**REQUEST FOR PROPOSALS**

**RFP No. 0166 (Eng. ver.)**

**Date:** October 12, 2018

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| **Subject:** |
| **Request for Proposals for services of organization of an events "Leadership Academy Group 6 Session 1" scheduled for November 21-23, 2018 to USAID funded DOBRE Program** |

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| **From** | | **To** | |
| **Global Communities, implementing agency of DOBRE Decentralization Offering Better Results and Efficiency Program financed by the United States Agency for International Development (USAID) (referred to as “BUYER” hereinafter)** | | **Potential suppliers (referred to as “BIDDER” hereinafter)** | |
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| **Proposals Submission Time and Date:** | **The Proposals must be submitted for the attention of:** | | **Conditions of Payment:** |
| By 12:00 Kyiv time on October 23, 2018, at the latest | Global Communities  International Technical Assistance Program  “Decentralization Offering Better Results and Efficiency”  USAID DOBRE  Address:  5b, Dilova str., Office 510, 5th Floor, Kyiv, Ukraine  Email: [dobreprocurement@globalcommunities.org](mailto:dobreprocurement@globalcommunities.org) | | Post payment during 30 calendar days after delivery. If it is unacceptable, please indicate yours. |

1. **TERMS OF REFERENCE**
2. The Buyer is in need of organization of an events "Leadership Academy Group 6 Session 1" scheduled for November 21-23, 2018, (referred to as “Services” hereinafter), and invites you to submit a proposal for providing services as per the Specification attached as Annex C.

**II. INSTRUCTIONS FOR POTENTIAL SUPPLIERS**

1. **Form of Proposal**

The proposal as well as all correspondence and documents exchanged between the Bidder and the Buyer under this RFP 0166 shall be in English or Ukrainian.

The proposal must specify the following details and confirmations:

1. Proposal shall be submitted on or before the deadline for this purpose, on a company letterhead, signed by an authorized representative and include the contact details of the Bidder.
2. **Conformity to technical specifications.** The Bidder must confirm that all items are responsive to, or exceed, the estimated requirements.
3. The Proposal must be valid for at least 30 calendar days from the proposal submission deadline date.
4. Prices must be quoted in Ukrainian hryvnias (UAH) together with other information on Annex C attached hereto.
5. Prices must be quoted without the VAT. The Buyer is exempt from taxes within the customs territory of Ukraine and shall provide a certified copy of its registration card issued by the Ministry of Economic Development and Trade of Ukraine; The Buyer shall also provide a copy of its approved procurement plan;
6. **Price for each item.** The price must be quoted as a total amount on an all-inclusive basis.
7. **Eligibility for participation in the tender.** The Bidder must be eligible to submit a proposal in response to this RFP. The Buyer complies with the U.S. sanctions and embargo laws, including U.S. Executive Order 13224 on Terrorist Financing and U.S. laws that prohibit transactions with, and the provision of resources and support to, individuals or entities associated with terrorism. Any person or organization taking part in this tender as a bidder or a sub-contractor must certify and confirm together with submitting other documents that the person or organization is not listed on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN), and is eligible for the participation in the tender. Global Communities must disqualify any offers from persons or organizations listed on the said OFAC SDN list or found to not be eligible for the participation in the tender on other grounds. Companies and persons listed on the Excluded Parties List System ([www.epls.gov](http://www.epls.gov/)) are not eligible for receiving funds..
8. The Bidder must fill in all forms attached as Annexes A, B, C.
9. The Buyer reserves the right to accept or reject any proposal, and to cancel the tender, reject all proposals at any time prior to the award without assuming any liability to Bidders and without the duty to inform Bidders about reasons for Global Communities’ actions.
10. This RFP may be modified by means of amendments. Copies of amendments shall be issued to all Bidders.
11. Any order of services to be made on the basis of this Request for Proposal shall be subject to Global Communities General Terms and Conditions of Goods and Service Procurement Contracts.

12. The Buyer will not send any notices to Bidders with confirmation about quotations received. The Buyer will not send any notices to unsuccessful Bidders

1. **Evaluation Criteria**

Proposals will be evaluated in accordance with criteria listed below. First of all, the Buyer will evaluate proposals for meeting obligatory criteria to determine conformity to the requirements. While evaluating the proposal, the Buyer may seek additional information from any source it considers appropriate to obtain or confirm information about the Bidder’s proposal.

Following is an illustrative example of the criteria that may be applied to evaluate proposals/bids.

1. Conformity to the order list specification Acceptable/Unacceptable
2. Validity of the proposal for 30 calendar days Acceptable/Unacceptable
3. VAT exemption Acceptable/Unacceptable
4. Price 50 points
5. Quality of Proposal (quality of the hotel and location, conference hall, restaurant, services of conducting

event, same location for hotel and venue, transfer organization etc.) 40 points

1. Experience with International Organizations.. 10 points

The price is evaluated using the following formula:

*S = 50 x LP/ OP, where “S” is the score, “LP” is the lowest price, and “OP” is the quoted price under review.*

1. **Proposals with regard to this RFP**

All clarification requests shall be sent in writing to the addresses specified hereinabove by **12.00 pm on 18 October 2018,** at the latest. Please refrain from personal visits and phone calls. Any information provided to one Bidder with regard to this RFP will be made available to all Bidders.

Sincerely,

Global Communities

“Decentralization Offering Better Results and Efficiency” International Technical Assistance Program

USAID DOBRE

Annex A: General Information and Experience

Annex B: Estimated Requirements

Annex C: Detailed Budget – (attached in separate Excel file)

RFP No. 0166 (eng) total number of pages: 06 pages

**Annex A: General Information**

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| --- | --- | --- | --- |
| Company name: |  | | |
| Address: | Postal code: | City: | Country: |
| P. O. Box and mailing address: |  | | |
| Phone number: |  | | |
| E-mail: |  | | |
| Working Experience with International Organizations/USAID funded Projects for the last 3 years: |  | | |

**Please confirm next mandatory requirements:**

Conformity to the order list specification Acceptable/Unacceptable

Validity of the proposal for 30 calendar days Acceptable/Unacceptable

VAT exemption Acceptable/Unacceptable

Eligibility for taking part in this RFP Acceptable/Unacceptable

Post payment during 30 calendar days after delivery. Acceptable/Unacceptable

**If payment conditions are unacceptable, please indicate yours**

Signature:

Seal

Date:

**Annex B:** Estimated Requirements

**Services for organization of events "Leadership Academy Group 6 Session 1" scheduled for November 21-23, 2018**

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| --- | --- |
| Quality of the hotel | 4+ or better, located in Kyiv or outside city, with convenient transportation from railway/airport; preferable hotel and venue at the same location.  Preferred Mercure Congress, Ibis Railway, Congress Puscha, Ramada Encore |
| Quantity of participants | Up to 35 persons |
| Meals | According to the Detailed Budget (Annex C). |
| Conference Hall | For 35 persons, good ventilated, fast internet, projector, flipcharts, preferable hotel and venue at the same location.  5 tables for working groups |
| Travel reimbursement (tickets) | 24 persons |

**Annex С: Detailed Budget**

*See attached Annex\_C\_Leadership AcademyG6S1.xls*