



International Foundation  
for Electoral Systems

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

**Request for Quotation (RFQ) for Provision of Conference Space and Banquet  
Services for IFES in Yangon, Myanmar**

**Solicitation # RFQ-20-046**

**April 17, 2020**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of Conference Space and Banquet Services in Yangon, 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 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                   | April 17, 2020                             |
| • Technical Questions/Inquiries Due | May 7, 2020 - at 17:00 Washington DC time  |
| • Answers/Addenda from IFES         | May 12, 2020                               |
| • RFQ Closes                        | May 18, 2020 - at 17:00 Washington DC time |

### 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 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.

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), [www.devex.com](http://www.devex.com) and [www.themimu.info/callsfor-proposals](http://www.themimu.info/callsfor-proposals)

#### 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/GOODS/SERVICES

IFES seeks to establish a Basic Ordering Agreement (BOA) with one or multiple venues in Yangon to provide lodging and event services on a recurring basis over the year.

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.

IFES will conduct trainings and workshops with election stakeholders, including government officials, in Yangon over the next 12 months.

#### Facilities Required for Training Venue

Access	<ul style="list-style-type: none"> <li>• Access for people with disabilities highly preferred</li> <li>• Accessible by public transportation is preferred</li> <li>• Must be in Yangon</li> </ul>
Accommodation	<ul style="list-style-type: none"> <li>• All rooms MUST have hot/cold water, attached bathroom, uninterrupted power supply, television and air condition.</li> </ul>

	<ul style="list-style-type: none"> <li>• In-room tea/coffee making facilities are preferred.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• In-room phones are required</li> <li>• Internet access from either a common area of in accommodation rooms is required</li> </ul>
Parking	Free parking for at least 4 vehicles
Restaurant	Dining facilities for a maximum of 100 people required
Conference Room Space Requirements	<ul style="list-style-type: none"> <li>• Sufficient space in a U-shape, theater style or roundtables for: <ul style="list-style-type: none"> <li>○ 20-50 participants</li> <li>○ 50-100 participants</li> <li>○ 100-250 participants</li> </ul> </li> <li>• Sufficient space for 3-4 breakout groups of 20 people each for large conferences. <ul style="list-style-type: none"> <li>○ For small workshops need space for 3-4 breakout groups of 5 people (No need to have separate rooms, but sufficient space for separate working groups)</li> </ul> </li> <li>• Sufficient space for interpreter booths</li> <li>• Sufficient space for a training team either within the room or adjacent: 3 trainers + 3-5 staff + office equipment (computer, printer, training materials, storage)</li> <li>• Separate rest rooms for men and women close to the training room</li> </ul>
Other Training/Conference Room Requirements	<ul style="list-style-type: none"> <li>• Full uninterrupted power supply</li> <li>• Heating and Cooling air-conditioning</li> <li>• Screen</li> <li>• Flipcharts and markers</li> <li>• Strong signal for high-speed wireless internet</li> <li>• One large white board</li> <li>• One projector screen</li> <li>• Possibility of sticking paper to walls</li> </ul>
Timing	Exact timing of meal 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 and in accommodation rooms for all attendees
Breakfast	For example: cereals, milk, egg, fruits, juice, breads, butter, jam, tea, coffee, water
Morning break	Tea, coffee, and cookies or seasonal snacks
Lunch	For example: Rice, vegetables, meat/fish, pickle, salad and dessert, water
Afternoon break	Tea, coffee, and cookies or seasonal snacks
Dinner	For example: Rice, bread, 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.

**Third-party contracting is not permitted under this solicitation.**

## 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.

### 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.

## 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 **MMK**. 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.

### I. Pricing for Event Meals and Coffee Breaks:

Meal	Pricing	Unit Price (MMK)
Lunch	Per person per day	
Dinner	Per person per day	
Coffee Break (includes supply of bottled mineral water)	Per person per day	

Menus for the quoted prices must be included in the offer. Bidders may provide more than one option for each meal or coffee break.

### ii. Pricing for Meeting Rooms, Supplies and Equipment:

Conference Hall/ Meeting Room, Supplies and Equipment	Unit	Unit Price (MMK)
Conference hall/meeting room up to 20 people	Per day	
Conference hall/meeting room up to 50 people	Per day	
Conference hall/meeting room up to 100 people	Per day	
Conference hall/meeting room up to 250 people	Per day	
Stationery Supplies (notepads, pens, flipchart, etc.)	Per item per event (list unit price)	
A/V Equipment (projector, screen, microphones, speakers, etc.)	Per item per day (list unit price)	
High speed internet service	Per user per day	
Other (please specify)	(list unit price)	

#### Notes:

- The majority of IFES events are expected to host up to 70 participants. Therefore, the availability of large conference rooms (up to 200 people) is preferred, but not required.
- Please include reservation and cancellation policy.
- Please include any other information you feel provides good information about your facility.
- See Meals and Refreshment section below for more information on requirements.

## 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 or 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]**