provide maximum capacity of their conference facilities. Please provide pricing as described in the below table. Any applicable charges such as taxes or service charges must be identified separately.

Price for Conference Package:

3.	Conference Room (for capacity of 20-30 people)	Per room per day
a)	Stationery Supplies (notepads, pens, flipchart, etc.)	Per item per event (list unit price)
b)	A/V Equipment (projector, screen, microphones, speakers, etc.)	Per item per day (list unit price)
c)	High speed internet service	Per user per day
d)	Coffee Breaks (includes supply of bottled water throughout the day)	Per person per break
e)	Lunch	Per person per day
f)	Dinner	Per person per day
g)	Other (please specify)	(list unit price)

Notes:

1. Bidders must include reservation and cancellation policy.
2. Any other information you feel provides good information about your facility, including photographs of conference venue.
3. Submit detailed menus for lunch, dinner and coffee break.

Facilities Required

Access	Access for people with disabilities is highly preferred
Communication	<ul style="list-style-type: none"> • Internet access from either a common area or in accommodation rooms is required.
Restaurant	Dining facilities for up to 30 people required
Training Room Space Requirements	<ul style="list-style-type: none"> • Sufficient space in U-shape, theater style, or roundtables for 20-30 participants; • Must be able to set up simultaneously for plenary session of 25 people and 5 breakout groups of 5 people each.

	o For small workshops, space is needed for 5 breakout groups of 5 people (need NOT have separate rooms, but sufficient space for separate working groups)
Other Training Room Requirements	<ul style="list-style-type: none"> • Full uninterrupted power supply • Heating and Cooling air-conditioning • Screen • Flipcharts and markers • Strong signal for high speed wireless internet • One large white board • One projector screen • Possibility of sticking paper to walls • Must have a booth or sufficient room to set up simultaneous translation

Meals and Refreshments Minimum Requirements:

Timing	Exact timing of meal and refreshment breaks will be advised in advance of the training workshop
Water	Sufficient bottled mineral water to be available for all meals + in the training room + in accommodation rooms for all attendees
Breakfast	For example: Cereals, milk, egg, fruits, juice, breads, butter, jam, tea, coffee, water
Morning break	Tea, coffee, cookies or seasonal snacks
Lunch	For example: Rice, vegetables, meat/fish, salad and dessert, water
Afternoon break	Tea, coffee, cookies or seasonal snacks
Dinner	For example: Rice, bread, vegetables, meat/fish, pickle, salad and dessert, water

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor’s history and experience.
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.
4. 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% or more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. 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.
 6. IFES requests quotations for the above listed goods/services on Unit Price basis.
 7. Contain detailed cost in **Euros**, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
 8. Detailed description of past experiences providing similar services to international NGOs.
 9. 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.
 10. Prospective contractor must be legally registered 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.
 11. Prospective vendors should note if venue and accommodations are accessible for persons with disabilities.

All Responses shall be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- | | |
|--|------------|
| 1. Price | 35% |
| <i>Total cost, assessment of overall price and price reasonableness, including descriptions of 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.</i> | |
| 2. Facilities Offered | 35% |
| <i>This includes venue's space for lodging and conferences, location, and venue's compatibility with the specifications.</i> | |
| 3. Experience/Past Performance | 20% |
| <i>IFES will consider the venue's experience hosting similar types of events in the past.</i> | |
| 4. Menu | 10% |
| <i>IFES will consider the venue's suggested Food Options/Variety for this type of event.</i> | |

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	September 22, 2016
Questions Due	September 28, 2016, 4:00 PM EST
Answers from IFES	September 30, 2016
RFQ Closes – Responses Due	October 7, 2016, 4:00 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 **Rebecca Hawkins** rhawkins@ifes.org and **Ragheed Al Ameen** ralameen@ifes.org.

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 length of contract.
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 or at +1 202-350-6791.