

1. Synopsis of the RFP

DAI, implementer of the USAID and FCDO funded Ukraine Promoting Integrity in the Public Sector (Pro-Integrity) Activity, invites qualified vendors to submit proposals/bids to deliver events management services, as outlined below.

1. RFP No.	RFP-KYI-24-0002
2. Issue Date	February 19, 2024
3. Title	Events Management
4. Issuing Office & Email for Submission of Proposals	DAI Global, LLC / USAID and FCDO Ukraine Promoting Integrity in the Public Sector (Pro-Integrity) Email: Pro-Integrity_Procurement@dai.com
5. Location of Performance	Kyiv, Ukraine
6. Deadline for Receipt of Questions	Offerors may submit questions and requests for clarifications by email no later than February 21, 2024 at 17:00 local time (GMT +2). Please only submit questions to: Pro-Integrity_Procurement@dai.com
7. Deadline for Receipt of Proposals.	All submissions regarding this RFP should be made via email only: Pro-Integrity_Procurement@dai.com and submitted no later than February 28, 2024, at 17:00 local time (GMT +2). Please note that this email address is different from the one assigned for sending questions related to his contracting process. Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
8. Contact Person	Only via email: Pro-Integrity_Procurement@dai.com USAID Ukraine Promoting Integrity in the Public Sector (Pro-Integrity) Activity

<p>9. Anticipated Award Type</p>	<p>Blanket Purchase Agreement (BPA) valid for 1 year. It is a basic order agreement that sets a list of fixed unit prices for the services that will be purchased regularly over a period of time. Individual orders for the purchase of goods / performance of tasks are released based on BPA for certain amounts in accordance with existing needs.</p> <p>Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.</p>
<p>10. Basis for Award</p>	<p>An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.</p>

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.

2. Request for Proposal - Goods

<p>11. General Instructions to Offerors</p>	<ul style="list-style-type: none">• All submissions should be made no later than February 28, 2024 at 17:00 local time (GMT +2). Late offers will be rejected except under extraordinary circumstances at DAI's discretion.• Offerors shall submit proposals electronically (via email. The RFP number and the title of the activity must be stated in the subject line of the email.• Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of 90 days.• Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter.• Offerors shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be excluded.• These services are eligible for VAT exemption under the DAI prime contract.
<p>12. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>13. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none">1. Provide a detailed list of technical specifications or requirements. If the requirements are more than a few sentences, use Attachment B.2. Final delivery is required by enter the start and end dates for the period of performance.3. In addition to meeting the Technical Specifications listed above, offerors are required to meet or exceed the significant non-cost factors listed below:<ol style="list-style-type: none">1. Provide confirmation in written of agree with DAI Representations and Certifications of Compliance (sign Attachment B).2. Offeror must have at least three (3) years of relevant experience. Please submit a company profile/briefer showing the date of registration, number of staff, list of the key staff (event managers)

	<ul style="list-style-type: none"> 3. Offeror must have completed or have currently in progress at least five (5) similar contracts in the past three (3) years. The Offeror preferably must have experience in providing such services to Ukrainian non-profit organizations or international non-governmental organizations or companies. Please submit Past Performance form as per Attachment D. 4. Portfolio of at least 5 (five) in-person events (i. e. between 10-300 people). The information shall be supplied as a portfolio of organized large-scale events and shall include the name of an event, a description of work performed, number of participants, and list of partners. The information shall be submitted in Power Point or PDF / 5. Please provide at least 3 (three) references letters 6. Provide copies of the required business licenses/registration documents to operate in Ukraine 7. Evidence of a Unique Entity ID (SAM) number (explained below and instructions contained in the Attachment E) 8. Provide confirmation of VAT exemption procedure and acceptance of 100% post-payment terms specified in clause 3 of Attachment F. Terms and Conditions 9. Provide written confirmation of not using any prohibited technology mentioned in Provision #14 during the assignment implementation. 10. The absolute safety of all data is a priority i.e. no information or data to which the vendor will have the access can be shared with any third part/
<p>14. Prohibited Technology</p>	<p>Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>15. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:</p> <ul style="list-style-type: none"> 1. Copies of the required business licenses/ certificates (VAT certificate, Company registration certificate, and latest tax clearance certificate) to operate in the Ukraine.

