



International Labour Organization

REQUEST FOR PROPOSAL

For the establishment of a:
LONG TERM AGREEMENTS
In regard to:

Logistics and Event Management to ILO Iraq Office

Responses to be received by 8 April 2023

7 March 2023

Subject: Logistics and Event Management to ILO Iraq Office

Request for Proposal (RFP) N°: RFP/ILO /Iraq/2023/1

Date: 07/03/2023

Dear Sir/Madam,

The International Labour Office (hereinafter the "ILO") is pleased to invite your company to submit a Proposal for **Logistics and Event Management to ILO Iraq Office** and as further described in Annex III.

To enable you to prepare and submit a Proposal, please find enclosed the following Annexes:

- Annex I: Instructions to Bidders;
- Annex II-A: Acknowledgment of Receipt;
- Annex II-B: Bidder's Declaration Form;
- Annex II-C: Bidder's Information Form;
- Annex II-D: Recent References;
- Annex II-E: Technical Proposal;
- Annex II-F: Financial Offer;
- Annex III: Terms of Reference; and
- Annex IV: Terms and Conditions applicable to ILO Contracts.

Your Proposal must be received by the ILO no later than **4 PM Baghdad time on 8 April 2023**. Late bids shall be rejected.

You may submit a Proposal to the ILO provided that your organization is qualified, able and willing to deliver the goods, works and/or services specified in this RFP. Participation in this RFP indicates acceptance of the Terms and Conditions applicable to ILO Contracts provided in Annex IV. Failure to comply with the requirements of this RFP and its Annexes may render a proposal ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,


Maha Kattaa (Mar 6, 2023 14:59 GMT+3)

Maha Kattaa
ILO Country Coordinator, Iraq



International Labour Office

ANNEX I

INSTRUCTIONS TO BIDDERS

Reference: RFP/ILO /Iraq/2023/1

Logistics and Event Management to ILO Iraq Office

Abstract

This document outlines the requirements for presentation of a Proposal to be considered by the International Labour Office.

INSTRUCTIONS TO BIDDERS

Table of Contents

1. INTRODUCTION.....	4
1.1 GENERAL	4
1.2 ELIGIBLE BIDDERS.....	4
1.3 COST OF BID.....	4
1.4 RFP SCHEDULE SUMMARY	4
2. BIDDING CONDITIONS	4
2.1 ACKNOWLEDGMENT OF RECEIPT	4
2.2 SUBMISSION AND RECEIPT OF PROPOSALS.....	5
2.3 OFFICIAL LANGUAGE	5
2.4 CORRESPONDENCE	5
2.5 NO CONSULTATION	5
2.6 CONTRACT CONDITIONS	5
2.7 WORK ON ILO PREMISES.....	6
2.8 BID CURRENCY.....	6
2.9 INCOMPLETE PROPOSALS	6
2.10 CHANGES TO PROPOSALS.....	6
2.11 NO MATERIAL CHANGE(S) IN CIRCUMSTANCES	6
2.12 RFP DOCUMENT, SPECIFICATIONS, DRAWINGS	6
2.13 SUB-CONTRACTING.....	7
2.14 PROPOSAL VALIDITY.....	7
2.15 NOTIFICATION OF PROPOSAL EVALUATION	7
2.16 PUBLICITY	7
3. CONTENT OF THE PROPOSAL.....	7
3.1 ENVELOPE A-TECHNICAL PROPOSAL (ANNEX II-B, C, D, AND E)	7
3.1.1 <i>Administrative Requirements</i>	7
3.2 ENVELOPE B-FINANCIAL OFFER (ANNEX II-F)	8
4. EVALUATION OF PROPOSALS AND CONTRACT AWARD	9
4.1 PRELIMINARY EVALUATION.....	9
4.2 EVALUATION PROCESS AND CRITERIA.....	9
4.3 AWARD OF THE CONTRACT	11
4.4 DEBRIEFING / BID PROTEST MECHANISM	11
FORMS TO BE COMPLETED	13

1. INTRODUCTION

1.1 General

These instructions are provided for general information for the preparation of the Proposal to provide **Logistics and Event Management to ILO Iraq Office**. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid concerned.

1.2 Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates or an individual which have been engaged by the ILO to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods, works or services to be purchased under this Request for Proposal.

1.3 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.4 RFP Schedule Summary

• RFP release date:	07/03/2023
• Clarification questions, if any, related to this RFP must be submitted to IRAQ-PROCUREMENT@ilo.org by:	14/03/2023, COB
• ILO response to clarification questions by:	19/03/2023
• Proposals Receipt Deadline:	08/04/2023
• Estimated Contract Signature Date:	01/06/2023
• Estimated Contract Start Date:	01/06/2023

1.5 Clarification Questions

A prospective Bidder requiring any clarification of the RFP documents may notify the ILO in writing. The ILO's response will be provided in writing to any request for clarification received by the deadline indicated in paragraph 1.4 above. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the RFP documents.

2. BIDDING CONDITIONS

2.1 Acknowledgment of Receipt

A prospective Bidder is requested to return promptly the Acknowledgement of Receipt form, provided in Annex II-A, duly completed and signed, even if it is not intending to submit a Proposal.

2.2 Submission and Receipt of Proposals

It is the responsibility of Bidder to ensure that a Proposal is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Proposals **must be received on or before 8 April 2023, 4:00 Baghdad**. Proposals and modifications to Proposals received after the proposal receipt deadline will be rejected. Proposals must include all the documents requested in these Instructions to Bidders and shall be submitted by:

Email to: IRAQ-PROCUREMENT@ilo.org

2.3 Official Language

The Proposal and all correspondence and documents related to the Proposal shall be written in the English language.

2.4 Correspondence

Any communication in connection with this RFP should be addressed in writing to the E-mail address mentioned in paragraph 1.4 above. All correspondence should quote the reference number of the RFP. Bidders are requested **not** to contact the ILO after the closing time, i.e. during the RFP assessment period.

2.5 No Consultation

A Bidder shall not:

- consult, communicate or agree with any other Bidder or competitor, with regard to price or any other matter related to the RFP for the purpose of restricting competition;
- disclose its price, directly or indirectly, to any other Bidder or competitor, except in the case of provision of standard public price lists;
- make any attempt to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.

If a Bidder is found to be in breach of any of these instructions, the ILO reserves the right to exclude the Bidder from the procedure and reject its proposal.

Nothing in this paragraph shall restrict the right of a Bidder to form a joint venture, a consortium, a partnership or an association for the purpose of submitting a joint Tender.

2.6 Contract Conditions

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in these RFP documents.

By submitting a Proposal, the Bidder accepts in full and without restriction these instructions. It also accepts the Terms and Conditions of ILO Contracts (Annex IV) being relied on for this bidding procedure and resulting contract, irrespective of the provisions of the Bidder's own conditions of sale, which it hereby waives.

The ILO reserves the right to decline to consider without further comment any Proposal which does not accept the Terms and Conditions of ILO Contracts set out in Annex IV.

2.7 Work on ILO Premises

If the Bidder's personnel are required to work on ILO premises, they shall comply with the security and safety and health arrangements established by the ILO, including applicable provisions of local laws. Where applicable, the Bidder shall be responsible for obtaining valid entry visas and work permits for its employees or sub-contractors and contract commencement may be made subject to complying with these obligations. Failure to comply with such obligations may lead to suspension of payments under and cancellation of the contract.

