Request for Proposal (RFP)

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| Commodity/Service Required: | Event Organizer for Indonesia Civil Society Forum (ICSF) 2023 |
| Type of Procurement: | Purchase Order |
| Type of Contract: | Fixed Price |
| Term of Contract: | April 1-July 30, 2023 |
| Submit Proposal to: | USAID MADANISetiabudi Atrium, 3rd FloorJl. HR Rasuna Said, Kav. 62, Jakarta Selatan, 12920Attention to : Procurement-Madani@fhi360.org |
| Date of Issue Advertisement | January 20, 2023 |
| Date Questions from Supplier Due: | Submission of questions or requests for clarification must be sent via email to Procurement-Madani@fhi360.org on **January 27, 2023 by the latest 5 PM Jakarta Time.** Answers will be provided in writing on **January 31, 2023.** |
| Date Proposal Due: | **February 8, 2023, by the latest 5 PM Jakarta Time** |
| Approximate Date of Bidder’s Presentation | February 16-17, 2023 |
| Approximate Date Purchase Order Issued to Successful Bidder(s): |  March 1, 2023 |

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| **Method of Submittal:** |
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| Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for **thirty days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP |
| Solicitation Number: |  **RFP#FY23-MADANI-001** |

**Attachments to RFP:**

1. Attachment “A” – Specifications/Scope of Work
2. Attachment “B” – MADANI Provinces and Districts

2. Attachment “C” – Instructions to Bidders/Sellers

3. All PO Terms and Conditions are listed on our website at: [www.fhi360.org/poterms](http://www.fhi360.org/poterms)  (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A
Specifications or Statement of Work

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| Description of Activity/Service: |
| FHI 360 is looking for a designer and event organizer (EO) to design, organize and deliver a professional and collaborative Indonesia Civil Society Forum (ICSF) in mid-June 2023. The ICSF is an annual forum to discuss and support issues for civil society and civil society organizations in Indonesia, including at the sub-national level. ICSF convenes national and local civil society and government activists for networking, capacity development, and acknowledgement for innovations and smart practices. Key stakeholders from regional and national civil society organizations, local and national government, universities, and the private sector will gather to share their thoughts, perspectives, experiences, and lessons learned. These participants will engage in discussions centering on the capacity needs and sustainability of Indonesian civil society at the national and sub-national level. Building on the 2018, 2021 and 2022 Forums, the tentative theme for the 2023 ICSF is “*Civic Space, Capacity and Sustainability*”, to be held at a hotel in Jakarta on 14-15 June 2023. The event will be organized by USAID and FHI 360 via its MADANI Civil Society Support Initiative. A steering committee consisting of civil society specialists from other development partners and national CSOs provide advice on topics, speakers and the program. The 2023 ICSF is organized by MADANI in collaboration with Indika Foundation.Logistically, 2023 ICSF will run over two full days (8AM to 5 PM) with a dinner during the first day, and will consist of two keynote speaker sessions, two plenary talk show sessions, and two parallel sessions with five breakout groups in each parallel session and exhibit booths with up to 15 desks. While FHI 360-MADANI will hire the venue, the EO will ensure the flow of this schedule. It is expected that approximately 250 participants from Jakarta and various regions will participate (travel arrangements will be managed by FHI 360). |
| Service Expectations: |
| Duties and responsibilities of the event organizer (EO) is to work together with MADANI and MADANI’s partners regarding venue management and arrangement, technology support information, and other related logistical arrangements as needed for the 2023 ICSF that will be held at a hotel in Jakarta on June 14-15 June 2023. The EO will ensure availability of an efficient secretariat and administrative support for events during the two-day forum. The EO will provide inputs and/or recommendations on the arrangements if required. Details, duties, and responsibilities of the EO covers the following aspects:**Management of attendees and delegates*** Manage online and in-person registration forms for speakers, facilitators, coach, and participants, integrated with ICSF platform on MADANI’s homepage
* Compile registration lists/ confirmed database (downloaded from the developed conference site by MADANI) by participants, speakers, facilitators, support staff, event management team, etc.
* Propose candidates and provide honorariums or fees for MC, English and sign-language interpreters and roundtable discussion moderators identified.
* Help distribute per diem for speakers and resource persons (non-MADANI)

