

Request for Proposals



RFP Number: **061**

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| To: | Prospective Bidders |
| From: | EMPOWER Private Sector Project |
| RE: | <i>Subject of RFP: Student Design Contest Apparel and Runway show for apparel & leather Kosovo producers</i> |
| Date of issue: | 06-Sep-2017 |
| Due Date and Time | 20-Sep-2017, 17:00 CET |

Cardno Emerging Markets USA Ltd. (“Cardno”), implementer of the USAID EMPOWER Private Sector project (“EMPOWER”, Contract Number AID-167-C-14-00005), in partnership with Sida, hereby requests proposals for “Student Design Contest”, as detailed below.

Questions relating to this RFP should be transmitted by written email only to Cardno at saf@empowerkosovo.org no later than 17:00 CET on 13-Sep-2017 with subject line: “Questions – RFP 061 – Student Design Contest Apparel and Runway show for apparel.” Questions and requests for clarification and the responses thereto that USAID EMPOWER Private Sector, in partnership with Sida (hereinafter: EMPOWER Private Sector) believes may be of interest to other offerors will be circulated to all RFP recipients. Cardno will respond to any questions it receives prior to the due date for submission of proposals/quotes.

Written proposals/quotes must be delivered via email only to Cardno at saf@empowerkosovo.org no later than 17:00 CET on 20-Sep-2017 with subject line: “Proposal – RFP 061 – Student Design Contest Apparel and Runway show for apparel..”

Late proposals/quotes will not be considered or accepted.

1 Background

EMPOWER Private Sector is a five-year project that began in July 2014 to support sustainable economic growth, employment expansion, and increased household incomes in Kosovo. EMPOWER Private Sector is implemented by Cardno under contract to USAID in partnership with Sida. The project’s principal office is in Pristina, Kosovo, with a representative office in North Mitrovicë/a.

The overall objective of this assignment is to launch the annual domestic apparel industry convention first of all promote the industry through apparel design solution student contest and runway show (men, women and kids fashion). Both activities will promote Kosovo apparel producers domestically, regionally and internationally in the convention. The apparel industry convention will be considered as an event that will contribute to the enhancement of the apparel sector promotion and the country’s image also.

The contest will be designed as an essential component of the First Apparel Convention held in October 2017, with the purpose of awarding the title deeds to the winning designs and for the contest to become an established recognition of quality design apparel products and thus

help promote designers. The catalogue of the exhibition works will be in their electronic form and will be offered to all interested SMEs.

In addition to prizes and awards, all other participants of the contests will have a chance to affirm their identity through the presentation of its proposals at the runway show at the end of Convention.

Instructions to Bidders

1.1 Number of Proposals per Bidder:

Only one proposal per firm will be accepted.

1.2 Technical Specifications:

Services offered must comply with the technical specifications provided in the Scope of Work contained in Annex 1 of this RFP.

1.3 Cost:

The subcontract type for this procurement will be a Firm Fixed Priced Purchase Order.

The cost offer must include a detailed description and unit cost breakdown by labor type, materials, services, overhead, and fees. The Total Firm Fixed Price must be quoted on a lump-sum, all-inclusive basis. No other costs may be added later.

Nevertheless, the Total Firm Fixed Price shall be quoted net of any government duties or taxes.

The cost offer may include requested payments by installment according to progress against the Deliverables described in Section II.C. of the Scope of Work contained in Annex 1 of this RFP.

It is anticipated that Cardno will subcontract for the full quantities of services described in this RFP. However, Cardno reserves the right to subcontract for less or more quantities and/or services at its discretion.

1.4 Currencies:

Prices shall be stated in EURO.

1.5 VAT:

EMPOWER Private Sector is exempt from cooperating country taxes, duties, and VAT. Any award issued by Cardno on behalf of EMPOWER Private Sector, an official program of the Government of the United States in Kosovo, is free and exempt from any taxes, tariffs, duties, or other levies imposed by the laws in effect in Kosovo.

An official letter that confirms this tax exempt status will be provided to the winning bidder.

1.6 Language:

The proposal/quote, as well as all correspondence and documents relating to the offer, shall be in English.

1.7 Validity:

Proposals/quotes shall remain valid for 60 calendar days from the due date for receipt of proposals. In exceptional circumstances, prior to expiry of the original offer validity period, Cardno may request that the Bidder extend the period of validity for a specified additional period. A Bidder agreeing to the request will not be required to modify their proposal.