2.8 Bid Currency

All prices shall be quoted in US Dollars. If the Bid is submitted in a currency other than the Bid Currency, to facilitate evaluation and comparison, the ILO will convert all such prices in US Dollars at the official UN exchange rate applying on the last day for submission of Bids.

2.9 Incomplete Proposals

ILO may reject a Proposal that does not provide all the information requested which is necessary for assessment of the Proposal by the ILO.

2.10 Changes to Proposals

Changes or amendments to Proposals will only be accepted if they are received before the deadline for receipt of Proposals and shall be submitted in accordance with the instructions given above. The envelope shall be clearly marked as "Change(s) to Proposal".

2.11 No Material Change(s) in Circumstances

The Bidder shall inform the ILO of any change(s) of circumstances arising during the RFP process including, but not limited to:

- a change affecting any declaration, accreditation, license or approval;
- major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the Bidder or its major sub-contractors;
- a change to any information on which the ILO may rely in assessing Proposals.

2.12 RFP Document, Specifications, Drawings

The RFP Documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by the ILO, are issued solely for the purpose of enabling a

Proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to Bidders shall remain the property of the ILO.

2.13 Sub-Contracting

Sub-contracting of work to be undertaken as a result of this ITB is permitted, ILO reserves the right to approve any sub-contractor that was not included in the RFP Submission Form and request a copy of the sub-contracting agreement between the Bidder and its sub-contractor(s).

2.14 Proposal Validity

The validity of a Proposal shall be six (6) months commencing from the time and date of the closure of Proposals stated in paragraph 2.3 above. The ILO reserves the right to request an extension of the period of validity of Proposals, and to modify or exclude any of the terms of this RFP, at its sole discretion.

2.15 Notification of Proposal Evaluation

The ILO will evaluate the Proposals based on the Bidders' responses to the requirements set out in the RFP documents. Each Bidder will be informed of the decision reached concerning the award of the contract.

2.16 Publicity

During the RFP process, a Bidder is not permitted to create any publicity in connection with the RFP.

3. CONTENT OF THE PROPOSAL

Each Proposal shall comprise the following documents:

3.1 Envelope A-Technical Proposal (Annex II-B, C, D, and E)

Bidders are requested to submit in **Envelope A-Technical Proposal** the following Forms, Annexes II-B to E.

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

3.1.1 Administrative Requirements

a) Bidder's Declaration Form (Annex II-B) (also to be completed by any Bidding partners and/or associates)

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices. The key terms used in the Declaration at Annex II-B are defined as:

"Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another;

"Collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence

improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“*Conflict of interest*” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“*Corrupt practice*” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“*Fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

b) Bidder's Information Form (Annex II-C)

The Bidder's Information Form explicitly indicates that the Bidder accepts in full and without restriction the Terms and Conditions applicable to ILO Contracts.

Each Bidder shall attach to this Annex the following mandatory documents:

- 1) Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- 2) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement “certified true copy”, the date and the signature of a person authorized to represent the company;
- 3) A copy of the last three financial statements of the Bidder, certified by independent auditors.

c) Recent References (Annex II-D)

Each Bidder must provide details of three contracts entered into during the past five years which are similar in nature to that which will arise from this RFP. The information in Annex II-D must include as a minimum:

- Client name, location and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

d) Technical Proposal (Annex II-E)

- 1) The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III;
- 2) In preparing its Proposal, the Bidder shall review all RFP requirements, including any document referred to in the RFP documents, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- 3) In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as CVs of key personnel which will deliver the goods, services or the works specified in this RFP.
- 4) The Bidder may also add any other document and information to demonstrate its technical and professional capacities and competencies to fulfil the requirements as specified in the Terms of Reference.

3.2 Envelope B-Financial Offer (Annex II-F)

Bidders are requested to submit their Financial Offer in a separate envelope (**Envelope B-Financial Offer**). The Financial Offer should be presented in the format provided in Annex II-F. The Bidder must also provide price breakdown information to support its Financial Offer.

All Financial Offers must be established and submitted including of any direct taxes or customs duties.

The ILO is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.

4. EVALUATION OF PROPOSALS AND CONTRACT AWARD

4.1 Preliminary Evaluation

Prior to the detailed evaluation of each Proposal, the ILO will undertake a preliminary examination. Proposals will not be considered for further evaluation in cases where:

- a) They are incomplete (i.e. do not include all required documents as specified in Annex I, Instructions to Bidders, paragraph 3: Content of the Proposal);
- b) The Original Proposal is not signed by the duly authorized individual of the organization/company, as specified in Annex I, Instructions to Bidders, paragraph 2.2: Number of Copies, Format and Signing of Proposal;
- c) Technical and financial documents have not been submitted in separate sealed envelopes and/or pricing information is included in the Technical Proposal envelope, as specified in Annex I, Instructions to Bidders, paragraph 2.3: Submission and Receipt of Proposals;
- d) The validity period of the Proposal is not in accordance with the requirements of the RFP as specified in Annex I, Instructions to Bidders, paragraph 2.15: Proposal Validity.

4.2 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements specified in the RFP.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for Bidder submissions that meet or exceed the minimum technical score of [seventy] (70 percent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

During the second stage of the evaluation, the Financial Offers of all Bidders which have attained at least the minimum [Seventy] (70%) score during the technical evaluation will be compared.

The proposals will be evaluated according to the criteria described below:

EVALUATION OF TECHNICAL PROPOSALS FOR LOGISTICS AND EVENT MANAGEMENT SERVICES	Evaluated Companies				
	Max weight	A	B	C	D

ANNEX I

1. Organizational and Technical capacity of the company	30				
History of company, its general reputation, competence and reliability	10				
Proven experience in delivering parallel events in different cities for UN, International NGOs', international organizations, embassies, multinational organizations; references & recommendation needed	15				
2. Personnel	10				
Experience of managers and other personnel; CVs requested	10				
3. Logistics and Event Management services offered: quality and completeness	35				
Availability of contracts with hotels/conference halls/centers etc. in all provinces of Egypt	10				
Quality of event production, branding, visibility and videos	10				
Quality of transportation services - availability of vehicles: moto-cars, mini- vans and mini-buses (same or previous year model- trusted brands)	5				
Capability to design the event flow and methodology; example of previous conducted events and references to confirm	5				
Ability to submit English reports	5				
4. Proposed approach	20				
Does the proposal correspond to the TOR	8				
Working hours suggested are acceptable, existence of the service/ assistance beyond working hours and during weekends is available	5				
Quality of submitted samples and pictures of products and services	7				
5. Supplier Relations	5				
Supplier relations with UNFPA and other UN Agencies in Egypt, suggested regular meetings with UNFPA/other UN Agencies	5				
TOTAL POINTS RECEIVED	100				

The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70– 79
Partially meets the requirements	1 –69

Does not meet the requirements or no information provided to assess compliance with the requirements	0
--	---

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	[70]%
Financial Offer	[30]%
Total	100%

4.3 Award of the Contract

The ILO will award the contract to the Proposal (Technical and Financial) which represents best value for money, i.e. achieving the highest overall score.