**Event venue settings*** Liaise with hotel (selection and contract with hotel will be executed by MADANI) to accommodate 250 participants and organize space as follows:
* 1 plenary room for 250 participants for two days with audio-visual system (including video recording).
* 5 breakout rooms for two days (morning and afternoon). Each room will accommodate up to 75 participants. Arrangement for each room will be advised by MADANI.
* Dining area for lunches and one evening dinner.
* Arrange 15 booths for exhibition in which organizations can showcase their impact.
* Designing and providing banners with all required logos.
* Provide a helpdesk for participants and speakers if they have questions.
* Organize an administrative room/secretariat.
* Organize a VIP room for 25 persons.
* In coordination with MADANI, set and ensure requirements and access for people with disability. For example, signs for all rooms and stages, and translators for participants with certain needs (such as sign language translator, etc.).
* In coordination with hotel’s team, ensure all required audio equipment including visuals, computers, system sounds, and Wi-Fi facilities function and are available in main plenary room according to the needs.
* In coordination with hotel’s team, ensure service maintenance required for all equipment services is available in all meeting rooms.
* Organize and ensure all spaces for meetings are according to the specifications provided by MADANI.

**Registration at the venue*** With MADANI, prepare and share packages with arrival information to participants.
* Organize and manage registration for participants.
* Prepare participant lists with relevant contact details.
* Manage information support services as a common one stop for participants and speakers.
* Design and create name tags for all participants and speakers.
* Ensure all the supporting documentation is in line with MADANI’s policies (e.g., on branding and marking).

**Meeting Delivery*** Organize a dress rehearsal the day before the event (*glade resik*).
* Provide translation services (English to Indonesian, Indonesian to English) in plenary sessions.
* Provide sign language services in plenary sessions.
* Prepare an implementation report after the ICSF.
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| **Deliverables, Timelines, Special Terms and Conditions:** |
| **Activities and Deliverables**The table below outlines the tasks that MADANI anticipates the successful firm will implement. The illustrative timeframe for each set of activities is also included.

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| **Activity** | **Illustrative Dates** | **Term of payment** | **Deliverable** |
| Lay-out | 15 April 2023 |  20% | Virtual design of venue for plenary, breakout sessions and exhibition area, with detailed specifications of the supporting materials of the meeting. |
| Preparation of the event | 1-10 June 2023 | 25% | Fully executed final preparation * Final blueprint of the flow of the audience and speakers
* Final blueprint of the flow of the activity
 |
| Final preparation and the rehearsal | 12-13 June 2023 | * Stages ready
* Rooms ready
* Supporting materials ready
* Booths for exhibition ready
* Supporting event ready
* Performers ready
 |
| Delivery of the ICSF 2023 | 14-15 June 2023 | 30% | A smooth-running event of ICSF |
| Final report on the ICSF | 15 July 2023 | 25% | Final technical design and implementation report |

**Coordination and co-working with MADANI Team**The selected contractor will report to the FHI 360/MADANI Deputy Chief of Party based in Jakarta. The contractor will also work with and be overseen by the MADANI M&E Team.Instructions to bidders are found below. **Please sign below and on final page.** |

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

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| Signature: |  |
| Title: |  |
| Date: |  |

Attachment “B”
Instructions to Bidders

1. **Procurement Narrative Description**: The Buyer (FHI360) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved’ supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and FHI360 does not guarantee the purchase quantity of any item listed.

 Prospective vendors should submit a list of previous other online large conference/forum, and an early design of how to make the ICSF event collaborative and interactive, having two keynote speaker sessions, three plenary talk show sessions, and three parallel sessions with four smaller breakout groups in each session over two days. The vendor should also provide an indicative budget.

