



International Foundation  
for Electoral Systems

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

**Request for Proposal (RFP) for Event Management Services in Myanmar**

**Solicitation # RFP-20-033**

**February 27, 2020**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of Event Management Services in Myanmar. The solicitation provides Bidders 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](mailto: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                   | February 27, 2020 |
| • Technical Questions/Inquiries Due | March 5, 2020     |
| • Answers/Addenda from IFES         | March 11, 2020    |
| • RFP Closes                        | March 20, 2020    |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Bidders' Understanding of the Solicitation

Bidders 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 Bidder 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.

IFES Procurement  
[procurement@ifes.org](mailto:procurement@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. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders 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](http://www.ifes.org/procurement-notice).

#### 3.4 Submission

It is mandatory for Bidders 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 Bidders 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:

IFES will evaluate responsive offers based on the following criteria:

1. Timeline 25 points
  - a. Ability to deliver goods and services within IFES' expected timeline
  - b. Competitive yet reasonable timeline
2. Quality of event management services 25 points
  - a. The quality of the proposed service meets IFES' requirements
  - b. Demonstrated ability to deliver quality products
3. Experience 25 points
  - a. Ability and history of successfully conducting events of this type
  - b. Demonstrated familiarity and understanding of the service needed
4. Price 25 points
  - a. Competitive pricing
  - b. Competitive payment terms

### 3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders 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.

## 4 SCOPE OF WORK

### BACKGROUND

IFES and the UEC are promoting electoral participation among first time voters (age around 18 to 22) throughout Myanmar through a specifically curated concert in Yangon. The RTV festival is embedded in an extensive information campaign with maximum reach and messages that gain interest of first-time voters through the event character of the music festival.

### SCOPE OF WORK

The Contractor shall provide full-service festival organization, artist curation (talent buying), event management and coordination, logistical, and media relations support services for several events including countrywide Youth Festivals, Rock the Vote Festival and educational booths at festivals nationwide. Both the LINEUP and THE OVERALL CONCEPT are developed in close conjunction with IFES and the UEC.

IFES is seeking an experienced production and event planning firm to manage the following:

**A. For Festivals:**

- Talent buying and all duties associated with through the performance date
- Production: sound, venue and stage lighting, video, labor, staging, power stage and production management and advance work
- Operations/Logistics- Including but not limited to: valet, rentals, catering, clean up, restrooms, security, décor, vendor management, venue staff liaison, volunteer interface, and client interface as required (meetings, venue visits, etc.)

**B. For Youth Festivals**

- Talent buying of local and national artists and all duties associated with Youth Festivals implementation
- Production: setting up of stage, sound, venue and stage lighting, video, labor, staging, power stage and production management and advance work
- Operations/Logistics- Including but not limited to: rentals, catering, clean up, restrooms, security, décor, vendor management, venue staff liaison

**C. Educational Booths for countrywide festival, events**

- Production: design of education mobile booths, creative ideas design for management of booths at events and festivals, videos
- Operations/Logistics- Including but not limited to: management of mobile booths event calendar, rentals, clean up, décor, vendor management, setting up and dismantling of educational booths, Travel and transportation of mobile booths.

NOTE: The firm must be able to hold regular meetings with IFES and provide briefings during the business and event planning period to discuss the overall structure, creative concept, feasibility and budgetary needs for the production, branding and execution of the event. This may or may not be the same people as the booking team, depending on resources and expertise.

The firm must have experience and a proven track record in all these areas, particularly in the area of making offers, confirming and managing national talent. References, a list of talent that the firm has booked over the past three years and a list of events they have planned over the past five years will be required.

The successful company will provide all services necessary to create a successful festivals and educational booths. IFES and the UEC expect the successful company to execute the festivals and educational booths independently with no reliance on IFES or the UEC for labor.

However, IFES and the UEC reserve the right to have input on the overall strategy and artist curation and talent buying as may be necessary. Additionally, IFES and the UEC reserve the right to refuse to work with any partners, vendors, or sponsors that may reflect negatively on the organization of the festivals or educational booths and IFES/donor procurement regulations. Finally, IFES and the UEC expect a written progress report in the form of an executive summary by the close of every week.

**1) Create an overall strategy for the ROCK THE VOTE Festival, including:**

- Strategic talent selection that speaks to the youth / first time voter demographic (age around 18 to 22)
- Event enhancements/additions such as gateway experiences, pre-post show events and activities to keep the audience engaged and informed
- Guest safety plan, including provisions for crowd control, park capacity, emergency services, severe weather conditions, etc.

**2) Develop a budget for the ROCK THE VOTE Festival**

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

**3) Coordinate all aspects of Festival, including, but not limited to:**

- Talent identification, booking, contracting and coordination as required
- Help select concert location with a capacity for a maximum of 5000 participants. The location must be well suited for such an event and must be accessible for persons with disabilities.
- Full-service on-site presence (e.g. guest safety, logistics, volunteers, artist management)
- Coordination and contracting of food vendors, beverage vendors, retailers, etc.
- Coordination of actual performance production (stage, sound, lights, artist riders, sponsor signage, etc.)
- Coordinate venue load-in and load-out, event set-up and breakdown
- Coordination of proper permitting with YCDC
- Engaging of staff/personnel/volunteers/security/police/fire as may be required for the event
- Creation of all promotional and advertising materials
- Attend bi-weekly concert committee meetings as required
- Prepare and manage the production/operations budget with not to exceed limits
- Attend on site meetings with vendors as required
- On site interfacing with volunteers and Charity A staff

**4) Talent Buying Details**

The firm needs to deal with the following areas regarding talent:

- The firm must create and submit to IFES a list of nationally known talents in the that are popular among youth
- The firm makes written offers as directed. Offers shall include the talent fee, plus backline of required and local ground transportation. The firm provides all production, per rider. There is also a requirement that the artist agrees to participate in a related social media campaign via all media channels operated and owned by the artists and appear at a VIP Reception for about 100 people on the same day as the RTV event (before or after the performance).

