



International Foundation  
for Electoral Systems

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

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

**Solicitation # RFQ-19-071**

**August 26, 2019**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective Contractors to submit a written response (“Response”) for the procurement of Events Management Services in Ukraine..

### 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 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.

### 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 RFQ                   | August 27, 2019                       |
| • Technical Questions/Inquiries Due | September 3, 2019, 5:00 PM Kyiv Time  |
| • Answers/Addenda from IFES         | September 6, 2019                     |
| • RFQ Closes                        | September 26, 2019, 5:00 PM Kyiv Time |

### 3 OFFER PREPARATION INSTRUCTIONS

#### 3.1 Prospective Contractors' 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 Contractor at 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 RFQ 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 contacts for all communication related to this solicitation are listed below.

Ian Swank  
Contracts and Grants Manager  
[lswank@ifes.org](mailto:lswank@ifes.org)

Sajia Tokhi  
Contracts and Grants Administrator  
[Stokhi@ifes.org](mailto:Stokhi@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. by the deadline included indicated in *the schedule of events*
- Errors and omissions in this solicitation, as well as enhancements. Prospective Contractors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective Contractors 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 prospective Contractors to send offers 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 Contractors that have the interest, capability, and financial strength to supply IFES with the service identified in the Scope of Work.

#### Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

- **Price (50%)** – Fair and reasonable price for services provided to IFES. Price should be in accordance with the current prevailing market of Ukraine for the same and similar activities.
- **Experience (30%)** – Bidders relevant experience with 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.
- **Proposed Methodology (20%)** – Methodology, in detail, how services will be provided, and approaches to service delivery. Technical offer quality that includes technical approach and demonstrated organizational capacity to meet the requirements outlined in the Scope of Work.

#### 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

### 3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Contractors 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/GOODS/SERVICES

- 5 The objective of this solicitation is to ensure that IFES’ events are organized in a timely, efficient and quality manner; Ensure that the facilities such as conference room, accommodation, transport, equipment and catering meet the required IFES standards. Work closely with IFES to ensure effective preparation, management and execution of the events in accordance with IFES requirements.

#	Activity/services	Description
1	Ensure quality meal	Coordinate and organize catering services for activities (meals and beverages for the event, coffee break or snacks).
2	Preparation of materials for participants	In cooperation with IFES Ukraine team, coordinate and provide the preparation of activities' materials kits for participants (copying, scanning, combining all necessary information into kits, name tags, distributing among participants, etc., in accordance with the instructions provided by IFES Ukraine representative); proceed with on-site registration and attendee management.
3	Information technology and media management	Ensure availability and proper functioning of required equipment for the event such as projector, sound system, translation equipment. For large events, IFES may require setting up a separate business room or professional photo and video services.
4	Ensure logistics of event venue and handling of payments	<p>Process all payments for the event venue and other accommodation costs incurred for the event. In cooperation with the IFES Ukraine team, coordinate provision of accommodation for participants, trainers, speakers in cooperation and according to IFES Ukraine standards. Coordinate and ensure provision of special services for people with disabilities.</p> <p><b>Note:</b><sup>1</sup> The selected event management company shall handle the payment to the event venue and request IFES the reimbursement of the actual expenses. Retain evidence/supporting documents original/hard copies of the detailed invoice provided by the hotel or other facility that will confirm the actual expenses and shall be reimbursed by IFES. Send a final invoice to IFES with supporting documents such as detail breakdowns of itemized payment for reimbursement.</p>
5	Travel arrangements and reimbursement	Coordinate, arrange and reimburse transportation, trainers, speakers in cooperation and according to the

<sup>1</sup> Wherever IFES Ukraine has an existing contract with service providers (hotels), IFES will pay for those services directly unless the vendor proposes a lower rate than provided to IFES. In such cases (when IFES pays directly for lodging) the service fee will not be added to the price of the accommodation (activity #4 of SOW).

