

Cardno Emerging Markets USA Ltd.
USAID Cooperation for Growth (CFG) Project

Request for Quotes
USAID CFG RFQ 2021-001

Subject: Business Survey presentation and Close-out Event (October 20th, 2021)

Contracting Entity: Cardno Emerging Markets USA Ltd., Washington DC, Belgrade
Representative Office

Location: Serbia, Belgrade

Issuance Date: August 20, 2021

Submission date: August 27, 2021

Cardno Emerging Markets USA, Ltd. (Cardno), the Contractor, acting on behalf of the U.S. Agency for International Development (USAID) as implementer of the USAID Cooperation for Growth (CFG) Project, is soliciting bids from qualified, legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) interested in providing the assistance in preparing Business Survey presentation and Close-out Event.

I. BACKGROUND AND SCOPE OF WORK

About the Project

USAID Cooperation for Growth Project (USAID CFG) implemented by Cardno Emerging Markets USA is 4-year initiative launched in 2018, whose goal is to improve conditions for broad-based economic growth through improvements in Serbia's business enabling environment.

The USAID CFG focuses on improvements in the business enabling environment that increase predictability and transparency as well as remove regulatory constraints to economic activity, thereby creating a stronger foundation for investment and facilitating private sector growth.

The USAID CFG provides technical assistance, training, and other support to improve the business enabling environment, build channels of communication between public and private spheres and further develop financial markets.

Place of Performance:

Serbia

Objective

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USAID Cooperation for Growth (CFG) Project

USAID CFG Project is in the final months of the implementation and entered the close out activities. The objective of this RFQ is to select a Firm, with relevant experience, to provide technical support and assistance to CFG office in final stages of Business Survey 2021 presentation and Close-out event.

Scope of Work

I. Business Survey Presentation

Date and time of airing: Wednesday, October 20th, 11 a.m.

Format: prerecorded video material - 60 minutes long via Zoom Platform

Video Recording of the BS presentation findings– similar to previous year

<https://www.youtube.com/watch?v=xUxJHM5uN64&t=22s>, possible date for the shooting – first week of October, up to 25 minutes

Video recording of the panel in the studio, moderator plus 3 panelists, possible date for the shooting – first week of October, video up 35 minutes

All panelists answer on three questions, the first two regarding the BS findings whereas the third question should represent CFG important work, accomplishments, and results throughout the year with special focus on the effects and conducted activities during the pandemic times.

Agency tasks:

- i. Video recording, editing, animations during the presentation
- ii. Technical support
- iii. Subtitle of the video material in English, the translation will be provided by Cardno translator.
- iv. Participant's invitation
- v. Rehearsal
- vi. Media Relations support:
 1. Media list
 2. Press invitations
 3. Press-release writing
 4. Press-release distribution and follow-up
 5. Handling media inquiries
 6. Media clipping collection
- vii. Participants list final with all contacts
- viii. Panelists availability and coordination

Cardno provides power point presentation, designer support and visuals are done by Cardno. Also, Cardno will help in coordination with panelist and invitations to them.

II. Close-out Event

- a. Date and time: Wednesday, October 20th, 5 p.m.
- b. Format: offline event in accordance with the COVID-19 measures
- c. Venue: We need a proposal
- d. Participants: 100

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USAID Cooperation for Growth (CFG) Project**

e. Agency tasks:

i. Event scenario update

- 17.00 – 17.30 Guests arrival
- 17.30 – 17.40 USAID representative speech
- 17.40 – 17.45 CFG COP speech
- 17.45 – 17.50 Video CFG Highlights
- 17.50 – 18.05 Champions of cooperation awards, for 15 partners/counterparts
- 18.05 – 18.10 Team saying goodbye
- 18.10 – 20.00 Networking, cocktail accompanied with appropriate live music

ii. Design and printing services

1. Project Timeline Wall for entrance – printing, Cardno will provide design.
2. Infographics posters, A3 format, 5 pieces – printing, Cardno will provide design.
3. Champion of cooperation awards for the most distinguished partners during CFG four years, 15 pieces – production, Cardno will provide design.
4. Brochure printing, 16 pages, A5 format, app.200 pieces – printing, Cardno will provide design.

iii. Photo and video services

1. Video CFG highlights – 7 up to 10 minutes, editing from existing Cardno material, CFG YT channel
<https://www.youtube.com/channel/UCaFhgj1cRPipB48AA6IZ-eQ>
2. Engaging photographer and video crew for the event

iv. Technical support

v. Guest management

1. Participant's invitation and follow-up
2. Participants confirmed list update

vi. Catering for 100 people

1. Providing catering offers
2. Coordination with catering provider

vii. Social media campaign, boosting from October 1st up to November 15th with focus on LinkedIn and Instagram.

II. Period of Performance

Period of performance of the contracted services is September 1, 2021, until November 15, 2021.

III. Requirements for eligible bidders

Eligible Offerors shall be able to comply with and achieve the proposed Tasks, and Results and have a satisfactory performance record and record of integrity and business ethics.

Cardno Emerging Markets USA Ltd.
USAID Cooperation for Growth (CFG) Project

Eligible Offerors include legally registered US and Serbian non-for-profit and for-profit organizations, and non-governmental organizations (NGOs).

IV. Award

Cardno/the Project will select the bid that offers the best value based upon the following evaluation criteria:

1. Technical approach (30)

The bidder should describe their overall technical proposal and draft detailed work plan.

2. Past Performance and Experience (40)

Bidder's experience and capabilities in undertaking similar activities should be detailed here, including references.

3. Cost proposal (30 points)

Ensure consistency of the costs with the proposed effort for implementing specified tasks in line with technical approach.

The selection of the Offeror for award will be made by the Cardno/the Project Evaluation Committee based on the evaluation criteria above. The award is to be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the USAID Cooperation for Growth Project with appropriate consideration given to the three evaluation factors: Technical approach, Experience and Price.

Cardno/the Project anticipates awarding one Purchase order under this Request for Quotes up to 20 000 in USD (US Dollars) in funding. The anticipated period of performance of the Contract is expected to start from on or about September 1, 2021. All tasks should be completed until 15th of November 2021. The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Under a subcontract all payments will be a fixed-sum, payable upon completion of deliverables. Deliverables and payment amounts, and dates will be defined in detail during negotiations.

Submission and deadline of bids

The bidders should submit firm fixed price cost proposal broken down per tasks. All cost information must be expressed in US Dollars. Bids including CV and references of the vendor clearly showing adequate technical background and relevant work experience should be sent by e-mail to: cfgkonkursi@saradnja.rs , by **August 27 , 2021, 4 p.m.** CET. Bidders can submit any questions concerning this RFQ in writing via email to cfgkonkursi@saradnja.rs .