The ILO reserves the right to accept or reject any Proposal in whole or in part, to annul the solicitation process and reject all Proposals at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the ILO's decision(s).

The award of the contract arising from this RFP will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.

4.4 Debriefing / Bid Protest Mechanism

The ILO is committed to ensure that all its bidding processes are conducted in a fair and transparent manner. A Bidder who participated in a formal ILO solicitation process and believes that he/she has been treated unjustly or unfairly, or who would simply like to receive clarifications on his/her unsuccessful proposal ("debriefing"), must submit a request by email to pcrt@ilo.org, within ten (10) business days after receiving the ILO notification of regret. PROCUREMENT will contact the Bidder upon receipt of his/her request and will invite him/her to a debriefing session.

Debriefing process

The purpose of the debriefing is to discuss the strengths and weaknesses of his/her proposal. If the Bidder believes he/she has been treated unjustly or unfairly this debriefing will hopefully shade lights on the rational of the ILO decision. The ILO will not disclose any technical or financial information related to offers received by other Bidders who participated to the solicitation, nor the evaluation scores or other details from the tender process.

Debriefing will normally be conducted via teleconference by the Procurement Officer in charge of the relevant solicitation at an agreed time with the Bidder.

Should the Bidder not be satisfied with the clarifications provided during the debriefing, he/she may file a protest to the Chief, PROCUREMENT in the way described below.

Bid Protest

A Bidder who is not satisfied with the debriefing outcome, may lodge a protest to the ILO Chief, PROCUREMENT, by sending an email to bidprotest@ilo.org

The protest must be sent within ten (10) business days after the debriefing has taken place. The ILO will acknowledge receipt of the protest.

In his/her protest, the Bidder must provide the following information:

- 1) Its name, address, telephone number, fax number and email;
- 2) The solicitation number and title, the contracting office and the name of the officer who has been leading the tender process;
- 3) The date of debriefing; and
- 4) The reasons for the protest together with copy of any documentation in support of the allegations.

The Chief, PROCUREMENT will perform a receivability review of the protest to determine if it was timely and correctly submitted and complies with the requirements set out above. The Bidder will be notified whether the protest is receivable in writing within ten (10) business days after receipt of the protest. A decision rejecting the receivability of the protest is final and not subject to further appeal or recourse.

If the protest is deemed receivable, the ILO will conduct an inquiry to determine its merits. The Bidder will be notified of the ILO decision as soon as it is available. The decision on the merits of the protest is final and not subject to further appeal or recourse.

Allegations of Misconduct or Fraud

Allegations of misconduct or fraud must be addressed by the Bidder to the ILO Treasurer and Financial Comptroller TR/CF (email: TRCF@ilo.org) and to the ILO Chief, Internal Auditor Office (email: IAO@ilo.org). The allegations will be investigated in accordance with ILO's investigating procedures.



International Labour Office

ANNEX II

FORMS TO BE COMPLETED

AND

TO BE SUBMITTED BY THE BIDDER

- **ANNEX II-A:** Acknowledgement of Receipt
- **ANNEX II-B:** Bidder's Declaration Form
- **ANNEX II-C:** Bidder's Information Form
- **ANNEX II-D:** Recent References
- **ANNEX II-E:** Technical Proposal
- **ANNEX II-F:** Financial Offer



International Labour Office

ANNEX II-A

ACKNOWLEDGEMENT OF RECEIPT

To be returned to:

To ILO by Email:

E-mail:

Reference: **RFP N°**

☐ WE ACKNOWLEDGE RECEIPT OF ALL TENDER DOCUMENTS FOR THE ABOVEMENTIONED RFP
(Note: In event of missing elements, contact the ILO Officer in Charge)

☐ WE INTEND TO SUBMIT A PROPOSAL

☐ WE WILL NOT BID FOR THE FOLLOWING REASONS:

.....
.....

Signature:

COMPANY STAMP

Name:

Position:

Tel/Fax:

E-mail:

Date:

BIDDER'S DECLARATION FORM

Certification to be submitted by a bidder in an ILO competitive bidding procedure

RFP N°

Date:

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

"coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

"collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

"conflict of interest" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

"corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

"fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date

¹ The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

BIDDER'S INFORMATION FORM

I, the undersigned, by submitting this Proposal, hereby confirm that these instructions are accepted in full and without restriction, including the proposed ILO Contract being used for this bidding procedure and resulting contract.

1. SUBJECT	
Request for Proposal:	
Requirements:	

2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR	
Bidder:	[Insert Full Name of the entity submitting a bid]

3. BIDDER INFORMATION ¹	
Corporate Name:	
Legal Status:	
Authorised Capital:	
Headquarters Address:	
Place of Business Address:	
Telephone:	
Fax:	
Trade Registered N°:	
VAT N°:	
Date established:	
Permanent Workforce:	
Number of Secondary Offices:	
Names of Main Managerial Staff:	1) 2) 3)
Names and Job Positions of Person Authorized to represent the Company:	1) 2) 3)
Certification (if any):	
Accreditation (if any):	[Type and Validity]

Turnover, Net Income for the past Three Financial Years:				
[Currency]	Year 1 [i.e. 2011]	Year 2 [i.e. 2012]	Year 1 [i.e. 2013]	Average
Turnover				
Net Income (+/-)				
Comments				

¹ This information shall be provided by **each** member of the consortium and any subcontractor(s).



International Labour Office

ANNEX II-C

4. SUMMARY OF WORK DISTRIBUTION

	Name	Scope of Work/Tasks/Sub-Tasks	% of the Proposal Price
[Bidder]			
[if applicable]			
[Sub-contractor]			
[Sub-contractor]			
[Sub-contractor]			

5. MANDATORY DOCUMENTS

As requested in Annex I, Instructions to Bidders, paragraph 3.1.1 b): Bidder's Information Form, the following documents are attached to this form:

- Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- A copy of the last three financial statements by the Bidder, certified by independent auditors.

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:

**RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS**

Each Bidder will provide, in the sample table below, the reference information of up to three (3) projects carried out by it which are of a similar nature to that which will arise from this RFP. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of project and specifically the work done by the Bidder in the project;
- The Contract value;
- Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				

ANNEX II-E

TECHNICAL PROPOSAL

TO BE RETURNED ON BIDDER'S LETTERHEAD

- i. The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III.
- ii. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services.
- iii. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
- iv. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
- v. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
- vi. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
- vii. Detailed description of your proposed deliverables.
- viii. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from ILO.
- ix. Detailed description of the technical specifications of your Bid.
- x. Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will lead to disqualification of the entire Bid.

FINANCIAL OFFER

TO BE RETURNED ON BIDDER'S LETTERHEAD

Having examined this Request for Proposal including its Annexes, and having examined all conditions and factors which might in any way affect the cost or time of performance thereof, we, the undersigned, offer to execute and complete the Works or the Services, in accordance with the Terms and Conditions applicable to ILO Contracts for the following Total Contract Price, including of any direct taxes or customs duties and other import taxes. The Price Schedule Form must provide a detailed cost breakdown. ILO anticipates awarding the project on a fixed-price basis for the items stated in the first schedule (from item 1 till item 11); second schedule (from Item 12 till item 17) based on secondary bidding between the contracted LTAs. To complete an analysis of the Bid, firms are required to submit itemized pricing.

