



International Foundation  
for Electoral Systems

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

**Request for Quotation (RFQ) for Lodging and Conference Services in North  
Macedonia**

**Solicitation # RFQ-20-022**

**January 21, 2020**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of lodging and conference services in North Macedonia. The solicitation provides prospective vendors 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 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                   | January 21, 2020                      |
| • Technical Questions/Inquiries Due | January 27, 2020, 5:00 PM Local Time  |
| • Answers/Addenda from IFES         | January 29, 2020                      |
| • RFQ Closes                        | February 20, 2020, 5:00 PM Local Time |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Prospective Vendors' 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 vendor 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 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 contact for all communication related to this solicitation is listed below.

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

and

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.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors 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 vendors 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, prospective vendors 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 bids based on the following criteria:

- 1. Price** **40%**  
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.
- 2. Conference and Hotel Facilities Offered** **40%**  
This includes venue's space for lodging and conferences, including number of conference facilities, and venue's compatibility with the specifications, including equipment; and available room facilities (room size, WiFi, etc.)
- 3. Menu** **10%**  
IFES will consider the venue's suggested Food Options/Variety for this type of event
- 4. Past experience/Performance** **10%**  
IFES will consider the venue's experience hosting similar types of events in the past.

#### 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 vendors 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

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States. IFES promotes democratic stability by providing technical assistance to the electoral

cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency.

Both USAID/Macedonia and Swiss Development Cooperation (SDC) assigned the mandate to International Foundation for Electoral Systems (IFES) for implementation of their respective projects: Project #1. “North Macedonia Electoral Support Activity” and Project # 2. “Support to Electoral Reforms in North Macedonia”.

Both projects will require a significant number of events organized and implement by the IFES North Macedonia field office. Therefore, IFES is seeking to place multiple vendors on Basic Ordering Agreements (BOA) to provide lodging and /or conference services on a recurring basis during the period of one year.

## **5 FUNCTIONAL REQUIREMENTS**

### **5.1 Timeline**

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

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

IFES’ project in **North Macedonia** 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 prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

### **5.3 License, Clearance and Approvals**

The prospective vendors 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.

## **6 QUALIFICATIONS & REFERENCES**

Prospective vendors 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. Prospective vendors 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 prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## 7 PRICING

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.

Pricing must be in Macedonian Denar (MKD). 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.

### Pricing for Lodging and Banquet

item	Services	Unit	Unit Cost (MKD)	
			no VAT	with VAT
1.	<b>Double room</b> – with breakfast	Per room		
2.	<b>Single room</b> – with breakfast	Per room		
3.	<b>Lunch</b> – Please provide menu options	Per Person		
4.	<b>Dinner</b> – Please provide menu options	Per Person		
5.	<b>Coffee Break Service</b> (Tea/coffee, non-alcoholic beverages)	Per Person		
6.	<b>Superior Coffee Service</b> (Tea/Coffee, Cookies, non-alcoholic beverages light snack) Please provide details.	Per Person		
7.	<b>Large hall (up to 150-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Day		
8.	<b>Large hall (up to 150-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Hour		
9.	<b>Medium hall (up to 75-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Day		
10.	<b>Medium hall (up to 75-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Hour		
11.	<b>Small hall (up to 30-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Day		
13.	<b>Small hall (up to 30-person capacity) The hall should include sound system and microphones. *</b>	Hall Per Hour		
14.	<b>Bottled mineral water</b> (0.5 ltr. Bottle)	each		
15.	<b>Printing/Photocopying/Scanning services</b>	Unit`		
17.	<b>Any other costs:</b> 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.

**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.

**FACILITY REQUIREMENTS:**

<b>Access</b>	Access for people with disabilities highly preferred, please describe access availability
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Inter room phones are preferred</li> <li>• Internet access from either a common area or in accommodation rooms highly preferred</li> </ul>
<b>Parking</b>	Free parking for participants vehicles
<b>Restaurant</b>	Dining facilities for a minimum of 30 people required / in accordance to the capacity of the hall (specify the capacity of the dining facility).
<b>Security</b>	Security for attendees, training equipment and vehicles
<b>Meeting Hall (Large)</b>	<ul style="list-style-type: none"> <li>• Chairs and tables for 150 participants</li> <li>• Podium chairs for the key speakers</li> <li>• Sufficient space for breakout groups (vendor should describe available facilities [availability of separate rooms or hall dividers, capacity, etc.])</li> <li>• Separate restrooms for men and women close to the training room</li> <li>• Large white board and projector screens available</li> <li>• Notebook with clicker for the presenters available</li> </ul>
<b>Meeting Hall (Medium)</b>	<ul style="list-style-type: none"> <li>• Chairs and tables for up to 75 participants</li> <li>• Panel table for the key speakers available</li> <li>• Separate restrooms for men and women close to the training room</li> <li>• Large white board and projector screens available</li> <li>• Notebook with clicker for the presenters available</li> </ul>
<b>Meeting Hall (Small)</b>	<ul style="list-style-type: none"> <li>• Chairs and tables for up to 30 participants, round tables preferred</li> <li>• Sufficient space for three (3) breakout groups of seven (7) people each (need NOT have separate rooms, but sufficient space for separate working groups)</li> <li>• Separate restrooms for men and women close to the training room</li> <li>• Large white board and projector screens available</li> <li>• Notebook with clicker for the presenters available</li> </ul>

### Meals & Refreshments (Guidelines)

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

Item	Description
<b>Timing</b>	Timing of meals and refreshment breaks will be advised in advance of the training workshop
<b>Water</b>	Sufficient bottled mineral water to be available for all meals + in the training room + in the accommodation rooms for all attendees
<b>Breakfast</b>	For example: Cereals, milk, egg, fruits, juice, breads, butter, jam, tea, coffee, water
<b>Coffee Service</b>	Tea, coffee, non-alcoholic beverage, cookies or seasonal snacks
<b>Superior Coffee Service</b>	Tea/Coffee, non-alcoholic beverage, Cookies, light snacks - Please provide details.
<b>Lunch</b>	For example: Bread, vegetables, meat/fish, pickle, salad and dessert, water
<b>Dinner</b>	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.**

<b>REQUIREMENTS</b>
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Bidders 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 bidder.
2. General information about the contractor's history and experience.
3. 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% of more of the company; and
  - e. Year business was started or established.
4. IFES requests quotations for the above listed services on unit price basis.
5. Detailed description of past experiences providing similar services to international NGOs.
6. 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.



7. 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. Tender offers must be provided from a legal entity - the future provider of services.
8. Include reservation, no-show and cancellation policy for lodging and banquet.
9. Responses should be in English language.

## **8 ADDITIONAL TERMS & CONDITIONS**

### **8.1 Non-Disclosure Agreement**

IFES reserves the right to require the prospective vendor 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 prospective vendor 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.

### **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 prospective contractor/vendor or third parties, in connection with the Response.

### **8.6 Intellectual Property**

Prospective vendors 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 Prospective Contractors' Responses**

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

### **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 prospective contractor, 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]**