		<p>requirements of IFES Ukraine; Prepare and share itineraries with respective participants as needed, arrange and book domestic bus or train tickets as needed. Regularly communicate with participants and trainer overall travel plans. Coordinate and ensure provision of special services for people with disabilities.</p> <p><b>NOTE:</b> The selected event management company shall handle the payment of travel costs of local participants and trainers and request IFES the reimbursement of the actual costs. Retain evidence/supporting documents signed by participant based on requirements shared by IFES to confirm payments and receipts for reimbursement.</p>
6	Preparation of invitation and logistics of the event	<p>Coordinate and provide booking and logistical arrangements for IFES Ukraine’s events, including space for conferences, workshops, meetings, other activities after IFES Ukraine’s approval. If required, sent out invitation on IFES behalf and follow up with confirmation of participants. In cooperation with IFES Ukraine, develop an event logistical plan for each event if requested. Contractor should provide three possible options<sup>2</sup> (if available) with the breakdown of costs (lodging, catering, transportation, etc.) for each event. IFES/Ukraine will then choose the best option that suits their needs.</p>
7	Delivery of materials	<p>Organize and proceed with packaging services (including but not limited to materials such as manuals, stationaries, equipment for events etc.); managing delivery (direct interaction with POC’s) and coordination with postal office (using IFES’ account through Nova Poshta or other transportation).</p> <p><b>NOTE:</b> The selected event management company shall handle the payment for packaging, and request IFES the reimbursement. Retain evidence/supporting documents and receipts for reimbursement.</p>

<sup>2</sup> More detailed guidance about selection of the venue site will be shared with the awarded contractor

8	Payment of M&E and incidental costs	<p>Make payment of the daily M&amp;E expenses to participant in case if such is required per prior agreed rate with IFES</p> <p><b>NOTE:</b> The selected event management company shall handle the payment if required to local participants and trainers of M&amp;E expenses, and request IFES the reimbursement. Retain evidence/supporting documents signed by participants to confirm payments and receipts for reimbursement.</p>
9	Reporting	<p>Within two weeks from the end of the event provide summary report for each event and scanning services of monitoring and evaluation data along with correct naming of scanned files according to IFES naming convention that will be shared with the awarded contractor.</p>
10	Overall Quality	<p>Ensure overall quality of the event including participant’s stay and non-disruptive event organization. Assign a focal person/staff to respond to questions/requests from the hotel and from IFES and provide logistics/administrative clarifications. This person will also oversee the event, proceed with on-site registration and attendee management; direct and manage on-site event set-up and clean-up.</p> <p><b>NOTE:</b> All relevant expenses related to a focal point/staff travel, lodging, labor and should be included in the price list provided by the contractor.</p>

## 6 FUNCTIONAL REQUIREMENTS

### 6.1 Timeline

Prospective Contractors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services described in SOW.

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

IFES’ project in Ukraine is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Codes 937 and 110 (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 prospective contractors to consider products that fall under S/N Geographic Codes 937 and 110 whenever possible.

### **6.3 License, Clearance and Approvals**

The prospective Contractors 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.

## **7 QUALIFICATIONS & REFERENCES**

Prospective Contractors 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
2. Evidence of successful completion of a project of a similar size and complexity.
3. Proof of legal registration 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.
4. 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. Minimum 3 years of working experience in Ukraine; experience working with international organizations is a plus. financial, technical and managerial resources and facilities to complete the Scope of Work.
6. Evidence of capacity to provide services around Ukraine in regions.
7. All correspondence should be in English or Ukrainian.

## **8 PRICING**

Prospective Contractor must include in the offer 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, travel or lodging costs any other expenses related to project implementation including all service fees and surcharges.

## **9 ADDITIONAL TERMS & CONDITIONS**

### **9.1 Non-Disclosure Agreement**

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



## **9.2 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.

## **9.3 Companies Owned or Controlled by Government**

The prospective Contractor 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.

## **9.4 Subcontracting**

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.

## **9.5 Costs**

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

## **9.6 Intellectual Property**

Prospective Contractors 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.

## **9.7 Prospective Contractors' Responses**

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

## **9.8 Partial Awarding**

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

## **9.9 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.

## **9.10 Entire Solicitation**

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

**[End of Solicitation]**