Item	Service Description	Measuring Unit	Price	CommentsIf any
1- Transportations & Airport Pickup: using same or previous year VehicleModels including driver, fuel , at least 120 KM per day free, recommended brands such as: EU, Japanese or Korean brands, all safety and security tools including First Aid kits available in each vehicle				
1.1	Bus 50 Pax	Per day/per month		
1.2	Minibus 11 pax	Per day/per month		
1.3	Coaster 32 Pax	Per day/per month		
1.4	Coaster 20 Pax	Per day/per month		
1.5	Four wheels (4X4) Land Cruiser 5 & 7 seats	Per day/per month		
1.6	Sedan vehicles 5 -7 seats	Per day/per month		
1.7	Extra KM charges	Per day/per month		
1.8	Overnight charges for driver	Per day/per month		
2- Food & Beverage Meals: catering outside hotels				
2.1	One coffee break including soft drink and water;(Please specify contains of each meal)	Per pax (min 30 pax)		
2.2	2 coffee breaks (morning and afternoon) including soft drinks and water; (Please specify contains of each meal)	Per pax (min 30 pax)		

2.3	Lunch box for adults (2 sandwiches meat/chicken+ juice, Water, desert/fruit); Please specify contains of each meal	Per pax (min 30 pax)		
2.4	Lunch box for adult packed hot meals + water and juice/soft drink; Please specify contains of each meal	Per pax (min 30 pax)		
3- Event Production, branding & visibility				
3.1	Booth Set-up (Wood, Printing, Set-up, Equipment)	Per meter square		
3.2	Wooden display Stand 100*200 cm outdoor self-standing	Per meter square		
3.3	Wooden Exhibitions stands/boxes L 60cm*W 40cm*H 100cm (for displaying items on top of it)	Per Unit		
3.4	Backdrop/ Media Wall (high quality printed banner on wooden frame full colors, one side printing)	Per meter square		
3.5	X Banners; full colors one side printing 1*2m	Per Unit		
	X Banners; full colors one side printing 0.80*2m	Per Unit		
3.6	Roll-ups ; full colors, one side printing, 0.80*2m	Per Unit		
	Roll-ups ; full colors, one side printing, 1*2m	Per Unit		
	Roll-ups ; full colors, one side printing, 1.5*2m	Per Unit		
3.7	Pop-ups PVC sheets, full colors, one side printing 250*300 cm	Per Unit		
	Pop-ups PVC sheets, full colors, one side printing 300*300 cm	Per Unit		
	Pop-ups PVC sheets, full colors, one side printing 400*300 cm	Per Unit		
3.8	VIP Trophies wooden & copper with laser cut and wooden box)	Per Unit		
	VIP Trophies crystal with laser engraving in wooden box)	Per Unit		
	Standard Trophies (Engraved crystal with velvet box)	Per Unit		
3.9	Awarding Medals: Metal Golden/Silver color including ribbon (with printing)	Per Unit		
3.10	Acrylic table Name stands	Per Unit		

3.11	Name tags PVC and lanyards	Per Unit		
3.12	Standard Acrylic Podium	Renting per day		
3.13	Registration desk 2 meters wide with branding	Renting per day		
4- a. Professional Simultaneous Interpretation for live and virtual events: Instant Professional licensed Translators (Preferable with previous UN experience) for live and virtual events and Interpretation arrangements including provision of simultaneous translation equipment (booths, mics headsets..etc.), UN standards 8 hours including breaks, max 45 mints continues) . Required CVs b. Text translation				
4.1	English/Arabic/English	Per pax/per day		Required CVs
4.2	English /Kurdish/English	Per pax/per day		Required CVs
4.3	Arabic/Kurdish/Arabic	Per pax/per day		Required CVs
4.4	Interpretation (English/Arabic/English) during field visits, including any extra working hours	Per pax/perday		
4.5	Interpretation (English/Kurdish/English) during field visits, including any extra working hours	Per pax/perday		
4.6	Interpretation (Arabic/Kurdish/Arabic) during field visits, including any extra working hours	Per pax/perday		
4.7	Interpretation system including isolated, booth, CU, transmitters and interpreter console	Per day/Cabin		
4.8	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 50 pax	Per day		
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 100 pax	Per day		
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 300 pax	Per day		
4.9	Headset/Interpretation receivers	Per unit/day		
4.10	Handheld wireless microphone	Per unit/day		
4.11	Wired microphone	Per unit/day		
	Conference microphone	Per unit/day		
	Neck microphone	Per unit/day		
4.12	Tour Guide (mobile) interpretation system	Per unit/day		
	Tour guide headsets	Per unit/day		

4.13	Virtual interpretation hub preparation (equipment, technical support and internet connectivity/ language)	Per unit/day		
4.14	Extra % for recording interpreter voice	Per day		
4.15	Standard Written translation service to be provided in the following languages: English to Arabic Arabic to English Kurdish to English English to Kurdish Kurdish to Arabic Arabic to Kurdish	1 – 1000 words		
		1,001 – 5,000 words		
		5,001 – 10,000 words		
		10,001 +		
4.16	Expediate Written translation service to be provided in the following languages: English to Arabic Arabic to English Kurdish to English English to Kurdish Kurdish to Arabic Arabic to Kurdish	1 – 1000 words		
		1,001 – 5,000 words		
		5,001 – 10,000 words		
		10,001 +		
5-Branding and Promotional Items: design and production for small quantities (digital and offset). For large quantities + 500 : based on secondary bidding and approved quotation				
5.1	Flyers/leaflets; A5 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Flyers/leaflets; A4 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Flyers/leaflets; A5 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Flyers/leaflets; A4 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
5.2	Folded Flyers/leaflets; A5 closed A4 open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)		Required Samples
	Folded Flyers/leaflets; A4 closed A3 Open , full colors, two sides printing, 170-200gr,	Per unit (50-500 units)		Required Samples

	laminated matte/glossy			
5.3	Brochures; A5 , folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)		Required Samples
	Brochures; A4 folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)		Required Samples
5.4	Paper Folders; fit for A4 papers (22cm*32cm); two sides printing, full colors, laminated matte/glossy with 2 pockets	Per unit (50-500 units)		Required Samples
5.5	Booklets; A5 size, 8-10 pages including covers: full colors, two sidesprinting, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit (50-500 units)		Required Samples
	Booklets; A4 size, 8-10 pages including covers: full colors, two sidesprinting, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding.	Per unit (50-500 units)		Required Samples
	Booklets; A4 size, 12-20 pages including covers full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers250gr, stitching and 2 staples binding	Per unit (50-500 units)		Required Samples
5.6	Block note; A5 size, full colors cover, 50 papers, 80gr, inner 1 colorprinting, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)		Required Samples
5.7	Block note; A4 size, full colors cover, 50 papers, 80gr, inner 1 colorprinting, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)		Required Samples
	Block note; A5 size, full colors cover, 100 papers, 80gr, inner 1 colorprinting, without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)		Required Samples
	Block note; A4 size, full colors cover, 100 papers, 80gr, inner 1 colorprinting without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)		Required Samples
5.8	Desk Calendar; full colors, hard cover, laminated matte/glossy, A5 with double wire binding, 300-350gr 12 pages	Per unit (50-500 units)		Required Samples
5.9	Posters; 50cm*70cm, full colors, one side printing 350gr, Couche,	Per unit (50-500)		Required

	laminated matte/glossy with holes and double face-adhesive	units)		Samples
5.10	Invitation cards with envelopes, folded & unfolded, A5, full colors one side printing	Per unit (50-500 units)		Required Samples
	Invitation cards with envelopes, folded & unfolded, A5, full colors two sides printing	Per unit (50-500 units)		Required Samples
5.11	Certificates: A4, Fabriano, +200gr (different colors), full colors, one side printing	Per unit (50-500 units)		Required Samples
5.12	Branded Envelopes, A5, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
	Branded Envelopes, A4, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
	Branded Envelopes, A3, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
	Branded Envelopes, American Size, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)		Required Samples
5.13	Caps; free size, cotton, printed, full colors	Per unit (50-500 units)		Required Samples
	Caps; free size, cotton, embroidery, full colors	Per unit (50-500 units)		Required Samples
5.14	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side, S-XXL sizes	Per unit (50-500 units)		Required Samples
	T-shirts; 65-95% cotton long sleeves, different colors, full colors printing A4 one side; S-XXL sizes	Per unit (50-500 units)		Required Samples
	T-shirts dry fit short sleeves, V/round neck, different colors, full colors printing A4 in one side, S-XXL sizes	Per unit (50-500 units)		Required Samples
5.15	Flags; Satan printed 150*80 CM, with golden metal pole 2m	Per unit		Required Samples
	Flags; Satan printed 150*80 CM	Per unit		Required Samples
	Outdoor flags; 4 meter flags with metal base	Per unit		Required Samples
	Flags; feather flags 2 meter	Per unit		Required Samples
	Flags; desk flags with metal base	Per unit (50-500 units)		Required Samples
5.16	Branded pens; one side printing, Plastic pen	Per unit (50-500 units)		Required Samples

	Branded pens; one side printing/engraving, metal pen	Per unit (50-500 units)		Required Samples
5.17	Tote Bags; 40*35cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)		Required Samples
	Tote Bags; 50*60cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)		Required Samples
	Standard youth Back bag with branding in one side	Per unit (50-500 units)		Required Samples
	Tote Bags; extra side printing	Per unit (50-500 units)		Required Samples
6- Film Making; Personnel & Equipment, Supply Media Material (USB, CDs, Media Cards)				
6.1	Photography / videography interviews Sound Equipment	Daily rate		
6.2	Photography / videography interviews Light Equipment	Daily rate		
6.3	Videographer (Inside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate		
6.4	Videographer (Outside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate		
6.5	Photographer (Inside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate		
6.6	Photographer (Outside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate		
6.7	Digital/SLR Camera Including Batteries, Memory Cards, and Lenses	Daily rate		
6.8	Technician	Daily rate		
6.9	Branded USB 8 GB (metal, wood or plastic with engraving or printing)	Per unit		
	Branded USB 16 GB (metal, wood or plastic with engraving or printing)	Per unit		
	Branded USB 32 GB with material (metal, wood or plastic with engraving or printing)	Per unit		
6.10	CD with material	Per unit		
6.11	Composers	Daily rate		

7- Postproduction and Editing (Video 3 - 5 Minutes duration)				
7.1	Editor	Per minute		
7.2	Translation and Subtitles	Per minute		
7.3	Voice Over	Per minute		
7.4	video animation 2D / infographic video	Per minute		
7.5	Others related to conducting Videos (based on approved separate quotation)	Based on approved separate quotation		
8- Social Media Services				
8.1	Social Media Campaign Management	Per week		
8.2	Video graphics (1 minute)	Per minute		
8.3	Boosting/Promoting Posts	CPM cost per mile		
9- Other communications products				
9.1	Press releases and event pages	Per unit		
9.2	Human-interest story or similar content to showcase impact	Per unit		
9.3	Content for brochures, briefs, factsheets	Per unit		
9.4	Newsletter	Per unit		
10- Cash Disbursement of travel (DSAs) and Transportation Allowances (Yes or No)				
10.1	DSAs/Allowances paid in USD	will be settled based on providing the original signed receipts/sheets, copy of IDs plus the agreed percentage for payments in USD		

10.2	Transportation and accommodation for personal will be settled based on pre-approved quotation and invoices	To be quoted separately for each event based on the event location distance and will be paid in USD		
11- Management fees for conducting events on behalf of the UN agencies: Event Management fees will be paid whenever there is a whole event to be handled by the vendor				
11.1	Inside Baghdad/Erbil	Percentage of the total expenses covered by the vendor		
11.2	Outside Baghdad/Erbil	Percentage of the total expenses covered by vendor		

- 2- Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement. Please mark YES or NO for each of the following services describing your ability to Perform the services under this category according to ILO conditions:**

Item	Service description	Pricing methodology	Ability to perform under ILO conditions YES/NO
12- Hotel Services (Accommodations, catering, rentals....) inside/outside Baghdad/Erbil: Minimum quality and service standard provided based on UNDSS list of recommended hotels (different categories in each Governorate). UNDSS List attached			
12.1	Accommodation based on Bed & Breakfast for single and/or double rooms as requested.	Secondary bidding among the LTA holders, selected vendor to provide original stamped invoices issued by the hotel/Military hotels/youth center ...etc. Plus the agreed management fees	
12.2	Booking accommodation inside Youth Centers, and/or any other special requests.		
12.3	Accommodations may also include using all available facilities inside the hotel; such as (including the below but not limited to) Meeting rooms, VIPs lounge, coffee breaks & beverage, Lunch, dinner, audio visual equipment, Internet, etc.		

13- Rental of Venue other than hotels in/out side Baghdad/Erbil based on the needs and number of participants			
13.1	Youth Centers	Original stamped invoices, and pre-approved quotation for non- receipted expenses plus agreed management fees	
13.2	Other locations as requested		
14- Custom Catering services for events: form catering providers and Hotels			
14.1	VIP Receptions	Pre-approved quotation , original invoices by food supplier is required plus agreed management fees	
14.2	Seated Dinner		
14.3	Outdoor Catering services		
14.4	Other catering & cutlery services (knives, forks, and spoons used for eating or serving food)		
15- Stationary & disinfection items for events: items to be procured on behalf of UN Agencies for the use during the events			
15.1	Event stationeries: notebooks, pens, flipcharts including paper sheets, markers, white& colored papers, stickynotes, staplers, punchers, cutters, scissors ...etc.	From trusted manufacturer	
15.2	COVID-19 essentials during workshops: Alcohol 70% (1L , 500ml &100 ml) and Hand Sanitizers (1L , 500ml &100 ml)to be provided during the events.	To be settled against pre-approved quotation & original invoices plus agreed management fees	
16- Media Coverage & Film Making: Very well network with TV, Radio and newspapers including (but not limited to)			
16.1	TV News Coverage: reaching out, facilitation and follow upwith TV and media outlets and possible interviews + reporting on event coverage on most viewed Iraq TV channels.	Original Invoices, pre- approved quotation plus agreed management fees	
16.2	Social media: reaching out, facilitation and follow up with TV/Newspaper social media pages and possible interviews + reporting on event coverage.		
16.3	Facebook/Social Media Live broadcast	Pre-approved quotation	
17- Public Relations Services: Very well public relations network with Media including (but not limited to)			
17.1	Master of Ceremony	Pre-approved quotationand/or signed contract with service provider plus agreed management fees	
17.2	Celebrities		
17.3	TV Presenter		
17.4	Media Coverage/Journalists		

COMPANY STAMP

Signature:

Name:

Position:

Tel:

E-mail:

Date:

Terms of Reference

Logistics and Event Management to ILO Iraq Office

Background

As a specialized United Nations agency, the International Labour Organisation (ILO) works to promote social justice and internationally recognized human and labour rights. As the only tripartite UN agency, the ILO brings together governments, employers and workers to promote decent work in different parts of the world, as well as develop labour standards and policies.

