

Request for Quotation (RFQ) – Goods or Services

Subject RFQ #:	RFQ-CATALYZE-WB-2024-101
RFQ Issue Date:	May 27, 2024
Terms of Reference / Specifications:	CATALYZE Albania Conference Organizer
Project	USAID Catalyze Engines of Growth Project
The Company	Palladium International LLC
Country of Performance	Albania
Closing Date and Time	June 5, 2024, 17:00 GMT+2
Contact Person	Jasna Dimovski, Grants and Procurement Specialist
Details for Submission	Electronic submissions will be accepted at jasna.dimovski@thepalladiumgroup.com

Thank you for your interest in the above procurement. As implementer for the Project, Palladium invites you to submit a quote for the Goods or Services listed below. Your quote must be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time. This RFQ in no way obligates Palladium to award a contract nor does it commit Palladium to pay any cost incurred in the preparation and submission of a quote. Palladium bears no responsibility for data errors resulting from transmission or conversion processes.

I look forward to your response. If you have any queries, please do not hesitate to contact me at +389 71 396 107 or by e-mail jasna.dimovski@thepalladiumgroup.com.

Yours sincerely,

Jasna Dimovski
Grants and Procurement Specialist

[Terms and conditions](#)

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This RFQ shall be subject to the laws of the District of Columbia, United States of America. The language of the arbitration will be English.

The Potential Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this RFQ or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this RFQ or the breach, termination, or invalidity thereof, shall be settled by mediation through the American Arbitration Association by filing a request for mediation with the AAA and the other party. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

Schedule - Terms of Reference

Purpose

The purpose of this Request for Quotation (RFQ) is to identify an agency to support the organizing of the two-day “Balkanomics” Conference, which will take place on June 24th and 25th in Tirana, Albania.

Type of Contract

This award will be a firm fixed price contract not exceeding \$60,000.

Anticipated Contract Term

June 10 through June 26, 2024.

Company Information

Palladium is a global leader in the design, development and delivery of Positive Impact — the intentional creation of enduring social and economic value. We work with corporations, governments, foundations, investors, communities and civil society to formulate strategies and implement solutions that generate lasting social, environmental and financial benefits.

The Project

USAID CATALYZE is a global project designed to facilitate partnerships and craft solutions to mobilize \$2 billion in blended private sector and other financing to USAID partner countries. The program can work in any development sector or region, enabling USAID Bureaus and Missions around the world to efficiently facilitate investment solutions that respond to the needs of specific sectors, issues, and geographies and leverage private sector financing to achieve development objectives.

The CATALYZE Engines of Growth (EoG) Activity (2020-2024) is one of the activities under the global CATALYZE project. The EoG Activity engages market actors and other stakeholders to identify and co-design key opportunities to improve SMEs’ access and utilization of appropriate financial products and services in the Western Balkans. EoG is also exploring how blended finance approaches can effectively catalyze finance for both vulnerable and high-growth- potential SMEs in the Western Balkans, in particular W-SMEs, to improve resilience and promote recovery and growth, examining the key barriers and enablers. The goal is to mobilize over \$110 million in financing for enterprises as a result of USG assistance, including \$45 million for W-SMEs in the region.

Timeline

Full Quotations should be submitted to jasna.dimovski@thepalladiumgroup.com by June 5, 2024, before 17:00 GMT+2. Any Quotations received after this deadline will not be taken into consideration.

Submission will be accepted electronically until the Closing Date. Please do not contact CATALYZE team members regarding this procurement outside of this channel of communication.

Quotes shall be valid for a period of six months. Quotes shall be considered final.

Scope of Work and Standards

The selected bidder must complete Due Diligence Questionnaire within three (3) business days of notice of award.

Scope of Work

CATALYZE EoG is holding the “Balkanomics” conference on June 24th and 25th, 2024 in Tirana, Albania. The “Balkanomics” conference will be a pioneering two-day conference dedicated to bolstering economic competitiveness in the Western Balkans, with a spotlight on European Union accession and regional development. Entrepreneurs, development professionals, and policymakers will convene to explore critical themes such as access to finance, ESG policies, technological innovations, and investment strategies, equipping attendees with invaluable tools and insights for driving impactful economic advancements. The

conference will concentrate on "Economic Growth and Access to Finance," highlighting the impact of EoG's initiatives on SME economies in the region. It will address the challenges, learnings, and successes encountered, with an eye towards their sustainability and future innovation.

Offerors are invited to provide quotations for services for organizing the "Balkanomics" Conference. The services required include full creative and technical preparation and execution: preparation of a creative concept and branding for the conference; application of approved creative concept with marking/branding of venue, stationary products, and digital visual assets; renting of event venue and catering; renting and operation of technical equipment including livestreaming and translation: public relations, photo and video production and post-production. See Annex A: Services Requested for detailed list of services that offerors should respond to.