1.8 Warranty and after sales service:

The Bidder shall detail its warranty of the product and conditions of after sales service.

1.9 Preparation and Submission of Proposal:

Proposals/quotes shall be submitted by email to Cardno at: saf@empowerkosovo.org

1.10 Due Date and Time for Submission of Proposal/quote:

Proposals must be received by Cardno no later than the due date and time as shown above. Cardno may, at its discretion, extend the due date and time for the submission of proposal by amending this RFP.

Any proposal received by Cardno after the due date and time for submission of proposal will be rejected.

1.11 Eligibility of Offerors

By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Cardno will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

1.12 Delivery requirements

As part of its response to this RFP, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFP must be upheld in the performance of any resulting contract.

The delivery estimate presented in any offers in response to this RFP must be honest, accurate, and upheld in the performance of any resulting subcontract or order.

1.13 Negotiations

Best and final price quotations are requested from all offerors. It is anticipated that awards will be made solely on the basis of these original quotations. However, Cardno reserves the right to conduct negotiations and/or request clarifications prior to awarding a subcontract.

1.14 Best Value

Cardno will issue Awards using a *best value* analysis. Best value is the expected outcome of an acquisition that provides the greatest overall benefit to Cardno in response to the requirement.

1.15 Evaluation of Proposal:

Proposal will be evaluated based on the following criteria:

- **30%:** Past performance and experience of the company in delivering similar products
- **40%:** Technical Proposal - Responsiveness to the SOW contained in Annex 1 of this RFP, including the deliverables and deliverables schedule.

- **30%: Total Fixed Price**

2 Information for Bidders

2.1 Clarification of Proposal:

During evaluation of the proposals, Cardno may, at its discretion, ask the bidder for a clarification of their proposals. Clarifications are limited exchanges with a Bidder to resolve minor or clerical errors; they do not offer an opportunity for a Bidder to modify or change an offer.

2.2 Award Criteria:

Cardno is not obligated to make an award by virtue of having issued this solicitation. Any award is predicated on Cardno receiving funding for this express purpose from USAID. Cardno can only make an award if the product fully complies with the technical specifications mentioned in the contract terms. Any award(s) will be made to the responsible bidder whose offer(s) has/have been determined to be most advantageous to Cardno.

Cardno has the right to withdraw or change this RFP at any time. Bidders' proposals are done so at the sole cost and expense of the bidder with no obligation on the part of Cardno.

2.3 Confidentiality:

Information submitted in response to this RFP will be held in confidence.

3 Clauses incorporated by Reference

3.1 GENERAL TERMS AND CONDITIONS

This Purchase Order will be issued under a U.S. Government Prime Contract to Cardno Emerging Markets USA, Ltd. ("Cardno"). Applicable clauses set forth below will be incorporated by reference into this Purchase Order with the same force and effect as if they were set forth in full. A full copy of each clause may be obtained from the Cardno Emerging Markets. The term "FAR" means Federal Acquisition Regulation as revised on the date of this Purchase Order. In no event shall any provision of this Purchase Order be construed as allowing the Subcontractor to appeal directly to or otherwise communicate directly with the Government of US without written consent of Cardno Emerging Market's Contract Administrator.

SECTION I - FEDERAL ACQUISITION REGULATION (FAR) CLAUSES

52.202-1 DEFINITIONS JUL 2004

52.203-3 GRATUITIES APR 1984

52.203-5 COVENANT AGAINST CONTINGENT FEES APR 1984

52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT SEP 2006

52.203-7 ANTI-KICKBACK PROCEDURES OCT 2010

52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY JAN 1997

52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR JAN 1997 IMPROPER ACTIVITY

