INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFQ-19-006 – Hotel and Conference Venue Services in Kyiv City

Questions and Answers

October 25, 2018

1. We would like to check which format should we submit the text information in?

    IFES Responds:

    The charts provided in the RFQ provides information on the minimum requirement, please submit any additional information in Microsoft Word format including these charts. You can re-create charts in the word format and if needed add additional lines for more information. What cannot be added to the chart, just provide as additional pages.

2. Page 3 of the RFQ states "bidders need to state check-in and check-out time". In what format you want this information?

    IFES Responds: Please submit the check-in and check-out time in Microsoft Word format.

3. Page 3 of the RFQ under Facility requirements states "describe access availability; free parking; specify capacity of dining facility; describe available facilities etc." In what format you want this information?

4. **IFES Responds**: Please submit this information in Microsoft Word format

5. Page 4 of the RFQ under Meals & Refreshments states: should the menu options be sent as an attachment to e-mail?

    IFES Response: Yes, it can be sent as attachment in PDF/Microsoft Word format, but please include information we are looking for as described under section Meals & Refreshments (Guidelines)

6. Page 4 of the RFQ under Requirements**:** Which format should we provide this information in? –

    IFES Response: Any format can be used, for instance you can include e-mail and other general information in Microsoft Word format, but all documents that you already have in PDF can be attached in PDF (company's name, tax registration, etc.).