

Request for Quotation for Event Management Services

15-07-2022

Month, Day, Year





Subject: Request for Quotations for Event Management Services

Dexis Consulting Group (Dexis) invites your firm to participate in this competitive solicitation (request for quotations) for pricing, delivery, and terms of potential event management services. Dexis 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 request for quotations (RFQ) does not oblige Dexis to enter into a contract, nor does it oblige Dexis to pay any costs incurred in the preparation of the submission of a response to this RFQ.

Dexis anticipates that this RFQ will result in a BPA (Blank Purchase Agreement).

Background

Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world’s greatest challenges. The current programming, the Moldova Resilience Initiative (MRI), engagement in Moldova was initiated under the USAID Office of Transition Initiatives (OTI) SWIFT 5-Programs IDIQ “EXploratory Pilot and Learning Options for Regional Efficiency” (EXPLORE) Task Order for the Europe region, focusing in working with the Moldovan government, independent media, and/or civil society partners.

Description of Goods/Services

**Background:**

MRI seeks to establish a BPA for event management services provided by local firms in Moldova in support of the program and/or its beneficiaries. MRI requires support in organizing various events, inclusive of coordination, logistics, communications, and procurement for events within and outside of Chisinau.

**Scope of Work (SOW):**

To strengthen program implementation, Dexis will release an RFQ and conduct its internal selection process to source qualified event management service providers. The winning service provider(s) will:

1. PRIOR TO EVENTS: Provide aspects of event coordination to adequately prepare for small-scale or large events, both in and outside of Chisinau that may be inclusive of:
	* Conducting market research of event locations
	* Securing reservations/accommodation arrangements
	* Securing reservations of venue locations, including leading communications with venue personnel, both indoor and outdoor
	* Securing catering for coffee breaks, lunches, and/or dinners
	* Securing translation services, including simultaneous translation (verbal) and written translation
	* Renting necessary equipment according to the specifications of the event
	* Communicating with event participants, such as issuing event invitations
	* Transporting or otherwise coordinating event material, such as pamphlets, folders, name tags, branded pens, etc.
	* Transporting or otherwise coordinating event material, such as banners or other decorative material
2. DURING EVENTS: Providing event support services during small-scale or large events, both in and outside of Chisinau that may be inclusive of:
	* Seating arrangements
	* Setting up banners or other decorative material
	* Arranging name tags, registration desks, and distributing event material
	* Reimbursing travel costs
	* Setting up catering throughout events
	* Providing moderator services, such as an MC
	* Coordinating photography/videography during events
3. AFTER EVENTS: Providing event support services upon conclusion of small-scale or large events, both in and outside of Chisinau that may be inclusive of:
	* Collecting feedback, reporting, or other material from event participants
	* Compiling photography/videography of events for submission
	* Compilation of accurate participants lists
	* Ensuring clean-up after events according to the needs and requirements of event locations or otherwise ensuring decreasing environmental impact of events

**Tasks & Responsibilities:**

The following are ***illustrative*** tasks and responsibilities that may be activated through a Task Order (TO) under this BPA:

**Deliverables:**

On the basis of consultation and approval by the Dexis technical procurement lead, the selected entity will be responsible for ensuring appropriate organizational and logistical support for event management as requested and in accordance with the description of services.

It is expected that the selected entity will develop the following products:

* Workplan: Detailed workplan and timelines of how the tasks in the SOW will be delivered; flexibility in revising the workplan, as needed and as plans are adjusted.
* Online/Hybrid events: Fully licensed access to the online platform chosen for running online events which may include various features as listed in the SOW.
* List of participants and audio and video records of the event: Recordings of any virtual conferences for further online posting and, upon request, the audio transcription in English.

**Reporting and Invoicing:**

The contractor will report to Jennifer Divis (jdivis@dexisonline.com), MRI Chief of Party or to the Dexis Technical Representative as stipulated in the BPA.

The contractor will record and invoice accordingly:

* The original invoices will be submitted with line-item breakdowns of provided services
* The participants lists will be included during invoice submission

**Required Experience and Qualifications:**

*Minimum Requirements:*

* At least 4 years of experience in event management, including virtual and hybrid events, for government function and/or international and non-government organizations;
* Proven track record of a minimum of 3 large-scale events organized in the past 3 years, including a brief description of relevant past performance with copies of contracts in support of reference checks;
* Human resources and financial capacity to cover event costs to secure event coordination. Please note that Dexis’ payment to the contractor will be made after service provision;
* Fluency in Romanian and Russian and functionality in English for staff leading service delivery

**Requirements**

*This solicitation is governed by the USAID Geographic Code 935. Please see* [ADS Chapter 310](https://www.usaid.gov/sites/default/files/documents/1876/310.pdf) *for additional information.*

All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for an award:

1. A contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.
2. General information about the contractor’s history and experience as described in Required Experience.
3. A brief outline of the company, including:
4. Full legal name and address of the company;
5. Corporate and tax registration documents;
6. Full name of the legal representative (president or managing director) of the company;
7. Year business was started or established;
8. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor’s offer being removed from consideration. (if permitted by the solicitation). / No subcontracting is allowed under this solicitation.
9. Dexis requests quotations for the above listed services on, list of services that shall be rendered to be presented on a separate sheet.
10. Contain detailed approximative costs in MDL, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
11. Description of past experiences providing similar services.
12. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references.
13. Prospective contractor must be legally registered under the Moldova law and possess all licenses and government approvals necessary for performance of the work.

Evaluation

Dexis will evaluate bids based on the following criteria:

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| --- | --- |
| AVAILABILITY | 25% |
| PAST PERFORMANCE / EXPERIENCE | 20% |
| QUALITY | 30% |
| PRICE | 25% |

Schedule of Events

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| --- | --- |
| RELEASE OF RFQ | July 15, 2022 |
| QUSTIONS DUE | July 21, 2022 |
| RESPONSES FROM DEXIS | July 25, 2022 |
| RFQ CLOSEEST. DATE OF AWARD | July 28, 2022August 4, 2022 |

The schedule noted above may be changed at any time in the sole discretion of Dexis. All communication must adhere to this schedule and to the attention of mriprocurement@dexisonline.com.

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of mriprocurement@dexisonline.com.

Only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

Submission Instructions

Bids must be received via email by **July 28, 2022; 17:00 GMT+3**. **Offerors are to submit bids, including a separate Annex 1 with services able to be provided and estimated fees (10 MB limit per email).**

Offers must be on company letterheads with the company’s contact name and address and/or IC details. The subject line of the offer transmission email must identify the RFQ reference number (22-RFQ-04) and the Offeror’s name.

General Terms and Conditions

1. Dexis will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid until March 31, 2023.
4. Unit prices are required, and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
6. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
7. All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
8. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
9. The RFQ does not oblige Dexis to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Dexis.

**Dexis 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 Dexis projects, contracts, or activities, please visit** [**https://www.lighthouse-services.com/index.html**](https://www.lighthouse-services.com/index.html)**.**