52.203-12 LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS OCT 2010

52.204-1 APPROVAL OF CONTRACT DEC 1989

52.204-3 TAX PAYER IDENTIFICATION OCT 1998
52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER AUG 2000
52.204-7 CENTRAL CONTRACTOR REGISTRATION APR 2008
52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS SEP 2010
52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL SEP 2007
52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS
JUL 2010
52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH
CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT SEP 2006
52.215-2 AUDIT AND RECORDS—NEGOTIATION, OCT 2010 ALTERNATE II APR 1998
52.215-8 ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT OCT 1997
52.215-10 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA OCT 2010
52.215-11 PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATAMODIFICATIONS
OCT 2010
52.215-12 SUBCONTRACTOR COST OR PRICING DATA OCT 2010
52.215-13 SUBCONTRACTOR COST OR PRICING DATA – MODIFICATIONS OCT 2010
52.215-14 INTEGRITY OF UNIT PRICES OCT 2010
52.215-15 PENSION ADJUSTMENTS AND ASSET REVERSIONS OCT 2004
52.215-18 REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER
THAN PENSIONS (PRB) JUL 2005
52.215-19 NOTIFICATION OF OWNERSHIP CHANGES OCT 1997
52.215-23 LIMITATIONS ON PASS-THROUGH CHARGES, ALTERNATE I OCT 2009
52.216-7 ALLOWABLE COST AND PAYMENT DEC 2002
52.216-8 FIXED-FEE MAR 1997
52.217-2 CANCELLATION UNDER MULTIYEAR CONTRACTS OCT 1997
52.217-8 OPTIONS TO EXTEND SERVICES NOV 1999
52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZone SMALL BUSINESS
CONCERNS JUL 2005
52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS MAY 2004
52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN OCT 2010 ALTERNATE II OCT 2001
52.219-16 LIQUIDATED DAMAGES-SMALL BUSINESS JAN 1999 SUBCONTRACTING PLAN
52.222-1 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES FEB 1997
52.222-26 EQUAL OPPORTUNITY MAR 2007
52.222-35 EQUAL OPPORTUNITY FOR VETERANS SEP 2010
52.222-38 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS SEP
2010
52.222-50 COMBATING TRAFFICKING IN PERSONS FEB 2009
52.225-1 BUY AMERICAN ACT--SUPPLIES FEB 2009
52.227-2 NOTICE AND ASSISTANCE REGARDING PATENT DEC 2007 AND COPYRIGHT
INFRINGEMENT
52.227-14 RIGHTS IN DATA--GENERAL DEC 2007
52.228-3 WORKERS COMPENSATION INSURANCE APR 1984
52.228-7 INSURANCE--LIABILITY TO THIRD PERSONS MAR 1996
52.229-8 TAXES-FOREIGN COST-REIMBURSEMENT CONTRACTS MAR 1990
52.230-2 COST ACCOUNTING STANDARDS OCT 2008
52.230-6 ADMINISTRATION OF COST ACCOUNTING STANDARDS MAR 2008
52.232-9 LIMITATION ON WITHHOLDING OF PAYMENTS APL 1984

52.232-17 INTEREST OCT 2010
52.232-20 LIMITATION OF COSTS APR 1984
52.232-22 LIMITATION OF FUNDS APR 1984
52.232-23 ASSIGNMENT OF CLAIMS JAN 1986
52.232-25 PROMPT PAYMENT OCT 2008 ALTERNATE I FEB 2003
52.233-1 DISPUTES OCT 2003
52.233-3 PROTEST AFTER AWARD, AUG 1996 ALTERNATE1 JUN 1985
52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM OCT 2004
52.233-6 DRUG-FREE WORKPLACE MAY 2001
52.237-3 CONTINUITY OF SERVICES JAN 1991
52.242-1 NOTICE OF INTENT TO DISALLOW COSTS APR 1984
52.242-3 PENALTIES FOR UNALLOWABLE COSTS MAY 2001
52.242-13 BANKRUPTCY JUL 1995
52.243-2 CHANGES--COST REIMBURSEMENT AUG 1987 ALTERNATE II APR 1984
52.243-7 NOTIFICATION OF CHANGES APR 1984
52.244-2 SUBCONTRACTS ALTERNATE I (JUN 2007) OCT 2010
52.244-5 COMPETITION IN SUBCONTRACTING DEC 1996
52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS OCT 2010
52.245-1 GOVERNMENT PROPERTY JUN 2007
52.245-9 USE AND CHARGES JUN 2007
52.246-25 LIMITATION OF LIABILITY--SERVICES FEB 1997
52.247-63 PREFERENCE FOR U.S.-FLAG AIR CARRIERS JUNE 2003
52.247-64 PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS FEB 2006
52.249-6 TERMINATION (COST-REIMBURSEMENT) MAY 2004
52.249-14 EXCUSABLE DELAYS APR 1984
52.253-1 COMPUTER GENERATED FORMS JAN 1991

