



EAST AFRICA TRADE AND INVESTMENT HUB

REQUEST FOR PROPOSALS (RFP)

RFP-NAI-0059

Event Management Services for African Union BIAT Workshop on Trade Finance and Trade Information in Africa

Reissue Date: August 17, 2017

WARNING: Prospective Offerors who have received this document from a source other than the East Africa Trade and Investment Hub, should immediately contact ProcurementTIH@eatradehub.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted by email.

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Synopsis of the RFP

RFP No.	RFP-NAI-0059
Reissue date	Thursday August 17, 2017
Title	Event Management Services for African Union BIAT Workshop on Trade Finance and Trade Information in Africa
Issuing company	DAI Global LLC.- East Africa Trade and Investment Hub Good Man Towers , 5 th Floor , Off Waiyaki Way, Nairobi, Kenya. The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.
Email address for submission of questions	“The email address procurementTIH@eatradehub.org in the above synopsis is the sole point of contact at DAI Trade Hub project for any questions.
Email address submission of proposals	We only accept email applications, no hard copies will be accepted. For proposal submissions the email address to use is tenderstih@eatradehub.org .
Deadline for Receipt of Proposals	Sunday, August 20, 2017, at 11.59pm East African Time
Anticipated Award Type	Firm Fixed Price Purchase Order. DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during the course of negotiations. A Firm Fixed Price Purchase Order is: An award for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors. Women led or women owned or women majority employed companies are encouraged to apply. 5 evaluation points will be automatically allocated to businesses that demonstrate they are women-led or employ majority women or women owned.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal from the Trade Hub website <http://www.eatradehub.org/opportunities>

I.0 Scope of Work and Proposal.

I.1 Purpose

DAI Global LLC, the implementer of the “USAID-funded, East Africa Trade and Investment Hub program (the Hub), invites qualified offerors to submit proposals to provide consultancy services for *Event Management Services for African Union BIAT Workshop on Trade Finance and Trade Information in Africa*, in fulfillment of the requested specifications detailed in the scope of work below.

I.2 Scope of Work for Services or Technical Specifications

A. Background:

The East Africa Trade and Investment Hub (the Hub) is the U.S. Government’s flagship project under the presidential Trade Africa initiative, launched in 2013 to boost trade and investment with and within Africa. The East Africa Trade and Investment Hub partners with East African and U.S. businesses to attract investment needed to drive economic growth and transform the East African private sector into vibrant global trading partners. The project pursues these goals through four integrated components:

1. Policy environment for EAC integration, trade and investment improved and implemented.
2. Competitiveness of selected regional agricultural value chains increased.
3. Exports and trade promotion, particularly with the U.S. under AGOA, increased.
4. Investment and technology transfer between Eastern and Sub-Saharan Africa and global markets, particularly the U.S., increased.

B. Objectives:

The Hub’s strategy is geared towards attracting and facilitating new trade and investment opportunities in the East Africa region to promote regional integration, intra-Africa trade, and food security. One of the ways the Hub promotes these goals is by partnering with strategic partners to support knowledge development and sharing platforms such as conferences to identify, analyze and provide solutions to major challenges facing the region’s and, indeed, the continent’s regional trade and investment challenges. The Hub in partnership with the African Union (AU) has identified trade finance and market information system as key bottlenecks for regional trade and will be organizing a conference to address these issues on September 13-16, 2017 in Dar es Salaam, Tanzania and is expected to attract 50 delegates as well as high profile government dignitaries from across the continent. The Hub seeks the services of a company or firm that has experience in planning international trade and investment forums and can also handle all event management, public relations needs, translation and rapporteur services for the event. The company will work as an event organizer in close cooperation with the Hub and the AU to perform the tasks specified below.

C. Tasks:

The service provider is expected to accomplish the following tasks:

- Coordinate with the Hub, the AU and the venue to set up and manage infrastructure, space, audio visual and movement of speakers for different sessions of the forum i.e. panel discussions, coffee breaks, lunch and post-event information management.
- Provide onsite translators for simultaneous translation of the proceedings of the meeting - French to English and vice versa (The Hub will review prior the CVs/profile onsite translators)
- Assign capable rapporteurs to record the details of each session of the meeting (Bilingual rapporteurs preferred) - the Hub will review prior the CVs onsite translators.
- Engage with and confirmed speakers and panelists and provide them with necessary information to make their participation in the event a success.