1. **Procuring Activity**: This procurement will be made by **Family Health International (FHI360)**, located at **359 Blackwell Street Durham, NC**. FHI360 shall award the initial quantities and/or services and any option quantities (if exercised by FHI360) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.
2. **Proposal Requirements**. All Sellers will submit a proposal which contains offers for all items and options included in this RFP. All information presented in the Sellers proposal will be considered during FHI360’s evaluation. Failure to submit the information required in this RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach FHI360’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the FHI360 office designated in the RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of FHI360 Procurement office. The Seller’s proposal shall include the following:

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| (a) | The solicitation number: |
| (b) | The date and time submitted: |
| (c) | The name, address, and telephone number of the seller (bidder) and authorized signature of same: |
| (d) | Validity period of Quote: |
| (e) | A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary. |
| (f) | Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.  |
| (g) | Payment address or instructions (if different from mailing address) |
| (h) | Acknowledgment of solicitation amendments (if any) |
| (i)(j) | Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)Company Profile |
| (k) | **Special Note:** *The Seller, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.* |

1. **Cost Application**
* The **Cost Application** shall be submitted separate from the technical proposal, by completing both budget and budget narrative/notes (no template). Applicants shall submit a cost proposal for a fixed price per each deliverable outlined above, including production time required in days for each item.
* The budget notes should provide a description of each budgeted cost so a complete analysis of all the proposed costs/prices can be made.
* The vendor should submit a cost application with expected costs, such as key personnel, program cost, administration). Applicants may propose adjustments or additions to these costs as necessary with appropriate justification.
* No cost information or any prices, whether for deliverables or line items, may be included in the Technical Narrative Proposal. Cost information must only be shown in the Cost Proposal.
* Award will be made to the offer which is determined to be the best value and responsive to the Task Order terms.
* The costs listed must already include tax calculations in force in Indonesia. ***Note:******All payments will be subject to withholding tax in accordance with applicable Indonesian Tax Regulations.***
1. **Questions Concerning the Procurement**. All questions in regard to this RFP to be directed to **Procurement Madani** at this email; Procurement-Madani@FHI360.org: The cut-off date for questions is **January 27, 2023 at 5 PM (Jakarta time).** In the submission email, reference “Event Organizer for ICSF 2023” in the subject line. Answers will be provided on January 31, 2023 by email.
2. **Applicants must submit the technical application and budget to** **Procurement-Madani@fhi360.org** **by 5 PM (Jakarta time) on February 8, 2023. In the submission email, reference “Event Organizer for ICSF 2023” in the subject line.**
3. **Notifications and Deliveries**: Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
4. **Documentation**: The following documents will be required for payment for each item:
5. A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
6. All relevant product/service documentation, as outlined in the Deliverables Table of the Purchase Order
7. **Payment Terms**: FHI 360 Payments terms are Net 30 after receipt of invoice and once goods and services have been completed. Payment can be made via wire transfer or other acceptable form**.** Sellers may propose alternative payment terms and they will be considered in the evaluation process.
8. **Alternative Proposals**: Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
9. **Inspection Process**: Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
10. **Evaluation and Award Process:** The FHI 360 Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFP will be most advantageous to FHI 360, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to FHI 360. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. FHI 360 intends to evaluate offers and award an Agreement without discussions with Sellers.

Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, FHI 360 reserves the right to conduct discussions if later determined by the FHI 360 Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

1. **TECHNICAL APPROACH**
* Proposed technical design for an interactive and collaborative online conference with parallel sessions (30 points)
* Qualifications of proposed personnel to implement the proposed scope of work (20 points)
1. **PAST PERFORMANCE**
* Demonstrated capability and resources to provide the items and services requested in this solicitation in a timely and responsive manner. Past performance and institutional capacity for conducting online events with >250 participants (30 points)
1. **PRICE**.
* Evaluated ceiling price (20 points)
1. **Award Notice**. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
2. **Validity of Offer**. This RFP in no way obligates FHI 360 to make an award, nor does it commit FHI360 to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for thirty days after submission.
3. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer FHI 360 Representations and Certifications for values over $10,000.
4. **Anti-Kickback Act of 1986**. Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the FHI360’s Ethics Hotline at 1‑800-318-7153, reporting via website at [www.fhi360.org/anonreportregistry](http://www.fhi360.org/anonreportregistry) or by sending an e-mail to Compliance@fhi360.org. You may report a suspected violation anonymously.

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (*Seller Company Name*)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

Date: