



REQUEST FOR QUOTATION

RFQ Number: KB-IR2-FY17-001
Issuance Date: 10- Mar- 2017
Description: Event Planner
Type of procurement: Purchase Order
Deadline for Offers: 15-Mar-2017 at 12:00 pm
Term of contract: 30 days
Funded by: AID-521-A-15-00009
Implemented By: KONBIT
Point of Contact: Gilles Sassine - Email: gilles@papyrushaiti.com
Location: Port-au-Prince, Haiti

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Papyrus S.A. is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Papyrus S.A. does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported.

Employees and agents of Papyrus S.A. are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Papyrus S.A. or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Papyrus S.A. prohibitions against fraud, bribery and kickbacks.

Please contact Gilles Sassine with any questions or concerns regarding the above information or to report any potential violations.

Section 1: SCOPE OF WORK

Please refer to Attachment A – **SCOPE OF WORK**

Section 2: INSTRUCTIONS TO OFFERORS

Offerors are responsible for ensuring that their offers are received by Papyrus/KONBIT in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

- Offer Deadline and Protocol:** Offers must be received no later than 12:00pm local Port-au-Prince time on March 15th 2017 by email. All offers must be emailed to gilles@papyrushaiti.com
Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Papyrus/KONBIT.
- Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00pm local Port-au-Prince time on March 13th 2017 by email to gilles@papyrushaiti.com and cc: Flor Sandra Jeanty Destine at sandrad@papyrushaiti.com Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Papyrus/KONBIT believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.
Only the written answers issued by Papyrus/KONBIT will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Papyrus/KONBIT or any other entity should not be considered as an official response to any questions regarding this RFQ.
- Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including out of pocket expenses and all other costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead.
- Payment terms:** Payment will be made via wire transfer or by check. The payments will be based on specific milestones (to Terms of reference for a detailed payment schedule).
- Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in Haiti. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of Haiti.
- Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible by the U.S. Government. Papyrus/KONBIT will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government (or other lists).
- Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- **Cost Proposal—25%:** The cost proposal budget should be cost effective and should maximize the value for monies requested in the Offeror’s budget. Proposal costs should be the minimum necessary to adequately achieve the stated scope of work.
- **Delivery—15%:** Seller provides the most advantageous delivery schedule.
- **Technical Qualifications—30%:** Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- **Past performance—30%:** Seller can demonstrate his/her capability and resources to provide the services requested in this solicitation in a timely and responsive manner.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Papyrus/KONBIT reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Papyrus/KONBIT reserves the right to conduct any of the following:

- Papyrus/KONBIT may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Papyrus/KONBIT may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—Papyrus/KONBIT for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Papyrus/KONBIT at its sole discretion will make a final decision on the protest for this procurement.

8. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Papyrus/KONBIT or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Papyrus/KONBIT standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Papyrus/KONBIT standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order
- (c) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

Section 3: SUBMISSION REQUIREMENTS

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include in an offer in response to this RFQ:

- A. Official quotation using the firm’s letterhead, including:
 - An official estimate on company letterhead, following the expense lines provided in the budget (Annex B) including details of the services offered.
 - A cover letter signed by a duly authorized representative of the tenderer
 - The solicitation number

- The name, address and telephone number of the seller (bidder) and authorized signature of the same.
- Validity period of Quote
- A technical description of the services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
- Lead Time Availability of the Service.
- Special pricing instructions: price and any discount terms or special requirements or terms (Special note: pricing must include guaranteed firm fixed prices for the services requested.)
- Payment address or instructions (if different from mailing address)
- Acknowledgment of solicitation amendments (if any)
- Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all its attachments have been carefully read and understood and all related questions answered.

B. Cover letter, signed by an authorized representative of the offeror.

The cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Gilles Sassine
Papyrus S.A.
#4 Impasse Alexis, Musseau
Haiti

Reference: RFQ No. KB-IR2-FY17-001

Attachment A: Scope of Work

Request for Event Planner

Konbit Overview

In order to foster sustainable development results in Haiti, USAID, in addition to working with the Haitian government, is implementing a strategy which focuses on Haitian civil society organizations and business service providers to build their institutional capacity and longevity. Konbit – Creole for teamwork or coming together for a common goal – is a key component of USAID’s Local Solutions initiative.

The Konbit project will build the capacity of service providers based in Haiti to deliver financial, managerial and organizational support to Local Solutions grantees and others like them in every sector of social and economic development. Konbit also will facilitate collaboration and sharing of results, best practices and innovation.

The goal of Konbit is to increase the number of Haitian development partners who are accountable to their constituents, and who are able to effectively compete for and manage resources to achieve significant and sustainable development results in Haiti.

Konbit Objectives

- Establish and coordinate comprehensive capacity development services – to build institutional competence for Haitian civil society organizations so they can take on increasingly complex development challenges.
- Launch a Development Innovation Network – to encourage collaboration and sharing of best practices, innovations, and industry standards in both capacity development and technical areas among Haitian and international practitioners.
- Develop and implement monitoring, evaluation and learning activities – to create learning opportunities for program participants, and employ an interactive platform for sharing of key lessons learned

Event Planner Requirements

One of the themes chosen for the capacity building and knowledge sharing activities is Information Systems Management. Konbit has partnered with the Haitian firm **Transversal** to organize a three-day seminar on this concept. The event space has already been chosen (Canado Technique) and the agenda for the seminar has been established. In order to guarantee the success and visibility of this activity, Konbit is searching for a firm or an individual to help plan this event. The firm or the event planner would work closely with the Konbit/Transversal partnership.

The firm or the event planner is responsible for the following:

1. Act as a logistics focal point for the planning and duration of the event
2. Identify and hire a catering service that will provide meals and beverages for the three-day event (see annex for agenda)
3. Identify and hire a protocol support team to facilitate the event's progression
4. Identify and invite media representatives for the launch event (see annex for agenda)
5. Identify and hire an audio-video production firm to film and edit content for Konbit and Transversal's archives and media distribution purposes
6. Identify and hire a professional translation firm that will provide simultaneous interpretation services from English to French during the three days of the event. Firms must use headsets for the interpretation services.

In the annexes, applicants will find the event's agenda as well as a line budget detailing the costs that have already been established. All other budget lines will need to be completed by the applicants.

Professional Requirements:

- Proven experience in event planning
- Able to provide results in a highly demanding environment and within deadlines
- Self-motivated and result-based approach
- Detail-oriented

In order to be considered, the application must contain:

- A portfolio of past work with three references
- A milestones calendar
- A budget proposal along with daily rates or other price quotes for the services

Payment schedule

Payment #	Description	Due date	Payment upon acceptance
1	Signature of Purchase Order	March 2017	30%
2	Negotiation with counterparts and signatures of agreement with different suppliers involved in the activity	First week of April 17	60%
3	Upon satisfactory after the activity	April 2017	10%

Milestones should be accepted and approved by Gilles Sassine before issuance of payments.

The firm will work closely with Gilles Sassine or his or her designated person during the period of the assignment.

The concept note providing more context to the event and the agenda for this seminar is detailed below.

Please submit your application before Wednesday, March 15 2017 to gilles@papyrushaiti.com and sandrad@papyrushaiti.com, in CC.

Signed by: _____

Title: _____

Date: _____

(By signing this attachment, the bidder confirms that it has a complete understanding of the specifications and intends to deliver the items.)

ANNEX A : Event Agenda

Date: 10-12 April, 2017

Time: 9:00 a.m. - 5:00 p.m.

Venue: Canado Tech

Program

April 10th, 2017

09:30 am
Registration

09:30 -11:00
Keynote and Guest Speakers

11:00 -11:30
Break/Refreshments

11:30 - 13:00
Q & A session with Panelists

13:00 -13:30
Training Program Overview

13:30 -14:30
Lunch

April 11th, 2017

09:00 -11:30
• Guidelines for creating a CSIRT;

11:00 -11:30
Break/Refreshments

11:30 - 13:30
• Guidelines for creating a CSIRT;

13:30 -14:30
Lunch

14:30 -16:00

- Types of Response Teams;

16:00 -16:30

Break/Refreshments

16:30 - 18:00

- Types of Response Teams;

April 12th, 2017

09:00 -11:30

- Description of the different roles within a CSIRT;

11:00 -11:30

Break/Refreshments

11:30 - 13:30

- Risk management policies and handling sensitive information;

13:30 -14:30

Lunch

14:30 -16:00

- How to handle phishing and botnet/ DoS incidents;

16:00 -16:30

Break/Refreshments

16:30 - 17:30

- How to handle phishing and botnet/ DoS incidents;

17:30 - 18:30

- Closure and Certificates.

ANNEX B

BUDGET						
Code	Description	Unit	Unit	Unit Cost USD	Estimate Cost USD	Comments
I	General Services					
	1.1 Site					
	Site Fee (Canado)	Venue ("Grande Salle")	1	USD 300	USD 300.00	
	Site Fee (Canado)	training venue ("salle de formation")	2	USD 200	USD 400.00	
	Sub-total General Services				USD 700.00	
II	Human Resources					
	Logistics Person		1		USD -	
	Communication event planner and PR		1		USD -	
	Production : audio-Video		1		USD -	
	Sub-total, Human Resources				USD -	
III	Host committee, catering					
	Stewardess				USD -	
	Snacks				USD -	

	Catering service				USD	-	
	Beverages				USD	-	
	Sub-total Hosting/catering				USD	-	
V	Communication, Promotion						
	5.1 Equipment and communication support						
	Back drop 10x14		1		USD	-	
	Roll up banner		2		USD	-	
	Certificates		30		USD	-	
	Sous-total 5.1				USD	-	
	5.2 Hotel						
	Marriott		1	USD 644	USD	644.00	
	Sous-total 5.2				USD	644.00	
	5.3 Promotion						
	Souvenirs		2	USD 200	USD	400.00	
	Sous-total 5.3				USD	400.00	
	5.4 Translation						
	Translator		1				
	Listening Devices		30		USD	-	
	Sous-total 5.4				USD	-	
	Sub-total communication, promotion				USD		

VI	Sub-total Expenses				USD 1,744.00	
VII	Management fee					
			1		USD -	
	Sous-total				USD -	
	TOTAL				USD	