

# Request for Offers

## Provision of Event Management Services in Ukraine

### Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite interested companies to submit an offer for the provision of the services described below as per requirements set out in this Request for Offers.

Data privacy considerations: By expressing their interest and submitting a complete file, consultancy entities explicitly consent that the necessary information contained in the submission documents will be used to process the application. Consultancy entities acknowledge that the information provided will be checked against a series of criteria, including (and only if applicable) legal constraints as per funding agreements. The information collected by the GICHD is directly related to the GICHD's need to process the information the consultancy entities submitted adequately. Examples of the data we request include name, title, organisation, address, work experience, etc. For more information about data protection or the applicants' rights, see the GICHD data protection notice ([Data protection notice | Geneva International Centre for Humanitarian Demining \(gichd.org\)](#)).

The GICHD seeks to promote [gender balance and diversity](#) among staff and consultants.

Successful applicants will be contacted to discuss specific contractual matters following the deadline for submissions.

**Reference number:** RFO/2024/LOR/01

**Project number:** 94006

**Posting date:** 07 November 2024

**Deadline for submission of offers:** 24 November 2024, 23:59, CET Time Zone.

**Country/ies of deployment:** Ukraine, only companies registered in Ukraine are eligible to apply.

**Currency:** The quotation shall be presented in Swiss Francs (CHF) or Euros (EUR)

**Language:** The quotation shall be submitted in English

**Submit to:** [consultants@gichd.org](mailto:consultants@gichd.org) and [ukraine@gichd.org](mailto:ukraine@gichd.org)

### Scope of Work

The GICHD is planning a series of events in Ukraine throughout 2025, starting 15 January 2025 with

following working titles<sup>1</sup>:

- NMAS Revision Workshop (5 days, Kyiv)
- GDEI Assessment Validation Workshop (5 days, Kyiv)
- National Strategy Workshop (5 days, Kyiv)
- Innovation Session (5 days, Kyiv)
- NTS ToT Practitioner Course (14 days, Zakarpatska oblast)
- NTS Basic Course (14 days, Zakarpatska oblast)
- NTS Manager Course (10 days, Zakarpatska oblast)
- NTS Workshop (5 days, Kyiv)
- QM ToT Course (10 days, Kyiv)
- QM/OPS Analys Course (10 days, Kyiv)
- QM Practitioner Course (10 days, Kyiv)
- Innovative Finance Workshop (5 days, Kyiv)
- International Humanitarian Law Course (5 days, Kyiv)
- IMSMA Advanced Topics (20 days, Kyiv)
- IMSMA Core User Training (10 days, Kyiv)
- IMSMA Core IM Administrator (10 days, Zakarpatska oblast)
- Grant Management Training (10 days, Kyiv)
- Country Programme Visits (25 days, Kyiv)
- AMAT Awareness Raising Workshop (21 days, Kyiv)
- AMAT Symposium (7 days, Kyiv)

The above-mentioned events will take place in-person with approximately 40 people including course/workshop participants, trainers, interpreters, and observers.

The GICHD is requesting offers from companies registered in Ukraine to provide administrative arrangements, security and logistic support of the events.

### Mandate

The supplier will be expected to:

- Provide hotel booking services (single standard rooms) in the locations as specified in Ukraine for the course participants.
- Provide catering services (lunch, dinner, coffee breaks, water bottles, and refreshments) for up to 40 people.
- Provide conferencing equipment for the duration of the relevant course/event including but not limited to a computer, multimedia projector, screen, multifunction copying machine/ printer, colour flip charts, white boards, markers for flipcharts (set of 5 markers, 5 colours), stationary and roaming wireless microphones, clipboards, hand sanitizers, protective facemasks, etc.
- Provide *Ukrainian-English (and vice versa)* simultaneous interpretation services during events/meetings/courses with at least two interpreters working at the same time if required.
- Provide simultaneous interpretation equipment such as booth, earphones, microphones. Sound equipment shall be integrated with a sound amplification

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<sup>1</sup> Courses and dates will be subject to revision based on prevailing security circumstances and final consultations/approvals of the Ukrainian National Authorities.

system.

- Provide reimbursement of travel costs to the participants arriving in/leaving event venue (bus tickets and train tickets for “coupe”, economy and second class).
- Provide road transportation for international experts from Kosice, Slovakia to the location in Zakarpatska oblast, Ukraine and/or Warsaw, Poland to Kyiv and back.
- Provide on call vehicle and driver in Kyiv to support potential evacuation of international experts at short notice/as required.

**Bidder Language** – All bids must be submitted in English.

**Clarifications** – Bidders may request clarification in relation to the scope of work by submitting a written request using the bid submission email no later than 5 working days prior to the deadline date for submission. Service fees, value added taxes and any other costs should be included in the offer.

**Minimum experience** – The Bidder/Bidders’ team should have minimum of five (5) years demonstratable experience in supporting conferences and events, preferably with previous experience working with international organisations.

**Gender and diversity** – The GICHD seeks to promote gender and diversity, including opportunities for people from mine-affected countries.

## Delivery Dates of the Services

The mandate of the contract starts with the signing of the contract by both parties and covers the period from 15 January to 31 December 2025.

## Estimated Workdays to Deliver the Services

206 event days in total, with 80 days of simultaneous interpretation.

The Bidder shall provide a coherent, organized and clear proposal in response to the request.

## Proposal Submission

The Bidder shall provide a coherent, structured and clear offer in response to the request submitting the following elements:

1. Name of the company and its legal address.
2. A concise narrative offer showing professional capacity and experience to deliver specified services within required timeline including a list of services relevant to the subject of this solicitation that were provided to other clients.
3. A proof of company registration in Ukraine.
4. Complete detailed price offer.

## Pricing

The Bidder shall provide a detailed quote for each type of services and a number of days using the table below.

<b>Services</b>	<b>Quantity/Unit</b>	<b>Number of Days</b>	<b>Total</b>
<b>Accommodation</b>			
<b>Conference Equipment</b>			
<b>Catering Services</b>			
<b>Simultaneous Interpretation Services</b>			
<b>Interpretation Equipment</b>			
<b>Travel Cost Reimbursement</b>			
<b>International Transportation (Vehicle)</b>			
<b>Standby Vehicle and Driver</b>			
<b>Other Costs (Estimates)</b>			
<b>Purchase of Equipment, VAT, etc.</b>			
<b>Total</b>			

## Legal Requirements

Interested Bidders must provide a guarantee that they are registered as a company in Ukraine. The selected company is expected to enter into a contract with the GICHD.

By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

## Evaluation of Proposals

The evaluation of proposals will consider the following elements:

- The ability to undertake the scope of the work and deliver requested services.
- Competitiveness of the offer.
- Proven and documented experience in delivering similar services.

The GICHD may request additional information from the Bidders during the selection process and may request to receive references from other clients of the applicants.