AIDAR 48 CFR Chapter 7

752.202-1 DEFINITIONS JAN 1990
752.209-71 ORGANIZATION CONFLICTS OF INTEREST DISCOVERED AFTER AWARD JUN 1993
752.211-70 LANGUAGE AND MEASUREMENT JUN 1992
752.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL DISADVANTAGED BUSINESS CONCERNS
752.225-70 SOURCE, ORIGIN AND NATIONALITY REQUIREMENTS FEB 1997
752.225-71 LOCAL PROCUREMENT FEB 1997
752.228-3 WORKER'S COMPENSATION INSURANCE
752.228-70 MEDICAL EVALUATION (MEDEVAC) SERVICES JUL 2007
752.227-14 RIGHTS IN DATA – GENERAL OCT 2007
752.228-7 INSURANCE-LIABILITY TO THIRD PERSONS
752.232-70 LETTER OF CREDIT ADVANCE PAYMENT OCT 1989
752.242-70 PERIODIC PROGRESS REPORTS OCT 2007
752.245-70 GOVERNMENT PROPERTY-USAID REPORTING REQUIREMENTS
752.245-71 TITLE TO AND CARE OF PROPERTY APR 1984
752.7001 BIOGRAPHICAL DATA JUL 1997
752.7002 TRAVEL AND TRANSPORTATION JAN 1990

752.7003 DOCUMENTATION FOR PAYMENT NOV 1998

752.7006 NOTICES APR 1984

752.7008 USE OF GOVERNMENT FACILITIES OR PERSONNEL APR 1984

ANNEX 1: SCOPE OF WORK

Student Design Contest APPAREL

I. Background

The Kosovo EMPOWER Private Sector project, sponsored by the US Agency for International Development (USAID), in partnership with Sida, began in July 2014 to support sustainable economic growth, employment expansion, and increased household incomes in Kosovo. The project's principal office is in Pristina, with a representative office in North Mitrovicë/a.

EMPOWER Private Sector is designed to stimulate large-scale job creation. Job creation occurs in individual firms as they expand their businesses. EMPOWER Private Sector's primary focus is to help individual firms identify and exploit sales growth opportunities. This means first of all connecting firms to markets and buyers, and then, as necessary, improving their product design and quality, increasing their productivity, upgrading their management and workforce skills, and expanding their access to finance.

Apparel industry in Kosovo is one of the most intensive job creation industries with very good potentials for growth. The two major challenges for business expansions cited by the firms that we interviewed could be grouped in two major groups; 1. *marketing and sales* - promotion costs are challenging to most companies and most companies do not have dedicated sales management, and 2. *product line expansion / skilled designers* - lack of good designers to constantly renew the product line, as is essential in apparel and leather, and to expand it.

Therefore EMPOWER Private Sector will organize the first apparel industry convention. This convention is one day event and EMPOWER's Private Sector looking for implementer partner company who will be focus to implement two main assignments as follows:

ASSIGNEMENT ONE - Apparel design solution student contest

ASSIGNEMENT TWO - Runway show for apparel & leather Kosovo producers

The contest will be designed as an essential component of the First Apparel Convention held in October 2017, with the purpose of awarding the title deeds to the winning designs and for the contest to become an established recognition of quality design apparel products and thus help promote designers. The catalogue of the exhibition works will be in their electronic form and will be offered to all interested SMEs.

In addition to prizes and awards, all other participants of the contests will have a chance to affirm their identity through the presentation of its proposals at the runway show at the end of Convention.

II. Scope of Work

A. **Objective - Apparel design solution student contest**

The main objective of this activity is the establishment of the Apparel Design Solutions Student Contest. The contest targets students from at least four Apparel Design Solution in Kosovo: Academia Evolution, Design Factory, AAB and UBT and others, if applicable. Each faculty will have opportunity to select up to (5 or 10) students and alumni designs which will take part in the central national design contest. The overall aim of this contest is to establish and/or the two-way communication and professional linkages between existing and future apparel designers and companies. The design contest activity implementer will develop the design contest program, including the selection process, implementation and evaluation including:

- Contest overall organization
- Public invitation of contestants
- Selection criteria
- Major activities deadline
- Registration
- Presentation of contest works
- Mode of works delivery
- Protection of copyright and anonymity
- Choosing to jury model and members
- Prizes
- Award ceremony

The implementer of this activity will closely work out with EMPOWER Private Sector responsible Officer and the Kosovo Apparel Marketing Association (KAMA)

B. **Objective – Runway show for apparel & leather Kosovo producers**

The main objective of this assignment is the establishment of runway show for Kosovo apparel & leather producers at the end of first apparel industry convention. The most potential and export oriented apparel companies will take part from the following subsectors; uniforms, sportswear, kids' fashion, ready to wear and shoes. Runway show will be excellent opportunity for Kosovo producers to promote their brands and improve the entire sector's image domestically and internationally. The implementer should design, prepare and implement the following:

- Runway overall organization
- Proper division of products following the subsectors presence
- Design the adequate number of models (man, woman and kids)
- Define marketing profiles of companies (leaflets/catalogues) for proper audio and visual presentation (up to 15 companies, the list of companies will be provided by KAMA)

- Provide a program where companies would have a clear understanding of what kind of products and how many models will be needed for runway

The offeror can submit the proposal either for one or/ and both assignments of this RFP.

A. Task for Proposal stage

Task for presenting the proposal is:

Assignment one:

Provide two (2) conceptual ideas/proposals for Design Contest: methodology of the entire process of the contest, communication with faculties, selection process, evaluation, collecting the needed information from textile companies in order to complete the process.

Assignment two:

Provide a detailed proposal of the runway overall organization, that will present up to 15 companies apparel producers.

B. Specific tasks Post-Proposal, Deliverables and Outputs

The successful service provider shall deliver to EMPOWER Private Sector the following results and outputs, in accordance with the schedule set forth below.

Description of Tasks and Deliverables- *Assignment one:*

Tasks:

- Final proposal for design contest
- Selection process and evaluation criteria definition
- Establish a committee that will do the evaluation and selection process of the design that will be in the competition
- Student's application process/invitation
- Arrange all logistic of the entire process

Deliverables

1. ***Deliverable #1:*** Final proposal of the contest concept within modification/suggestions requested by EMPOWER Private Sector responsible officer.
2. ***Deliverable #2:*** Provide list of the professors that Service provider will work closely on selection of 10 students from each faculty.
3. ***Deliverable #3:*** Establish a committee/jury that will do the evaluation and selection process of the designs that will be in the competition

4. **Deliverable #4:** Arrange all the logistics within the competitors on getting the photos and requested information from apparel producers, within recommendations and suggestions by EMPOWER Private Sector and KAMA.

5. **Deliverables Schedule**

The successful service provider shall submit the deliverables described above in accordance with the following deliverables schedule:

| # | Deliverable Name | Due Date |
|-----|---|--------------|
| 1 | Final Proposal of the Design Contest | Oct-01-2017 |
| 2&3 | Selection of the students and process of design evaluation within faculties | Oct -15-2017 |
| 4 | Arrange all logistic of the entire process | Oct-27-2017 |
| 5 | Arrange the exhibition | Nov-05-2017 |

Assignment Two:

Tasks:

- Arrange the runway show in details (agenda)
- Provide a program for the companies that will promote their products
- Proper and synchronize audio-visual cover
- Marketing company profile definition (company website, logo, products, capacities, markets etc.)

Deliverables

1. **Deliverable #1:** Final proposal of the Runaway show organization within modification/suggestions requested by EMPOWER Private Sector responsible officer and KAMA.
2. **Deliverable #2:** Provide a program where companies would have a clear understanding of what kind of products and how many models will be needed for runway. The list of the up to 15 apparel producers will be provided by KAMA.
3. **Deliverable #3:** Marketing company profile definition for proper and synchronize audio-visual cover
4. **Deliverable #4:** Arrange all the logistics of the entire process (Rehearsal)
5. **Deliverables Schedule**

The successful service provider shall submit the deliverables described above in accordance with the following deliverables schedule:

| # | Deliverable Name | Due Date |
|---|------------------|------------------|
| 1 | Final Proposal | October -01-2017 |

| | | |
|---|--|------------------|
| 2 | Provide a program where companies would have a clear understanding of what kind of products and how many models will be needed for runway. | October -15-2017 |
| 4 | Marketing company profile definition for proper and synchronize audio-visual cover | October-25-2017 |
| 5 | Arrange the runaway show | Nov-06-2017 |

C. Qualifications Required

The following are the key minimum capabilities required for the proper execution of the above scope of work:

1. Registered business operating legally under the laws of Republic of Kosovo
2. 3 years relevant business experience working in design and marketing
3. Experience with international organization in promotion and campaign
4. 20% of the evaluation will go for companies that have background on similar type of activities
5. Has the necessary qualified human resources capable of completing the assignment within the given time limit with high professionalism.
6. Proven experience in organizing contests and /or similar events.

Note: The offeror could apply either for one or/ and both required assignments of this RFP.