	<ol style="list-style-type: none"> 2. Evidence of an Unique Entity ID (SAM) (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 5. Ability to comply with required or proposed delivery or performance schedules. 6. Have a satisfactory past performance record. 7. Have a satisfactory record of integrity and business ethics. 8. Be qualified and eligible to perform work under applicable laws and regulations.
<p>16. Geographic Code</p>	<p>Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries:</p> <p>Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.</p> <p>DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</p> <p>By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
<p>17. Unique Entity ID (SAM)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p>

	<p>For those required to obtain a UNIQUE ENTITY ID (SAM) number, you can apply for UNIQUE ENTITY ID (SAM) Number online for free via the link SAM.gov Entity Registrations</p> <p>For those not required to obtain an Unique Entity ID (SAM), you may request Attachment D: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</p>
<p>18. Compliance with Terms and Conditions</p>	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>19. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government,</p>

excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID’s Office of the Inspector General
<https://oigportal.ains.com/eCasePortal>

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

Attachment A: Price Schedule

Line Item	Description and Specifications	Unit	Unit price, USD (VAT Excluded)
Event organization services			
Standard small event one day in Kyiv, 25 participants <i>(please, indicate the name of the hotels proposed)</i>			
1.	Conference hall, w/chairs, tables for 25 participants with social distancing (stage for 5 people for experts if applicable), equipped with all additional heaters, and air purifier, incl. masks, sanitizers (individual), drinking water, full technical support, laptop, screen, projector, clicker, flip chart, 5 microphones, sound system, interactive panel with screen	service	
2.	Coffee-break, welcoming, per person	service	
3.	Coffee-break, enhanced, per person	service	
4.	Lunch, per person	service	
5.	Dinner, per person	service	
6.	Printing materials: agenda, colored	page	
7.	Other printing materials, A4, colored, both sided	page	
8.	Brand wall 2,8x5m - print out, installation and disassembling	service	
9.	Badge per 1 participant with badge holder and ribbon	service	
10.	Flash card per person 32 Gb	service	
11.	Accommodation services for the experts per person / night	service	
12.	Accommodation services for the participants per person / night	service	
13.	Transport services per person (reimbursement for participants / experts if applicable) *	service	
14.	Standard video shooting of the event and live-casting on YouTube and Facebook	service	
15.	Standard photography services (up to 5 different photos uploaded before the end of the event. All other photos 25 until 17.00 the next day (all acknowledgments, without retouching), per hour	service	
16.	Event manager services / agency services	service	
17.	Honorarium for speaker / facilitator	service	
Standard small event in regions (Poltava, Zhytomyr, Rivne), 25 participants <i>(please indicate the name of the hotels proposed)</i>			
1.	Conference hall, w/chairs, tables for 25 participants with social distancing (stage for 5 people for experts if applicable), equipped with all additional heaters, and air purifier, incl. masks, sanitizers (individual), drinking water, full technical support, laptop, screen, projector,	service	

	clicker, flip chart, 5 microphones, sound system, interactive panel with screen		
2.	Coffee-break, welcoming, per person	service	
3.	Coffee-break, enhanced, per person	service	
4.	Lunch, per person	service	
5.	Dinner, per person	service	
6.	Printing materials: agenda, colored	page	
7.	Other printing materials, A4, colored, both sided	page	
8.	Brand wall 2,8x5m - print out, installation and disassembling	service	
9.	Badge per 1 participant with badge holder and ribbon	service	
10.	Flash card per person 32 Gb	service	
11.	Accommodation services for the experts per person	service	
12.	Accommodation services for the participants per person	service	
13.	Transport services per person (reimbursement for participants/ experts if applicable) *		
14.	Standard video shooting of the event with possibility to translation on YouTube and Facebook	service	
15.	Standard photography services (up to 5 different photos uploaded before the end of the event. All other photos 25 until 17.00 the next day (all acknowledgments, without retouching), per hour	service	
16.	Event manager services / agency services	service	
17.	Honorarium for speaker / facilitator	service	
Standard event in Kyiv, 100 participants <i>(please indicate the name of the hotels proposed)</i>			
1.	Conference hall, w/chairs, tables for 100 participants with social distancing (stage for 5-8 people for experts if applicable), equipped with all additional heaters, and air purifier, incl. masks, sanitizers (individual), drinking water, full technical support, laptop, screen, projector, clicker, flip chart, 8 microphones, sound system, interactive panel with screen	service	
2.	Coffee-break, welcoming, per person	service	
3.	Coffee-break, enhanced, per person	service	
4.	Lunch, per person	service	
5.	Dinner, per person	service	
6.	Printing materials: agenda, colored	page	
7.	Other printing materials, A4, colored, both sided	page	
8.	Brand wall 2,8x5m - print out, installation and disassembling	service	
9.	Badge per 1 participant with badge holder and ribbon	service	
10.	Flash card per person 32 Gb	service	
11.	Accommodation services for the experts per person	service	
12.	Accommodation services for the participants per person		