- Manage the Public Relations and Event Communication including social media engagement as well as both national and international media engagement as guided by the Hub's communication team (communication policy will be shared with successful bidder after award).
- Develop interactive event marketing platforms and effective networking communication channels through mobile application tools.
- Liaise with the Hub and the AU on a regular basis to ensure there is smooth coordination of the planning.
- Develop and support the management of the event budget to make sure the event is held within the provided budget
- Design, develop printed event communication and marketing materials including but not limited to Event booklets, fact sheets, fliers and marketing/ communication banners as needed
- Manage the pre – event and onsite registration process for regional and local delegates.
- Coordinate logistics and VIP participation with the venue, the Hub, the AU and other relevant stakeholders for the event.
- Develop a post event report detailing the key outcomes of the meeting, including detailed information on meeting attendance, commitments, and highlights among other relevant event updates.

D. Deliverables:

The indicators below serve as a guide to show the deliverable expected which will be quantified upon award:

1. Design and implementation plans for the different sections of the forum sessions Including but not limited to panel sessions, translation and rapporteur services as well as coffee and lunch breaks.
2. Pre event and onsite registration process for regional and local delegates.
3. Support the sourcing of event service providers and coordinate logistics with all event stakeholders.
4. Provide onsite translators and rapporteurs to provide simultaneous translation and the recording of proceedings of the meeting during each session of the conference. The Hub will review prior the CVs for the onsite translators and rapporteurs.
5. Designed and printed communication materials including but not limited to event booklets, fact sheets, fliers and marketing/ communication banners
6. Engage with and confirm speakers and panelists and provide them with the necessary information to make their participation in the event a success.
7. Manage the Public Relations and Event Communication including social media engagement as well as both national and international media engagement including mobile application tools as guided by the Hub's communication policy.
8. Support the development and manage the event budget.
9. Provide post event report detailing the proceedings of the meetings, including an analysis of attendance and event engagement.

E. Eligibility

The company/ firm must provide the following;

1. Legally registered or authorized to operate in Kenya (provide evidence for example certificate of registration and business license or legal opinion indicating ability to provide services in Tanzania).
2. Provide evidence of three years of experience in organizing international trade and investment forums with more than 100 participants.
3. Three (3) past client referral letters for similar work: letters must have name of contact person, their email and telephone numbers.

4. Copies of the signed contracts and scope of work with at least 3 past clients for similar assignments with at least one contract involving the African Union or a multilingual event requiring translation services.
5. Provide Cv's of Key management and operational staff proposed for this assignment.

How to Apply

If eligible and interested in this RFP, please provide the following via email address, tendersTIH@eatradehub.org before Sunday, August 20, 2017 11.59pm East African Time;

1. A copy of the company/firm's registration certificate.
2. Detailed Company/firm profile
3. Provide a technical proposal which should include a summary of
 - Your companies' technical approach to handle the tasks as outlined in section scope of work
 - Your companies' prior performance in managing international trade and investment forums with over 100 delegates
4. Your company/firm's personnel capabilities and THREE (3) referees' letters where the company/firm was provided such services in Kenya and or regionally involving the African Union or a multilingual event requiring translation services.
5. Cv's of Key management and operational staff proposed for this assignment.

F. Period of Performance

The period of performance is anticipated to be three (3) months from the date of contract award.

G. Place of Performance

The services are anticipated to be offered in Dar es Salaam, Tanzania.

H. Confidentiality and Ownership of Intellectual Property

All documentation produced and data collected during this assignment will be the sole property of USAID and Development Alternatives Incorporated (DAI) for the East Africa Trade and Investment Hub. It may not be reproduced, disseminated or discussed with other parties, apart for the purpose of completing the deliverables required.

1.3 Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in the below table will be submitted to DAI. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	Designed implementation plans for the different sections of the forum sessions Including but not limited to panel sessions, translation and rapporteur services as well as coffee and lunch breaks.	Within 10 working days of contract award
2	Report on the Pre – event and onsite registration process for regional and local delegates.	Within 5 working days of contract award

No.	Description	Due Date
3	Report on provided support for the sourcing of event service providers and coordinate logistics with all event stakeholders.	Within 5 working days of contract award
4	Onsite translators and rapporteurs to provide simultaneous translation and the recording of proceedings of the meeting during each session of the conference (Hub will review and approve the candidates prior to event).	Within 5 working days of contract award
5.	Designed and printed communication materials including but not limited to Event booklets, fact sheets, fliers and marketing/ communication banners	Within 15 working days of contract award
6.	Report on the engagements with and confirmed speakers and panelists and information provided to them to make their participation in the event a success.	Within 10 working days of contract award
7.	Report on Public Relations and Event Communication tasks done; including social media engagement as well as both national and international media engagement including mobile application tools as guided by the Hub's communication policy.	Within 20 working days of contract award
8.	Event budget developed and its implementation management.	Within 5 working days of contract award
9.	Approved post event report detailing the proceedings of the meetings, including an analysis of attendance and event engagement.	Within 45 working days of contract award
	Total	

I.4 Instructions for the Preparation of Technical Proposals

Technical proposals from firms shall be submitted via email only to tenderstih@eatriadehub.org.

