

Request for Proposals



RFP Number: **80**

To:	Prospective Bidders
From:	EMPOWER Private Sector Project
RE:	<i>Subject of RFP: Event organizer – Diaspora B2B Convention</i>
Date of issue:	4-Apr-2019
Due Date and Time	17-Apr-2019, 17:00 CET

Cardno Emerging Markets USA Ltd. (“Cardno”), implementer of the USAID EMPOWER Private Sector project (hereinafter “EMPOWER”), in partnership with Sida, hereby requests proposals for “**Event organizer – Diaspora B2B Convention,**” as detailed below.

Questions relating to this Request for Proposals (RFP) should be transmitted in writing by email only to Cardno at saf@empowerkosovo.org no later than **10-Apr-2019 at 17:00 CET** with the following subject line: “Questions – RFP 80 – Event Organizer – Diaspora B2B Convention.” Questions and requests for clarification and the responses thereto that EMPOWER 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.

Applicants should submit applications in writing to Grants Manager, **via personal delivery**, at the following project address: Pashko Vasa Street, No. 12, Prishtina, 10000, by clearly marking **RFP 80** in the application envelope. **Applicants should submit their application in one (1) original print, as well as three (3) additional copies. The applicants are also required to submit an electronic (scanned) copy of their application via USB drive or CD.** The closing date for submission of applications is 17-Apr-2019 at 17:00 CET. Late applications will not be considered.

This RFP consists of the following sections:

1. Section 1 – Background
2. Section 2 – Information for Bidders
3. Section 3 – Clauses Incorporated by Reference
4. Section 4 – Information Session
5. Section 5 – Application and Submission Information
6. Section 6 – Annexes

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 (“EMPOWER”) 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 the planned Diaspora B2B Convention event, expected to take place on May 24 and 25, 2019, is to connect diaspora from Europe with businesses in Kosovo and identify investment and export opportunities of Kosovo products and services. Through this activity, EMPOWER Private Sector aims to leverage the relationship between Kosovo and diaspora and to join forces to strengthen businesses in Kosovo. Hence, Kosovo businesses will have better access to the European market as a result of access to new market opportunities through diaspora businesses in Europe.

Instructions to Bidders

1.1 Number of Proposals per Bidder:

Only one proposal per bidder will be accepted.

1.2 Technical Specifications:

Services offered must comply with the technical specifications provided in the Scope of Work contained in Annex A, as well as Application Form in Annex B, of this RFP.

1.3 Cost:

The subcontract type for this procurement will be a Firm Fixed Price 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 lumpsum, all-inclusive basis. 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 A 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 is exempt from cooperating country taxes, duties, and VAT. Any award issued by Cardno on behalf of EMPOWER, an official project 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 Preparation and Submission of Proposal:

Applicants should submit applications in writing to Grants Manager, via personal delivery, at the following project address: Pashko Vasa Street, No. 12, Prishtina, 10000, by clearly marking RFP 80 in the application envelope. Applicants should submit their application in one (1) original print, as well as three (3) additional copies. The applicants are also required to submit an electronic (scanned) copy of their application via USB drive or CD.

1.9 Due Date and Time for Submission of Proposals:

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.

1.10 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.

1.11 Submission Requirements:

In order to determine the capability and experience of bidders seeking to be selected for this assignment, the information submitted must include the following minimum requirements:

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

1. Registered business operating legally under the laws of Republic of Kosovo, demonstrated by copies of legal status and registration.
2. Proven relevant experience; 3 years in event organizing and marketing, demonstrated by copies of relevant implemented projects and activities.
3. Experience with international organizations in event organizing, promotion and campaign, preferably in Kosovo and the region.
4. Necessary qualified human resources capable of completing the assignment within the given time limit with high professionalism, demonstrated by proposed staff CVs, which are to be attached.

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.

Implementation is anticipated to begin in April 2019 and is expected to last until June 2019. Subject to the needs of the project and performance of the bidder, Cardno reserves the right to adjust and/or extend the duration for an additional period. The delivery estimate presented in any offers in response to this RFP must be realistic, accurate, and upheld in the performance of any resulting subcontract or order.

1.14 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.

1.15 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.

1.16 Evaluation of Proposal:

Proposal will be evaluated based on the following criteria:

- **40%:** Past performance and experience of the company in delivering similar products, including staff bios to be fully engaged in contract implementation and past project implementation references.
- **40%:** Technical Proposal - Responsiveness to the SOW contained in Annex A of this RFP, including the deliverables and deliverables schedule.
- **20%:** 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. During the review and evaluation of offers by bidders, Cardno reserves the right to invite offerors for a further assessment through an interview. 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 confidentially.

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. 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. 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'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 IMPROPER ACTIVITY JAN 1997

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

4. Application and Submission Information

Applicants should submit written applications to Grants Manager via personal delivery at the following project address: Pashko Vasa Street, No. 12, Pejton, Prishtina 10000. The application should be clearly marked with the appropriate RFP number. **Applicants should submit their application in one (1) original print, as well as three (3) additional copies. The applicants are also required to submit an electronic (scanned) copy of their application via USB drive or CD.** The closing date for submission of applications is 17 April 2019 and the closing time for submission of applications is 17:00 hours local time. Late applications will not be considered. All applications in response to this RFP shall consist of a technical proposal and a budget proposal. The technical and financial proposal should each be placed in **separate and sealed envelopes**.

Technical Proposal

The technical proposal should be submitted using **Annex B – Application Form – Technical Proposal**.

Cost proposal

The cost proposal shall be submitted **in a sealed envelope and as a separate file** from the technical proposal. Applicants are advised to prepare a detailed budget. Lump sums will not be accepted. Applicants should also provide a detailed budget description.

According to the Mandatory Standard Provisions for Non-U.S., Nongovernmental Recipients, uniform administrative requirements on cost principles for federal awards 2 CFR 200, Subpart E, Cost Principles, and Cost Principles for Commercial/For-Profit Organizations (48 CFR 31.2 Federal Acquisition Regulations), taxes, including value added taxes, are not allowable costs where an exemption or refund of such taxes mechanism exists. Please do not budget VAT cost in the project budget breakdown.

6. Annexes

Annex A: Scope of Work

Annex B: Application Form – Technical Proposal