13.	Transport services per person (reimbursement for participants/ experts if applicable) *	service	
14.	Standard video shooting of the event with possibility to translate on YouTube and Facebook	service	
15.	Standard photography services (up to 5 different photos uploaded before the end of the event. All other photos 25 until 17.00 the next day (all acknowledgments, without retouching) per hour	service	
16.	Event manager services / agency services	service	
17.	Honorarium for speaker / facilitator	service	
Standard event in regions (Poltava, Zhytomyr, Rivne), 100 participants <i>(please indicate the name of the hotels proposed)</i>			
1.	Conference hall, w/chairs, tables up to 100 participants with social distancing (stage for 5-8 people for experts if applicable), equipped with all additional heaters, and air purifier, incl. masks, sanitizers (individual), drinking water, full technical support, laptop, screen, projector, clicker, flip chart, 8 microphones, sound system, interactive panel with screen	service	
2.	Coffee-break, welcoming, per person	service	
3.	Coffee-break, enhanced, per person	service	
4.	Lunch, per person	service	
5.	Dinner, per person	service	
6.	Printing materials: agenda, colored	page	
7.	Other printing materials, A4, colored, both sided	page	
8.	Brand wall 2,8x5m - print out, installation and disassembling	service	
9.	Badge per 1 participant with badge holder and ribbon	service	
10.	Flash card per person 32 Gb	service	
11.	Accommodation services for the experts per person	service	
12.	Accommodation services for the participants per person	service	
13.	Transport services per person (reimbursement for participants/ experts if applicable) *	service	
14.	Standard video shooting of the event with possibility to translation on YouTube and Facebook	service	
15.	Standard photography services (up to 5 different photos uploaded before the end of the event. All other photos 25 until 17.00 the next day (all acknowledgments, without retouching), per hour	service	
16.	Event manager services / agency services	service	
17.	Honorarium for speaker / facilitator	service	
Standard event in Kyiv, up to 250 participants <i>(please indicate the name of the hotels proposed)</i>			
1.	Conference hall, w/chairs, tables for 250 participants with social distancing (stage for 5-8 people for experts if applicable), equipped with all additional heaters, and air	service	

	purifier, incl. masks, sanitizers (individual), drinking water, full technical support, laptop, screen, projector, clicker, flip chart, 8 microphones, sound system, interactive panel with screen		
2.	Coffee-break, welcoming, per person	service	
3.	Coffee-break, enhanced, per person	service	
4.	Lunch, per person	service	
5.	Dinner, per person	service	
6.	Printing materials: agenda, colored	page	
7.	Other printing materials, A4, colored, both sided	page	
8.	Brand wall 2,8x5m - print out, installation and disassembling	service	
9.	Badge per 1 participant with badge holder and ribbon	service	
10.	Flash card per person 32 Gb	service	
11.	Accommodation services for the experts per person	service	
12.	Accommodation services for the participants per person	service	
13.	Transport services per person (reimbursement for participants/ experts if applicable) *	service	
14.	Standard video shooting of the event with possibility to translation on YouTube and Facebook	service	
15.	Standard photography services (up to 5 different photos uploaded before the end of the event. All other photos 25 until 17.00 the next day (all acknowledgments, without retouching), per hour	service	
16.	Event manager services / agency services	service	
17.	Honorarium for speaker / facilitator	service	