One of the key vehicles the ILO uses to implement its decent work agenda and to deliver support to countries is the Decent Work Country Programme (DWCP).

In Iraq, the ILO is working closely with the Government, employers' and workers' organizations, to implement the Decent Work Country Programme for Iraq.

The programme covers three main areas of priorities through programmes and activities which seeks to:

- Supporting private sector development and job creation;
- Strengthening social protection and addressing child labour; and
- Strengthening labour governance and social dialogue.

The ILO Iraq is initiating the process for establishing new Long Term Agreements LTA/s (for one or multiple vendors) for logistics and event management services. The purpose of the LTA/s is to support the implementation of the programme activities in the fields as well as the activities with national partners.

Objective

Long Term Agreement will be issued for one or multiple (up to three LTAs) with initial duration of one (1) year with possibility of renewal; based on satisfactory performance and written notification, for additional Two (2) years; maximum LTA duration is three (3) years.

Activities to be carried out is divided into two groups as per the following schedules

- Services to be quoted for a fixed price, these prices will be used for the duration of the contract.
- Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement.

1- Services to be quoted for a fixed price, these prices will be used for the duration of the LTA contract.

Item	Service Description	Pricing methodology
1- Transportations & Airport Pickup: using same or previous year VehicleModels including driver, fuel , at least 120 KM per day free, recommended brands such as: EU, Japanese or Korean brands, all safety and security tools including First Aid kits available in each vehicle		
1.1	Bus 50 Pax	Per day/per month
1.2	Minibus 11 pax	Per day/per month
1.3	Coaster 32 Pax	Per day/per month
1.4	Coaster 20 Pax	Per day/per month
1.5	Four wheels (4X4) Land Cruiser 5 & 7 seats	Per day/per month
1.6	Sedan vehicles 5 -7 seats	Per day/per month
1.7	Extra KM charges	Per day/per month
1.8	Overnight charges for driver	Per day/per month
2- Food & Beverage Meals: catering outside hotels		
2.1	One coffee break including soft drink and water;(Please specify contains of each meal)	Per pax (min 30 pax)
2.2	2 coffee breaks (morning and afternoon) including soft drinks and water; (Please specify contains of each meal)	Per pax (min 30 pax)
2.3	Lunch box for adults (2 sandwiches meat/chicken+ juice, Water, desert/fruit); Please specify contains of each meal	Per pax (min 30 pax)
2.4	Lunch box for adult packed hot meals + water and juice/soft drink; Please specify contains of each meal	Per pax (min 30 pax)
3- Event Production, branding & visibility		
3.1	Booth Set-up (Wood, Printing, Set-up, Equipment)	Per meter square
3.2	Wooden display Stand 100*200 cm outdoor self-standing	Per meter square
3.3	Wooden Exhibitions stands/boxes L 60cm*W 40cm*H 100cm (for displaying items on top of it)	Per Unit
3.4	Backdrop/ Media Wall (high quality printed banner on wooden frame full colors, one side printing)	Per meter square
	X Banners; full colors one side printing 1*2m	Per Unit

3.5	X Banners; full colors one side printing 0.80*2m	Per Unit
3.6	Roll-ups ; full colors, one side printing, 0.80*2m	Per Unit
	Roll-ups ; full colors, one side printing, 1*2m	Per Unit
	Roll-ups ; full colors, one side printing, 1.5*2m	Per Unit
3.7	Pop-ups PVC sheets, full colors, one side printing 250*300 cm	Per Unit
	Pop-ups PVC sheets, full colors, one side printing 300*300 cm	Per Unit
	Pop-ups PVC sheets, full colors, one side printing 400*300 cm	Per Unit
3.8	VIP Trophies wooden & copper with laser cut and wooden box)	Per Unit
	VIP Trophies crystal with laser engraving in wooden box)	Per Unit
	Standard Trophies (Engraved crystal with velvet box)	Per Unit
3.9	Awarding Medals: Metal Golden/Silver color including ribbon (with printing)	Per Unit
3.10	Acrylic table Name stands	Per Unit
3.11	Name tags PVC and lanyards	Per Unit
3.12	Standard Acrylic Podium	Renting per day
3.13	Registration desk 2 meters wide with branding	Renting per day
4- a. Professional Simultaneous Interpretation for live and virtual events: Instant Professional licensed Translators (Preferable with previous UN experience) for life and virtual events and Interpretation arrangements including provision of simultaneous translation equipment (booths, mics headsets..etc.), UN standards 8 hours including breaks, max 45 mints continues) . Required CVs b. Text translation		
4.1	English/Arabic/English	Per pax/per day
4.2	English /Kurdish/English	Per pax/per day
4.3	Arabic/Kurdish/Arabic	Per pax/per day
4.4	Interpretation (English/Arabic/English) during field visits, including any extra working hours	Based on separate quotation for each event
4.5	Interpretation (English/Kurdish/English) during field visits, including any extra working hours	Based on separate quotation for each event
4.6	Interpretation (Arabic/Kurdish/Arabic) during field visits, including any extra working hours	
4.7	Interpretation system including isolated, booth, CU, transmitters and interpreter console	Per day/Cabin

4.8	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 50 pax	Per day
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 100 pax	Per day
	Sound system including, loud speakers, panel, microphone, mixer and 2 column system for 300 pax	Per day
4.9	Headset/Interpretation receivers	Per unit/day
4.10	Handheld wireless microphone	Per unit/day
4.11	Wired microphone	Per unit/day
	Conference microphone	Per unit/day
	Neck microphone	Per unit/day
4.12	Tour Guide (mobile) interpretation system	Per unit/day
	Tour guide headsets	Per unit/day
4.13	Virtual interpretation hub preparation (equipment, technical support and internet connectivity/ language)	Per unit/day
4.14	Extra % for recording interpreter voice	Per day
4.15	Standard Written translation service to be provided in the following languages: English to Arabic Arabic to English Kurdish to English English to Kurdish Kurdish to Arabic Arabic to Kurdish	1 – 1000 words 1,001 – 5,000 words 5,001 – 10,000 words 10,001 +
4.16	Expediate Written translation service to be provided in the following languages: English to Arabic Arabic to English Kurdish to English English to Kurdish Kurdish to Arabic Arabic to Kurdish	1 – 1000 words 1,001 – 5,000 words 5,001 – 10,000 words 10,001 +
5-Branding and Promotional Items: design and production for small quantities (digital and offset). For large quantities + 500 : based on secondary bidding and approved quotation		

