



International Foundation
for Electoral Systems

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

Request for Proposals for Events Management Services in Ukraine

Solicitation # RFP-19-009

October 19, 2018

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1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective contractors to submit a response for the Events Management Services in Ukraine. The solicitation provides prospective contractors 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 RFP 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 or at +1 202-350-6791.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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 and 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 RFP October 19, 2018
- Technical Questions/Inquiries Due October 29, 2018
- Answers/Addenda from IFES November 1, 2018
- RFP Closes November 13, 2018 by 6:00pm Kyiv time

3 PROPOSAL 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 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 RFP 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.

Ragheed Al Ameen
Deputy Director, Contracts and Grants
ralameen@ifes.org

Najeebullah Yousef
Manager, Contracts and Grants
nyousef@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 contact identified in 3.3.1.
- 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 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 in 2.2*.

3.4 Proposal Submission

It is mandatory for prospective contractors to send proposals in electronic copy via e-mail to the individual listed in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events in 2.2*.

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 services identified in the Scope of Work.

Evaluation Criteria:

- **Experience (30 points)** – 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 (40 points)** - Methodology of how services will be provided, and events will be organized. Technical proposal quality that includes technical approach and demonstrated capacity to meet the requirements outlined in the Scope of Work.
- **Price (30 points)** – Fair and reasonable price and price should be in accordance with the current prevailing market of Ukraine for the same and similar activities.

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

The Events Management service provider (Contractor) will:

- Determine, in cooperation with IFES Ukraine, what will best suit the particular activities’ need.
- Coordinate and provide booking and logistical arrangements for IFES Ukraine’s activities including space for conferences, workshops, meetings, other activities after IFES Ukraine’s approval, as well as to assist participants, trainers, facilitators, moderators in resolving logistical issues, on as-needed basis.
- In cooperation with IFES Ukraine team, coordinate provisioning of catering services for activities (meals and beverages for the event).
- In cooperation with IFES Ukraine team, coordinate and provide preparing 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)
- In cooperation with IFES Ukraine team, coordinate provisioning of accommodation for participants, trainers, speakers in cooperation and according to the requirements to accommodation and facilities’ standards of IFES Ukraine.

- Coordinate provisioning of transportation and transfers of participants, trainers, speakers in cooperation and according to the requirements of IFES Ukraine; provide reimbursement of participants' transportation expenses by available round-trip travel documents.
- Coordinate and ensure provisioning of special services needed for people with disabilities in cooperation with IFES Ukraine.

At the completion of each Task/Event, the Contractor may be requested to provide documents such as receipts, invoices, original hard copies of the traveling documents and other documents that will confirm the actual operating expenses and shall be reimbursed by IFES.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective contractors must provide information on a minimum notification time required prior to services delivery.

6 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
 - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
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 contractor 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 Scope of Work.

7 PRICING

Description of how services described in the SOW will be provided and organized, price list for services with all taxes clearly stated, including determination of labor costs and service fees.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective contractor 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 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.

8.4 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.

8.5 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.

8.6 Prospective Contractors' Responses

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

8.7 Partial Awarding

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

8.8 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.

8.9 Entire Solicitation

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

9 Prospective Contractor Certification

This certification attests to the prospective contractor’s awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective contractor must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP-19-009 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

_____ (Prospective Contractor’s Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective contractor and its principals (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective contractor for purposes of this solicitation are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____