Line Item	Description and Specifications	Unit	Unit price, USD (VAT Excl)
Catering services in Kyiv			
up to 30 participants			
1.	Coffee-break, welcoming, per person: <i>Natural coffee/tea, 2 type of sweets, 2 type of snacks or sandwich, fruits, water, juice</i>	service	
2.	Coffee-break, enhanced, per person: <i>Natural coffee/tea, 3 type of sweets, 3 type of snacks, water, fruits</i>	service	
3.	Buffet Lunch, per person: <i>2 types of cold snacks, 2 types of hot snacks, 2 types of salads, 2 first courses, 2 second courses, 2 types of side dishes, water/juice/soda, 2 desserts, natural tea/coffee</i>	service	
up to 50 participants			
1.	Coffee-break, welcoming, per person: <i>Natural coffee/tea, 2 type of sweets, 2 type of snacks or sandwich, fruits, water, juice</i>	service	

2.	Coffee-break, enhanced, per person: <i>Natural coffee/tea, 3 type of sweets, 3 type of snacks, water, fruits</i>	service	
3.	Buffet Lunch, per person: <i>2 types of cold snacks, 2 types of hot snacks, 2 types of salads, 2 first courses, 2 second courses, 2 types of side dishes, water/juice/soda, 2 desserts, natural tea/coffee</i>	service	
more than 50 participants			
1.	Coffee-break, welcoming, per person: <i>Natural coffee/tea, 2 type of sweets, 2 type of snacks or sandwich, fruits, water, juice</i>	service	
2.	Coffee-break, enhanced, per person: <i>Natural coffee/tea, 3 type of sweets, 3 type of snacks, water, fruits</i>	service	
3.	Buffet Lunch, per person: <i>2 types of cold snacks, 2 types of hot snacks, 2 types of salads, 2 first courses, 2 second courses, 2 types of side dishes, water/juice/soda, 2 desserts, natural tea/coffee</i>	service	
Additional services			
1.	Non-carbonated / carbonated water 0,5 l	service	
2.	Additional furniture: catering table	service	
3.	Lunchbox <i>2 types of snacks or sandwich; salad, meat or fish, side dishes, water/juice, 2 desserts</i>	service	
Catering services in regions (Poltava, Zhytomyr, Rivne)*			
up to 30 participants			
4.	Coffee-break, welcoming, per person: <i>Natural coffee/tea, 2 type of sweets, 2 type of snacks or sandwich, fruits, water, juice</i>	service	
5.	Coffee-break, enhanced, per person: <i>Natural coffee/tea, 3 type of sweets, 3 type of snacks, water, fruits</i>	service	
6.	Buffet Lunch, per person: <i>2 types of cold snacks, 2 types of hot snacks, 2 types of salads, 2 first courses, 2 second courses, 2 types of side dishes, water/juice, 2 desserts, natural tea/coffee</i>	service	
up to 50 participants			
4.	Coffee-break, welcoming, per person: <i>Natural coffee/tea, 2 type of sweets, 2 type of snacks or sandwich, fruits, water, juice</i>	service	
5.	Coffee-break, enhanced, per person: <i>Natural coffee/tea, 3 type of sweets, 3 type of snacks, water, fruits</i>	service	
6.	Buffet Lunch, per person:	service	

	<i>2 types of cold snacks, 2 types of hot snacks, 2 types of salads, 2 first courses, 2 second courses, 2 types of side dishes, water/juice, 2 desserts, natural tea/coffee</i>		
more than 50 participants			
4.	Coffee-break, welcoming, per person: <i>Natural coffee/tea, 2 type of sweets, 2 type of snacks or sandwich, fruits, water, juice</i>	service	
5.	Coffee-break, enhanced, per person: <i>Natural coffee/tea, 3 type of sweets, 3 type of snacks, water, fruits</i>	service	
6.	Buffet Lunch, per person: <i>2 types of cold snacks, 2 types of hot snacks, 2 types of salads, 2 first courses, 2 second courses, 2 types of side dishes, water/juice, 2 desserts, natural tea/coffee</i>	service	
Additional services			
4.	Non-carbonated / carbonated water 0,5 l	service	
5.	Additional furniture: catering table	service	
6.	Lunchbox per person: <i>2 types of snacks or sandwich; salad, meat or fish, side dishes, water/juice, 2 desserts</i>	service	

