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Date: **June 22,2018**

Ref.: **RFQ/18/042**

Subject: Request for Quotations for Hotel and Conference Venue Services in Kyiv City (Downtown) and Suburban Zones

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 services (conference space, lodging and banquet services) for the IFES office in Kyiv, Ukraine. IFES is seeking to place one or more vendors on Basic Ordering Agreements (BOA) to provide these services on a recurring basis for one year. The RFQ provides the relevant requirements for accommodation, conference facilities, meals, internet access and any other operations and performance requirements.

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 and 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 SERVICES

IFES seeks to establish a Basic Ordering Agreement (BOA) with one or multiple venues in Kyiv Downtown and Suburban zones to provide lodging and event services on a recurring basis over 12 months period.

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

In your quotes, please provide pricing for lodging and banquet services as described in the below tables with VAT and without VAT.

Be aware, that you do not have to quote in all the requested categories detailed below. Please, complete the table with the affordable services and venues in Kyiv downtown ¹or Suburban zones².

Pricing for Lodging and Banquet

item	Services	Unit	Unit Cost (USD)	
			no VAT	with VAT
1.	Double room – with breakfast	Per room		
2.	Single room – with breakfast	Per room		
3.	Double room – Accommodation only	Per room		
4.	Single room –Accommodation only	Per room		
5.	Breakfast – Please provide menu options	Per Person		
6.	Lunch – Please provide menu options	Per Person		
7.	Dinner – Please provide menu options	Per Person		
8.	Coffee Service (Tea/coffee, cookies)	Per Person		
9.	Superior Coffee Service (Tea/Coffee, Cookies, light snack) Please provide details.	Per Person		
10.	Large hall (up to 250- person capacity) The hall should include sound system and microphones.	Hall Per Day		
11.	Large hall (up to 200-person capacity) The hall should include sound system and microphones. *	Hall Per Day		
12.	Medium hall (up to 75-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 Day		
14.	Bottled mineral water (0.5 ltr. Bottle)	each		
15.	Any other costs: add details in separate line items and be specific with the unit cost.	Unit		

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

Description	Estimated Dimensions	No. of Rooms or Halls	Room Capacity
Double Room	N/A		N/A
Single Room	N/A		N/A
Double Room (wheelchair accessible)	N/A		N/A
Single Room (wheelchair accessible)	N/A		N/A
Large Conference Hall Required: up to 250 participants			
Large Conference Hall Required up to 200 participants			

¹ The bidder should provide location of the venue considering distance from the Government district (Verkhovna Rada, Cabinet of Ministers), and Metro Accessibility (Specify the station(s)).

² The bidder should provide location of the venue considering distance from the Kyiv Center, and public transport accessibility (specify).

Medium Size Meeting Room Required: up to 75 participants			
Small Meeting Room Required: up to 30 participants			

Notes:

- Lodging prices quoted, including applicable taxes and charges, must be within the U.S. government maximum approved rate in the DSSR ([USAID and U.S. Embassy rate](#)).
- Please indicate the number of accessible rooms for persons with disabilities and confirm if the price quoted above is applicable.
- Bidders need to state check-in and check-out times and the availability of late check-out and early check-in. Bidders also need to specify associated costs, if any.
- If lodging rates are seasonal, please include a breakdown of the rates for rooms during high and low seasons or dry and rainy seasons.
- Those bidders who are applying for Kyiv Downtown location should provide location of the venue considering distance from the governmental district (Verkhovna Rada, Cabinet of Ministers) and Metro(s) accessibility.
- Those bidders who are applying for Suburban locations, must provide location of the venue considering distance from the Kyiv Center, and public transport accessibility

FACILITY REQUIREMENTS:

Access	Access for people with disabilities highly preferred, please describe access availability
Communication	<ul style="list-style-type: none"> • Inter room phones are preferred • Internet access from either a common area or in accommodation rooms highly preferred
Parking	Free parking for participants vehicles
Restaurant	Dining facilities for a minimum of 30 people required / in accordance to the capacity of the hall (specify the capacity of the dining facility).
Security	Security for attendees, training equipment and vehicles
Meeting Hall (Large)	<ul style="list-style-type: none"> • Chairs and tables for 200 to 250 participants • Podium chairs for the key speakers • Sufficient space for breakout groups (vendor should describe available facilities [availability of separate rooms or hall dividers, capacity, etc.]) • Separate restrooms for men and women close to the training room • Large white board and projector screens available • Notebook with clicker for the presenters available
Meeting Hall (Medium)	<ul style="list-style-type: none"> • Chairs and tables for up to 75 participants • Panel table for the key speakers available • Separate restrooms for men and women close to the training room • Large white board and projector screens available • Notebook with clicker for the presenters available

Meeting Hall (Small)	<ul style="list-style-type: none"> • Chairs and tables for up to 30 participants, round tables preferred • Sufficient space for three (3) breakout groups of seven (7) people each (need NOT have separate rooms, but sufficient space for separate working groups) • Separate restrooms for men and women close to the training room • Large white board and projector screens available • Notebook with clicker for the presenters available
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Meals & Refreshments (Guidelines)

Please note that these are the minimum requirements desired by IFES Ukraine.

Item	Description
Timing	Timing of meals 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 the accommodation rooms for all attendees
Breakfast	For example: Cereals, milk, egg, fruits, juice, breads, butter, jam, tea, coffee, water
Coffee Service	Tea, coffee, cookies or seasonal snacks
Superior Coffee Service	Tea/Coffee, Cookies, light snacks - Please provide details.
Lunch	For example: Bread, vegetables, meat/fish, pickle, salad and dessert, water
Dinner	For example: Bread, soup, vegetables, meat/fish, pickle, salad and dessert, water

While evaluating the different bids, IFES may conduct site visits to all hotels being considered as part of this solicitation.

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; and
 - e. Year business was started or established.
5. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed services on unit price basis.
7. Contain detailed cost in USD 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 and possess all licenses, permits and government approvals necessary for performance of the work.
11. Include reservation, no-show and cancellation policy for lodging and banquet.
12. Responses should be in English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

1. Locations

20%

- **Kyiv Downtown:** IFES will consider central location of the venue (distance from the governmental district in Kyiv), and Metro accessibility.
- **Suburban Zones:** The bidder should provide location of the venue considering distance from the Kyiv Center, and public transport accessibility.

2. Hotel and Conference Facilities Offered

40%

IFES will consider the available room facilities (room size, hygiene, air conditioning system, WiFi, etc.), venue’s space for lodging and conferences, including number of conference facilities, and venue’s compatibility with the specifications, including equipment.

3. Menu

10%

IFES will consider the venue’s suggested Food Options/Variety for this type of event

4. Price:

30%

Total cost, assessment of overall price and price reasonableness, including descriptions of cancelation and 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

Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceed Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Did Not Meet Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	June 22, 2018
Questions Due	July 2, 2018 (by 4:00 PM Local Kyiv time)
Answers from IFES	July 6, 2018
RFQ Closes – Responses Due	July 23, 2018 (by 4:00 PM Local Kyiv time)

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 Mr. Najeebullah Yousef at nyousef@ifes.org and Mrs. Sajia Tokhi at stokhi@ifes.org. **All communication and quotes must reference “RFQ/18/042”; and include the proposed location i.e. Kyiv downtown or Suburban zones in the subject line.**

The response/Quotations must be submitted via email and the quotations shall be in English language. Copy of this solicitation, Amendments and/or Q&A will be available online at: www.ifes.org/procurement-notice.

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 (1 year).
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 .