5.1	Flyers/leaflets; A5 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Flyers/leaflets; A4 , full colors, one side printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Flyers/leaflets; A5 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Flyers/leaflets; A4 , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
5.2	Folded Flyers/leaflets; A5 closed A4 open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
	Folded Flyers/leaflets; A4 closed A3 Open , full colors, two sides printing, 170-200gr, laminated matte/glossy	Per unit (50-500 units)
5.3	Brochures; A5 , folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)
	Brochures; A4 folded, full colors, two sides printing, +200gr 8 pages	Per unit (50-500 units)
5.4	Paper Folders; fit for A4 papers (22cm*32cm); two sides printing, full colors, laminated matte/glossy with 2 pockets	Per unit (50-500 units)
5.5	Booklets; A5 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit (50-500 units)
	Booklets; A4 size, 8-10 pages including covers: full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding.	Per unit (50-500 units)
	Booklets; A4 size, 12-20 pages including covers full colors, two sides printing, laminated matte/glossy, inner pages 170gr outer covers 250gr, stitching and 2 staples binding	Per unit (50-500 units)
5.6	Block note; A5 size, full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)
5.7	Block note; A4 size, full colors cover, 50 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wire binding	Per unit (50-500 units)
	Block note; A5 size, full colors cover, 100 papers, 80gr, inner 1 color printing, without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)
	Block note; A4 size, full colors cover, 100 papers, 80gr, inner 1 color printing without Separators, lines/dots, hard covers with double wired or stitching and staples	Per unit (50-500 units)
5.8	Desk Calendar; full colors, hard cover, laminated matte/glossy, A5 with double wire binding, 300-350gr 12 pages	Per unit (50-500 units)
5.9	Posters; 50cm*70cm, full colors, one side printing 350gr, Couche, laminated matte/glossy with holes and double face-adhesive	Per unit (50-500 units)

5.10	Invitation cards with envelopes, folded & unfolded, A5, full colors one side printing	Per unit (50-500 units)
	Invitation cards with envelopes, folded & unfolded, A5, full colors two sides printing	Per unit (50-500 units)
5.11	Certificates: A4, Fabriano, +200gr (different colors), full colors, one side printing	Per unit (50-500 units)
5.12	Branded Envelopes, A5, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
	Branded Envelopes, A4, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
	Branded Envelopes, A3, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
	Branded Envelopes, American Size, full color, one side printing, self-adhesive, +80gr	Per unit (50-500 units)
5.13	Caps; free size, cotton, printed, full colors	Per unit (50-500 units)
	Caps; free size, cotton, embroidery, full colors	Per unit (50-500 units)
5.14	T-shirts; 65-95% cotton short sleeves, V/round neck, different colors, full colors printing A4 one side , S-XXL sizes	Per unit (50-500 units)
	T-shirts; 65-95% cotton long sleeves, different colors, full colors printing A4 one side; S-XXL sizes	Per unit (50-500 units)
	T-shirts dry fit short sleeves, V/round neck, different colors, full colors printing A4 in one side, S-XXL sizes	Per unit (50-500 units)
5.15	Flags; Satan printed 150*80 CM , with golden metal pole 2m	Per unit
	Flags; Satan printed 150*80 CM	Per unit
	Outdoor flags; 4 meter flags with metal base	Per unit
	Flags; feather flags 2 meter	Per unit
	Flags; desk flags with metal base	Per unit (50-500 units)
5.16	Branded pens; one side printing, Plastic pen	Per unit (50-500 units)
	Branded pens; one side printing/engraving, metal pen	Per unit (50-500 units)
5.17	Tote Bags; 40*35cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)
	Tote Bags; 50*60cm, Long or short handle, full colors printing in one side	Per unit (50-500 units)
	Standard youth Back bag with branding in one side	Per unit (50-500 units)
	Tote Bags; extra side printing	Per unit (50-500 units)

6- Film Making; Personnel & Equipment, Supply Media Material (USB, CDs, Media Cards)

6.1	Photography / videography interviews Sound Equipment	Daily rate
6.2	Photography / videography interviews Light Equipment	Daily rate
6.3	Videographer (Inside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate
6.4	Videographer (Outside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate
6.5	Photographer (Inside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate
6.6	Photographer (Outside Baghdad/Erbil) up to 8 hours (with FHD camera and lenses set)	Daily rate
6.7	Digital/SLR Camera Including Batteries, Memory Cards, and Lenses	Daily rate
6.8	Technician	Daily rate
6.9	Branded USB 8 GB (metal, wood or plastic with engraving or printing)	Per unit
	Branded USB 16 GB (metal, wood or plastic with engraving or printing)	Per unit
	Branded USB 32 GB with material (metal, wood or plastic with engraving or printing)	Per unit
6.10	CD with material	Per unit
6.11	Composers	Daily rate
7- Postproduction and Editing (Video 3 - 5 Minutes duration)		
7.1	Editor	Per minute
7.2	Translation and Subtitles	Per minute
7.3	Voice Over	Per minute
7.4	video animation 2D / infographic video	Per minute
7.5	Others related to conducting Videos (based on approved separate quotation)	Based on approved separate quotation
8- Social Media Services		
8.1	Social Media Campaign Management	Per week
8.2	Video graphics (1 minute)	Per minute
8.3	Boosting/Promoting Posts	CPM cost per mile
9	Other communications products	
9.1	Press releases and event pages	Per unit
9.2	Human-interest story or similar content to showcase impact	Per unit

9.3	Content for brochures, briefs, factsheets	Per unit
9.4	Newsletter	Per unit
10- Cash Disbursement of travel (DSAs) and Transportation Allowances		
10.1	DSAs/Allowances paid in USD	will be settled based on providing the original signed receipts/sheets, copy of IDs plus the agreed percentage for payments in USD
10.2	Transpiration and accommodation for personal will be settled based on pre-approved quotation and invoices	To be quoted separately for each event based on the event location distance and will be paid in USD
11- Management fees for conducting events on behalf of the UN agencies: Event Management fees will be paid whenever there is a whole event to be handled by the vendor		
11.1	Inside Baghdad/Erbil	Percentage of the total expenses covered by the vendor
11.2	Outside Baghdad/Erbil	Percentage of the totalexpenses covered by vendor

- 3- Services to be charged against pre-approved quotations/invoices + agreed management fees percentage, services requested under this section are subjected to secondary bidding between contracted LTA holders, original supporting documents for outsourced services is a requirement. Please mark YES or NO for each of the following services describing your ability to Perform the services under this category according to ILO conditions:

Item	Service description	Pricing methodology	YES/NO
12- Hotel Services (Accommodations, catering, rentals....) inside/outside Baghdad/Erbil: Minimum quality and service standard provided based on UNDSS list of recommended hotels (different categories in each Governorate). UNDSS List attached			
12.1	Accommodation based on Bed & Breakfast for single and/or double rooms as requested.	Secondary bidding among the LTA holders, selected vendor to provide original stamped invoices issued by the hotel/Military hotels/youth center ...etc. Plus the agreed management fees	
12.2	Booking accommodation inside Youth Centers, and/or any other special requests.		
12.3	Accommodations may also include using all available facilities inside the hotel; such as (including the below but not limited to) Meeting rooms, VIPs lounge, coffee breaks & beverage, Lunch, dinner, audio visual equipment, Internet, etc.		
13- Rental of Venue other than hotels in/out side Baghdad/Erbil based on the needs and number of participants			
13.1	Youth Centers	Original stamped invoices, and pre-approved quotation for non-receipted expenses plus agreed management fees	
13.2	Other locations as requested		
14- Custom Catering services for events: form catering providers and Hotels			
14.1	VIP Receptions	Pre-approved quotation , original invoices by food supplier is required plus agreed management fees	
14.2	Seated Dinner		
14.3	Outdoor Catering services		
14.4	Other catering & cutlery services (knives, forks, and spoons used for eating or serving food)		
15- Stationary & disinfection items for events: items to be procured on behalf of UN Agencies for the use during the events			
15.1	Event stationeries: notebooks, pens, flipcharts including paper sheets, markers, white& colored papers, sticky notes, staplers, punchers, cutters, scissors ...etc.	From trusted manufacturer	
15.2	COVID-19 essentials during workshops: Alcohol 70% (1L , 500ml &100 ml) and Hand Sanitizers (1L , 500ml &100 ml) to be provided during the events.	To be settled against pre-approved quotation & original invoices plus agreed management fees	
16- Media Coverage & Film Making: Very well network with TV, Radio and newspapers including (but not limited to)			

16.1	TV News Coverage: reaching out, facilitation and follow up with TV and media outlets and possible interviews + reporting on event coverage on most viewed Iraq TV channels.	Original Invoices, pre-approved quotation plus agreed management fees	
16.2	Social media: reaching out, facilitation and follow up with TV/Newspaper social media pages and possible interviews + reporting on event coverage.		
16.3	Facebook/Social Media Live broadcast	Pre-approved quotation	
17- Public Relations Services: Very well public relations network with Media including (but not limited to):			
17.1	Master of Ceremony	Pre-approved quotation and/or signed contract with service provider plus agreed management fees	
17.2	Celebrities		
17.3	TV Presenter		
17.4	Media Coverage/Journalists		

Responsibilities and Duties:

- Event managers will need to help oversee and plan all of an event's aspect from the time that the initial idea was conceived to the event's last, most minute detail.
- Event managers meet with relevant staff of the organization and discuss the event in detail and prepare a detailed work/event plan if required.
- Suggests creative possibilities such as themes and ideas to help the event. Manages all the related staff to the event including guest registration, parking registration, entertainment and caterers. An event manager needs to present the event's budget and stick to this. It is also important to adhere to a timeline and frequently communicating with members of the organization as the event progresses is a must.
- As part of the job description, event project managers sometimes need to travel frequently as well.
- Calm under Pressure, able to observe and solve on spot problems.
- Event Managers need to remain calm during a crisis and the high pressure of an event in progress.
- Computer Skills: Modern event planners rely on computers to communicate, plan, budget (using word document and excel, etc.) and organize their events.
- Negotiation Skills: Event Managers will need negotiation skills to work out prices with clients and contractors.
- Organization: Many things happen all at once at meetings. The Event Manager needs to stay focused and organized so that the event goes off without a hitch.
- Problem-Solving Skills: Inevitably, something will go wrong at an event. Being able to quickly solve the issue is required.
- Good network with many service providers including but not limited to buses, vehicles, translations, printing, audio, etc....

Skills and Qualifications:

- Demonstrates above-average organization and communication skills.
- Ability to think outside the box, on his feet and get problems resolved in seconds.
- ability to communicate effectively with every kind of person and be able to do event visualizing from beginning to end while at the same time know what steps to take to get everything done.
- Excellent time management as well as the ability to prioritize and multitask.
- Ability of being able to predict costs accurately, find bargains and manage funds will help event managers stay inside their budgets. Excellent financial and budgeting skills, ability to disburse and handle large amount of cash
- Delegate and assign specific responsibilities to perform tasks during the time that leads up to the event as well as while the event goes on. Excellent team management and coordination skills,
- Ability to assess complications and difficulties of the team and swiftly deal with these to keep everything smoothly running.
- Excellent and effective problem-solving skills as well as superior skills in communication.
- Being available: for scheduling and planning phases of an event without a hitch, needs to be available during, before and after the event to ensure that everything continues to run as planned.
- Ability to deal with large amounts of stress, making rapid decisions instantaneously and meet tight deadlines.

Requirements:

A- Mandatory requirement:

- Legal representation in Iraq; Official & tax registration (copies requested)
- 8 years of experience in the events management field (past experiences to be provided- link to firm Portfolio) and CVs of company's key personnel that will be allocated to deliver the services to UN Agencies in Iraq.
- Experience delivering successful High level and mega events (minimum 3 recommendation letters).
- At Least 4 years Audited financial statements (copies for 2022, 2021, 2020 and 2019 Audited financial statements).
- Ability to handle all aspects of the event.
- Ability to handle cash disbursements using banking, mobile or other similar modes.

B- Minimum Requirement:

- Solid experience in handling "events management services" for UN and/or international organizations, NGOs, Embassies, Multinational organizations/firms and/or government agencies.

- Proven experience in delivering **parallel** events for UN or International NGOs' in different cities; international organizations, embassies and multinational organizations
- Solid experience in delivering high profile events (VIP, Ministers, Government officials) and social events for the UN and/or international organizations, NGOs, Embassies, Multinational organizations/firms and/or government agencies.
- Sound understanding and knowledge of the organization mandates and UN's experiences in this field.
- Company's managerial capabilities staff degree in Logistics, Events Management, communication or other related field is an asset.
- At least 7 years previous experience in the same field at the local/international markets with a dedicated team to facilitate/support events (past experiences to be provided).
- Delivered similar services satisfactorily to UN or International NGOs' in different cities; international organizations, embassies and multinational organizations during the last three years, with no negative performance reports is an asset.
- Specific experience and expertise relevant to the assignment.
- "Out-of-the-box" – thinking in order to tackle the challenges.
- Conceptual thinking and analytical skills.
- Design the event flow and methodology and provide virtual follow-up support to the participants.
- Ability to handle multitasks under stress to meet timeliness/challenges of the Implementation Plan.
- Ability to submit English reports (whenever requested) for each event.
- Financial capability to meet ad hoc requests is an asset (Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period).

**TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS
FOR SERVICES**

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

07.03.23 Request for Proposal- Logistics and Event Management to ILO Iraq Office

Final Audit Report

2023-03-06

Created:	2023-03-06
By:	Racha Elassy (elassy@ilo.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAA5Jlty-dbfztdiVnJtQFiQLXWFigKp_4

"07.03.23 Request for Proposal- Logistics and Event Management to ILO Iraq Office" History

-  Document created by Racha Elassy (elassy@ilo.org)
2023-03-06 - 11:38:11 AM GMT- IP address: 5.11.26.36
-  Document emailed to Maha Kattaa (kattaa@ilo.org) for signature
2023-03-06 - 11:41:24 AM GMT
-  Email viewed by Maha Kattaa (kattaa@ilo.org)
2023-03-06 - 11:41:42 AM GMT- IP address: 104.47.2.254
-  Document e-signed by Maha Kattaa (kattaa@ilo.org)
Signature Date: 2023-03-06 - 11:59:06 AM GMT - Time Source: server- IP address: 95.170.215.130
-  Agreement completed.
2023-03-06 - 11:59:06 AM GMT