We, the undersigned, provide the attached proposal in accordance RFP # _____ dated _____ Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any proposal it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

Attachment C: Technical Specifications

- At least three (3) years of relevant experience
- Availability of a professional company profile / briefer showing the date of registration, number of staff, list of the key staff (event managers)
- At least five (5) similar contracts in the past three (3) years. The Offeror preferably must have experience in providing such services to Ukrainian non-profit organizations or international non-governmental organizations or companies. Please submit Past Performance form as per Attachment E.
- Minimum 3 (three) reference letters on similar to these Terms of Reference projects from previous Clients / Partners
- Availability of human resources that will ensure the proper quality and timely performance of the contract; the project team proposed for conducting of this assignment should include at least but not limited (*several experts can be combined in one person*).
- Availability of a professional Portfolio of at least 5 (five) in-person events (i. e. between 10-300 people)

1. Hotel rooms booking

- The Vendor is required to book for the participants' accommodation. Usually, this is required when workshops/ trainings/ round tables are being held. However, it is to be considered that Pro-Integrity may require accommodation services alone.
- The Vendor shall ensure accuracy of arrival/departure information negotiate special terms for early check-in, late check-out, latest possible date for free cancellation whenever possible.
- The Vendor shall ensure that the provided accommodations are clean, well heated and air conditioning is available as required.

Lodging arrangements requirements:

- Accommodation shall be arranged in a minimum 4-star hotel for regular events and a 5-star hotel for high- level events, single standard rooms, min. breakfast and wi-fi included. Wheelchair ramps (or other ways for wheelchair users to access a building, such as a wheelchair lift) are required.
- The hotels should be equipped by protective shelters
- It is generally advised that the hotel chosen for accommodation has necessary conference facilities for the events.
- Accommodation shall be at the same Event venue or a hotel nearby considering the transportation arrangement if requested by Pro-Integrity.

2. Event organization / Організація заходів:

- During the process of identifying the Event venue and as per Project request for each event, the Vendor shall take into consideration the available facilities, such as adequate size, level of the hotels and required equipment/materials.
- The Vendor shall ensure that the Event venue is clean and well prepared.
- The Vendor shall ensure all required audio-visual equipment is available and operational in the conference rooms as required.
- The Vendor shall ensure service maintenance is promptly available as would be required for all

equipment/services and facilities in and around the conference/ meeting room.

- The Vendor shall provide catering services if requested by Pro-Integrity.
- The Vendor shall provide conference materials as per request of Pro-Integrity (production of meeting documents and information materials, preparation and distribution of information pack to participants, preparation of participants' soft copies with all relevant meeting materials, design and preparation of badges, copying and provision of flash cards);
- The Vendor shall engage external moderators / trainers / facilitators / photographers / video operators/ entertainers (musicians, cultural performances) for the event upon request.
- Events normally are held during the weekdays and occasionally during the weekends
- The Vendor shall provide secretarial services for assisting in Events registration and coordination with hotel management throughout the Events executing period. A representative of the Vendor may be required to be at the venue throughout the Event.
- The Vendor shall organize the required services at the proposed agreed time.
- The Vendor shall assign at least one focal point to provide the needed support during the Event as per Project's instructions.
- The assigned focal point should be able to arrange for simultaneous events to fulfill in a satisfactory level the requirements of each event separately in line with Pro-Integrity requirements.
- The Vendor's employees shall perform their functions in a highly efficient and professional manner.
- Availability of support 24/7 for the Pro-Integrity Manager/Focal point.
- Upon instructions from Pro-Integrity the Vendor shall make the booking of the venue of the Event in a timely manner – that is usually within 2-3 working days from receipt of order and submit the booking confirmation to Pro-Integrity.
- Conference Package to be provided as per instructions, sustainable and recyclable materials to be used for the products included in the package till maximum possible extent.
- The Vendor shall ensure the required equipment is fully checked and functioning beforehand and replace non-functional equipment prior the event.
- The Vendor shall arrange catering with table service according to Pro-Integrity instructions.
- The Vendor shall provide qualified professional video recording/photography services for the Event as per Pro-Integrity instructions.
- The Vendor shall arrange photocopying and printing services if it is clearly indicated in service request.
- The Vendor shall arrange the travel reimbursement to the participants, if needed, following specific approval requirements as stipulated by Pro-Integrity.

Requirements to equipment:

Basic conference equipment shall include, but not limited by the following:

#	Equipment	Description
1	LCD projector	H6800BDa (DLP, UHD, 3600 lm) Aptoid 4K UHD (3,840 x 2,160) resolution, WiFi, Audio 10W x 1, VGA, HDMI x2, stereo mini jack, RS232, throw ratio 1.5~1.66
2	Screen 2E, stand floor, 16:9,	100", 2.21*1.25
3	Laptop	Intel Core I5 (or analogous)
4	Presenter with laser pointer	
5	Microphones (stand alone and radio, round table microphone set for the conferences)	frequencies 802, 800; 812, 800; 838-870
6	Sound system + analogue/digital mixer	600W (2 active speakers for 3 channels) 1000W (2 active speakers for 4 channels) Standard analog/digital mix with 6 inputs.
7	Online stream in Youtube/Facebook/Zoom	FULL HD expansion of cameras; prompter screen 40"; Softbot light; external sound card; video mixer: Zoom Plans
8.	Interactive panel with screen	interactive panel with screen: screen IPS 3840*2160 diagonal 55" Intel Core i5 RAM8 GB Sound System; infrared sensor; ethernet; wi-fi; usb; Windows 10; h- 1330 mm; w1430 mm; l 700 mm

Requirements for catering services:

Catering services will be ordered in the majority of cases for Pro-Integrity when placing an order for an event.

- Catering services in-house or sub-contracted shall ensure quality food and drinks according to all public health and safety standards required for food service, qualified and properly trained

kitchen and food service staff, in clean and suitably equipped dining facilities (incl COVID-19 restrictions).

- Quality of the catering service is regarded to be guaranteed and controlled by the BPA holder.
- Catering services shall further be able to provide options for participants who have dietary restrictions and ensure proper labelling, detailing the menu options as well as providing indicating the content/ingredients of every dish served.
- BPA holder also checks and guarantees adherence to the correspondence of the quantity/quality/portions sizes to the requestor according to Pro-Integrity request.

Standard menu sample:

<p>Coffee-break, welcoming:</p> <p>Grain coffee with cream 300 g per person Packed tea with lemon 250 g per person Rollini with veal (or equivalent) 40 gr. per person Quiche Lorraine with ham and spinach (or equivalent) 50 per person Mini burger with chicken, bacon and cheese sauce (or equivalent) 80 gr. per person Baking: Cherry strudel (or equivalent) 40 gr. per person Chocolate cupcake (or equivalent) 40 gr. per person Cheese cupcake with cream (or equivalent) 50 gr. per person Shu cake with cherry cream (or equivalent) 50 gr. per person</p>
<p>Coffee-break, enhanced:</p> <p>Grain coffee with cream 300 g per person Packed tea with lemon 250 g per person Rollini with veal (or equivalent) 40 gr. per person Quiche Lorraine with ham and spinach (or equivalent) 50 g. Mini burger with chicken, bacon and cheese sauce (or equivalent) 80 gr. Baking: Cherry strudel (or equivalent) 40 g. Chocolate cupcake (or equivalent) 40 g. Cheese cupcake with butter cream (or equivalent) 50 g. Dessert: Shu cake with cherry cream (or equivalent) 50 g. Tartlet with vegetable salsa and shrimp (or equivalent) 30 g.</p>
<p>Lunch/Dinner:</p> <p>Salad bar (500 g): Assorted pickles (tomatoes, cucumbers, sweet pepper) Cutting fresh vegetables (tomatoes, cucumbers, sweet pepper) Fresh cabbage salad with carrots Mix of salad leaves Olives Boiled vegetable mix with olive oil (broccoli, cauliflower, asparagus beans, carrots) Mozzarella cheese Feta cheese Baked chicken fillet</p>

Sour cream sauce with greens
Olive-mustard dressing
Cold snacks (100 g):
Cheese Plateau (Dutch, Suluguni, Adyghe)
Assorted meat (ham, salami, balik)
Quiche with cream cheese and spinach
Hot snacks (100 g):
Pancakes with chicken and mushrooms
Chicken schnitzel
Baked mackerel in yakitori sauce
Side dish (100 g):
Boiled pasta
Boiled potatoes with butter and herbs
Rice with vegetables
Vegetable mix in sesame-soy sauce
Dessert:
Apple strudel (30 g.)
Assortment of croissants (30 g.)
Homemade muffin with raisins (50 g.)
Assorted bread (20 g)
Buns in assortment (30 g.)
Butter (25 g)
Drinks:
Americano coffee, espresso in a coffee machine (150 ml)
Portion cream
Assorted tea (200 ml)
Uzvar, 1 l (compote/juice)

Requirements for photo services:

The photographer will be required to perform the following tasks:

- Follow USAID Pro-Integrity Branding and Marking Plan.
- Work with the highest professional ethical standards and in keeping with Pro-Integrity's and the USAID/DAI core messages.
- Receive briefing from the Pro-Integrity Communications and Technical teams.
- Ensure that all requests and instructions from Pro-Integrity pertaining to photo processing requirements are completed on deadline.
- Ensure consent forms are submitted when the subjects of the photo are people other than public officials.
- Capture high resolution images of Pro-Integrity's meetings, activities, beneficiaries of Pro-Integrity interventions and their communities, infrastructure and other objects of Pro-Integrity support across the country.
- Caption each photograph with specific details such as the location taken, name of the people (for portraits), activity and any other relevant information.
- Process the photos to enhance quality and remove any blemishes/imperfections.
- Provide first 5 photos on the day of event if necessary.

- Provide Pro-Integrity with raw material and high-resolution photographs on hard/flash drive or via online storage link at the end of the assignment.

Requirements to photo parameters:

- high resolution photos in appropriate format for web and printing.
- high quality images appropriately captioned.
- JPEG or another appropriate format.

Video recording:

- 1 camera recording of the event with possibility of webcasting on YouTube and Facebook.

Printing:

- Printed materials should be replaced with digital equivalents in all possible cases.

Copying of necessary materials:

#	Service
3	A4 1+0 (colour)
4	A4 1+1 (colour)

- Photocopying/Printing/Scanning of materials (will be required only in exceptional/ad hoc cases but the Contractor shall be on stand-by to provide this service if required)::

#	Service
3	A4 1+0 (colour)
4	A4 1+1 (colour)
5	A5 4+4 Brochure (colour)
6	A6 4+0 Poster (colour, 200 g/m2, matt)

Requirements for personnel:

- The Vendor guarantees that the personnel assigned to handle the Pro-Integrity's event arrangements shall be fully qualified, trained, have a strong logistic, administrative and communication skills and shall receive periodic training as required.
- The Vendor shall assign adequate numbers of personnel to provide fully satisfactory services according to the volume/number of participants, types of services/requirements to fulfill its obligations under the Contract with the Pro-Integrity. In general, the Vendor shall assign the relevant personnel according to their technical know-how and reliability.
- The Vendor shall assign a manager experienced in providing corporate conference services to oversee the conference management services provided to the Project and to ensure full compliance with all requirements of the Contract with the Pro-Integrity.

Reporting requirements:

The Contractor shall provide to the Project with management information reports consisting, at a minimum, of the following:

- The Contractor shall establish and monitor on a regular and continual basis the quality of conference services provided to the Pro-Integrity. These procedures shall include a self-inspection system covering all the services to be performed under the Contract and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to the Pro-Integrity. The Project reserves the right to conduct the own quality control of the services provided as well as documentation or other spot check and, if required, suggest the possible improvements to the Contractor.
- The Vendor shall maintain a customer feedback record for every venue based on feedback received from Pro-Integrity, both positive and negative. The customer feedback record shall be submitted to the interested staff along with the offer if the venue in question is proposed.

Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RF, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Counterparty / Контрагент	Subject of the contract	Contract time
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Attachment E: Instructions for obtaining a Unique Entity ID (SAM)

**INSTRUCTIONS FOR OBTAINING A Unique Entity ID (SAM)
DAI'S VENDORS, SUBCONTRACTORS & GRANTEES**

Note: There is a Mandatory Requirement for your Organization to Provide a Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A Unique Entity ID (SAM).

Note: The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting a Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements – DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), a Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.


Instructions detailing the process to be followed in order to obtain a Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING A UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request a Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click "Sign In" on the upper right hand corner.
 2. Click on "Create a User Account"

An official website of the United States government [Here's how you know](#) ▼

LOGIN.GOV **SAM.GOV®**





sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

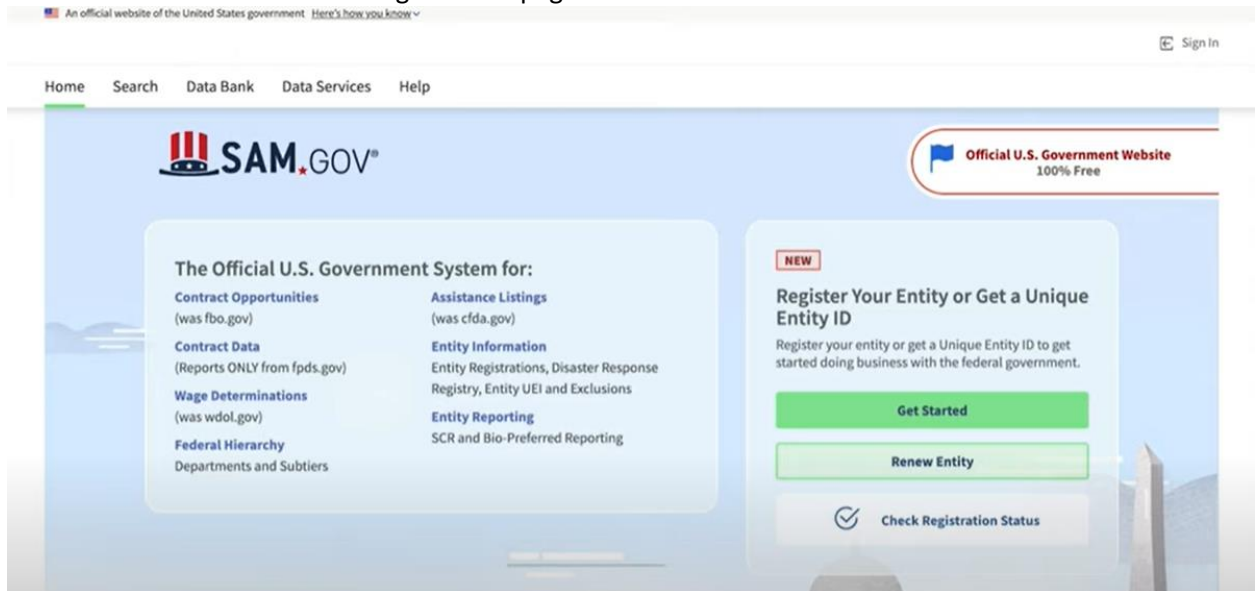
 **Create an account** 

3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.

5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get a Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.

Getting Started with Registration

This the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.



1 Request a DUNS Number

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1-2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

[Entity Information Home](#)

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)



[Check Registration Status](#)

4. Select "Get Unique Entity ID" on the Get Started page.

[Entity Management](#)

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.



[Get Unique Entity ID](#)

5. Enter Entity Information.



a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

- 6. When you are ready, select “Next”
- 7. Confirm your company’s information.



a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have a Unique Entity Identifier (SAM).

Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM’s search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#).

Previous Cancel Next

- 8. When you are ready, select “Next”
- 9. Once validation is completed, select “Request UEI” to be assigned a Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#) [Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

Workspace

Entity Management
What do I need for registration? [Get Started](#)

Entity Registration

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

Next Update Due: Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

1	0
ACTIVE	DRAFT

System Accounts

1	0	0	0	0
ACTIVE	DRAFT	CHANGE REQUEST	PENDING	DEACTIVATED

Profile

Profile Summary

Downloads Saved Searches Following

Pending Requests

No pending requests

[See All](#)

Notifications

No available notifications

[See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role