- Once the artist is confirmed, the firm will be responsible for all aspects of managing the talent prior to the performance: Contract execution and management, deposits, marketing approvals, assist with hotels, all show advance, including artist catering and dressing room needs.

## 5) Operations and Logistics

The selected firm shall coordinate, hire and manage the following:

- Valet- staffing, timing, shuttles
- Toilets- Portable trailer units (if necessary)
- Rentals: tables, chairs, lattice, kitchen equipment, catering equipment if required, belly bars and heaters, timelines, set up and load out schedules (if necessary)
- Custodial staff- set up, during event and post event
- Catering- Bids, selection, menus, on site schedules, day of event schedules
- Centerpieces and décor as required
- At the venue, there are very precise and long-standing policies that must be adhered to concerning load in and load out. Vendor and staff parking lists must be submitted to venue manager for security purposes at least five working days prior to load in.

## 6) Youth Festivals

The selected firm shall coordinate the implementation of Youth Festivals, to be implemented at region/state level. In total a Youth Festival per month will be implemented, average no. of participants per festival shall be estimated at around 200-500 participants. A large nationwide Youth Festival is scheduled for August 2020, to celebrate the International Youth Day. For the national Youth Festival around 1000-1500 participants are estimated to participate. The dates for these festivals have been set and will require a close coordination with the Region/State UEC sub-commission and the local youth networks. The management of the Youth Festival will include:

- Talent identification, booking, contracting and coordination as required
- Selection of venues:
  - For regional youth festivals, help select location with a capacity for a maximum of 500 participants.
  - For national youth festival, help select a location with a capacity for a maximum of 1500 participants.

All The location must be well suited for such an event and must be accessible for persons with disabilities.

- Full-service on-site presence (e.g. guest safety, logistics, volunteers, artist management)
- Coordination and contracting of food vendors, beverage vendors, retailers, etc.
- Coordination of actual performance production (stage, sound, lights, artist riders, sponsor signage, etc.)
- Coordinate venue load-in and load-out, event set-up and breakdown
- Coordination of proper permitting with local authorities

- Engaging of staff/personnel/volunteers/security/police/fire as may be required for the event
- Creation of all promotional and advertising materials
- Attend bi-weekly concert committee meetings as required
- Prepare and manage the production/operations budget with not to exceed limits
- Attend on site meetings with vendors as required
- On site interfacing with volunteers and Charity A staff
- Applying for and securing space at designated events/festivals

## 7) Educational Booths

The selected firm shall coordinate the set up and staffing of voter education booths at key state/region, cultural or other large festivals designated by IFES. This will include:

- If possible, presenting a design to IFES for the booths
- Applying for and securing space at designated events/festivals
- Managing the set up of the booth
- Staffing the booth and distributing educational materials throughout the time of the event
- Take down of the booth and transportation of materials to the next site
- Providing total number of materials distributed at each event.

## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services for each of the events.

### 5.2 Geographic Code (applicable to USAID funding only)

IFES' project in Myanmar is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) **Geographic Code 937** (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code **937** whenever possible.

### 5.3 License, Clearance and Approvals

The Bidders will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

### 5.4 Packing

The Response must contain details of packing for each product that requires shipping with full dimensions (length, width, and height) and weight.



## 6 QUALIFICATIONS & REFERENCES

Bidders must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Corporate and tax registration documents
  - Year business was started or established
  - Full name of the legal representative (president or managing director) of the company
  - Name of any individuals or entities that own 50% or more of the company
  - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
  - No subcontracting is allowed under this solicitation.
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: 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.
4. Bidders 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. Scope of Work.
5. A certification signed by an officer or authorized representative that the Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## 7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in US Dollars (USD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
<b>Festival</b>						
1.						
2.						
	Subtotal					
<b>Youth Festival</b>						
3.						
4.						
	Subtotal					

Educational Booth						
5.						
6.						
	Subtotal					
Total					USD	
Taxes (if applicable)					USD	
Shipping/Freight/Delivery Costs					USD	
Grand Total					USD	

## 8 ADDITIONAL TERMS & CONDITIONS

### 8.1 Non-Disclosure Agreement

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

### 8.2 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.

### 8.3 Companies Owned or Controlled by Government

The Bidder 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 of managerial interest in the company will result in the Bidder's offer being removed from consideration.

### 8.4 Subcontracting

No subcontracting is allowed under this solicitation.

### 8.5 Costs

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

### 8.6 Intellectual Property

Bidders 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.

### 8.7 Bidders' Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

**8.8 Partial Awarding**

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

**8.9 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 Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

**8.10 Entire Solicitation**

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

**[End of Solicitation]**