Technical proposals shall include the following contents;

- a) Technical Approach – description of the proposed services which meet or exceeds the stated scope of work. The proposal must show how the offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.

- b) Management approach – description of the offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Scope of work (attach the team members CVs).
- c) Past Performance – Provide a list of at least two (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current responsible and knowledgeable representative of the organization, their official email address and official contact phone number. See section 1.6 below.
- d) References – At least two (3) written references specifically referencing assignments of similar nature to this scope.
- e) Evidence of woman-owned/managed firm, or employs a majority of women Firm/Company

1.5 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors.

Mandatory Requirement:

- a. *Certified copy of Certificate of incorporation or registration document*
- b. *Detailed company profile*

	Evaluation Criteria	Points
1.	Technical Approach – description of the proposed services which meet or exceeds the stated scope of work. The proposal must show how the offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.	30 Points
2.	Management approach – description of the offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Scope of work (attach the team members CVs).	30 Points
3.	Experience: A minimum of 10 years’ experience in handling EVENTS MANAGEMENT related issues (the proposal should include details on the work completed, country focus, impact, contract value, date of completion etc.)	20 points
4.	References: At least two (2) written references specifically referencing assignments of similar nature to this scope	15 points
5.	Evidence of woman-owned/managed firm, or employs a majority of women	5 points
	Total	100 points

1.6 Past Performance

Include at least 3 assignments / projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Name of organization and contact information for whom services was provided	Duration of Agreement (start and end date)	Assignment undertaken title (Brief description of tasks done)	Client details and Location (contacts name, Email and phone Address)	Value of contract (in USD or KES)	Countries covered in the assignment
1						
2						
3						
4						

1.7 Instructions for the Preparation of Price Proposals

Price proposals shall be sent via email to tenderstih@eatradehub.org

Provided in the below table is the Price Schedule, for firm-fixed price purchase order. A detailed budget should accompany the price schedule. It is important to note that Value Added Tax (VAT) and any other applicable taxes shall be included in the budget on a separate line, it should also be noted which line items the taxes has been applied to.

If the contract is issued from Nairobi, Kenya, these consultant services are eligible for VAT exemption under the DAI prime contract with USAID. The Offeror's invoices will bill DAI inclusive of VAT, based on the invoice DAI will seek VAT exemption through USAID within 30 days of the date of the invoice. DAI will seek VAT exemption from the government per each Invoice and Electronic Tax Receipt (ETR) provided after successful completion of the assignment tasks and deliverables. Once approved by the Government of Kenya DAI will provide the successful Offeror with VAT exemption documentation. Based on these documents repayment of the VAT portion will be made to DAI Global LLC.

The offeror is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

1.7.1 Cost schedule (Summary)

No.	Description	Due Date	% Payment	Price (USD/KES)
1	Designed implementation plans for the different sections of the forum sessions Including but not limited to panel sessions, translation and rapporteur services as well as coffee and lunch breaks.			

No.	Description	Due Date	% Payment	Price (USD/KES)
2	Report on the Pre – event and onsite registration process for regional and local delegates.			
3	Report on provided support for the sourcing of event service providers and coordinate logistics with all event stakeholders.			
4	Onsite translators and rapporteurs to provide simultaneous translation and the recording of proceedings of the meeting during each session of the conference (Hub will review and approve the candidates prior to event).			
5.	Designed and printed communication materials including but not limited to Event booklets, fact sheets, fliers and marketing/ communication banners			
6.	Report on the engagements with and confirmed speakers and panelists and information provided to them to make their participation in the event a success.			
7.	Report on Public Relations and Event Communication tasks done; including social media engagement as well as both national and international media engagement including mobile application tools as guided by the Hub's communication policy.			
8.	Event budget developed and its implementation management.			

No.	Description	Due Date	% Payment	Price (USD/KES)
9.	Approved post event report detailing the proceedings of the meetings, including an analysis of attendance and event engagement.			
VAT and any other applicable taxes				
Total				

The cost schedule summary must be accompanied by the following:

- A detailed itemized budget costing break-down (preferably in Ms Excel) that captures costs of individual personnel labor, rapporteur fees, oral translation fees, materials, logistics (travel, communications) and all other relevant costs
- Detailed budget notes that explain the rationale for all the itemized cost factors

NB: Kenyan registered companies will be paid in KES currency

2.0 General Instructions to Offerors

2.1 General Instructions

“Offeror” and/or “Bidder” mean a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than (insert time), to be submitted via email to the address provided in the instructions. (Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.) All proposals submitted shall reference the RFP Number Insert the RFP title in the email subject line.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.1 Basis of Award

2.1.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also

exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best cost and technical terms.**

2.1.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide Business registration certificate.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 days for the prices provided.
- Acknowledge any solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP.

Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or (insert Project Acronym) employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.