Evaluation and Award Process: Palladium shall evaluate bids on a Best Value Trade Off Criteria.

Evaluation Stage 1. To meet the criteria for technical acceptance, firms must meet the following criteria, which shall be evaluated on a pass/fail basis:

Criteria	Submission Requirements
Unique Entity Identification (UEI) Number (if applicable)	Include in company profile. Guidance on applying for a UEI number: https://www.workwithusaid.gov/blog/navigating-the-sam-gov-unique-entity-identifier-process
Demonstrated experience executing events and conferences of similar size and scope	Past performance write-up. Inclusion of 3-5 examples including client names (unless restricted by the client) from the past 3 years.
Reputation for timely and high quality provision of events management and marketing services	Name and contact information for three professional references

Evaluation Stage 2. If these minimum criteria are met, offerors will move to the second stage, where the best value trade off bidder will be awarded the subcontract.

Palladium reserves the right to award under this solicitation without further negotiations. Offerors are encouraged to offer their best terms and prices with the original submission.

PROCUREMENT INTEGRITY AND ETHICS

It is Palladium's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and Palladium personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any Palladium's procurements and may result in disciplinary actions against Palladium personnel involved in such discovered transactions.

Instructions to the Offerors

The following items are required to be submitted as part of the proposal:

- Company Profile
 - Organization's contact information and address
 - Type of enterprise or organization
 - Signature of an authorized representative of the organization
 - UEI number (if applicable)
- Quotation (as a lump sum) of all services listed in Annex A, *As applicable to the scope of work, offerors should ensure Defence Base Act (DBA) insurance is contemplated for in the quotation in accordance with FAR 52.228-3*
- Capability Statement
- Reference Information (Contact/Program Name, etc.)
- Current registration form of the service provider not older than 6 months
- The price must be in USD.

- For Videographer and Photographer, please send part of previous work (videos and pictures as references),
- For the Host/Moderator, please send reference list from past performance.

Attachments: Please review the additional documentation and proposed contracts terms and conditions which should be given consideration when preparing your quote. By submitting your bid, you will certify that that you are in agreement with the contract terms and conditions as included in this solicitation and that all prices include all aspects of the required compliance with the terms and conditions of the proposed contract.

Annex A: Services Requested

Description	Amount	# of Days	Rate	Total Price	Comments
Creative Work					
Conference Visual Concept (to be implemented with multiple branded materials across media)	1	NA	\$ -	\$ -	
Desing of print materials (presentations/agenda, backdrop, stationary folders, pen, notebook, name tags, etc.)	1	NA	\$ -	\$ -	
Concept & implementation of videos and logo loops for the event	2	NA	\$ -	\$ -	
Event Scenario	1	1	\$ -	\$ -	
Production					
Entrance Banner	2	NA	\$ -	\$ -	
Backdrop print	1	NA	\$ -	\$ -	
Adeziv production (speakers small tables and wrap cover)	4	NA	\$ -	\$ -	
Forex production (branding purpose and table branding material)	4	NA	\$ -	\$ -	
Stationary production folder	160	1	\$ -	\$ -	
Branded pens	160	1	\$ -	\$ -	
Branded notebooks	160	1	\$ -	\$ -	
Branded nametags with individual names of speakers and participants	160	1	\$ -	\$ -	
Technical Equipment					
LED Wall (Rent)	1	2	\$ -	\$ -	75 sq. m.
Extra support (holder/ construction) for LED wall	1	2	\$ -	\$ -	
Medium-sized screen for foyer (welcome screen for secondary screenings during breaks)	1	2	\$ -	\$ -	

Description	Amount	# of Days	Rate	Total Price	Comments
Audio logistics (rent)	1	2	\$ -	\$ -	
Lightings logistics (rent)	1	2	\$ -	\$ -	
Stage + Carpet (rent)	1	2	\$ -	\$ -	
Transmitter channel for translation (Facebook livestream)	1	2	\$ -	\$ -	
System for online participation of panel speakers	1	2	\$ -	\$ -	
Booth system for translation	1	2	\$ -	\$ -	
Earphones/headphones for guests' translation	40	2	\$ -	\$ -	
Translators	2	2	\$ -	\$ -	
Microphones for speakers	10	2	\$ -	\$ -	
Livestream crew for FB & Signal (rent)	3-Feb	2	\$ -	\$ -	2-3 cameras to produce livestream video and signal for Facebook live
Videography	1	2	\$ -	\$ -	
Photography	1	2	\$ -	\$ -	
PR & Marketing Promotion					
Online Campaigns including: email campaign, Eventbrite invitation or equivalent, follow up & thank you email, posters design. Emails to be sent by the Agency, based on contact databases provided by CATALYZE EoG.	1	NA	\$ -	\$ -	
Social media campaign including: online posts/publications, pre-launch online marketing snippets with select pieces of content about speakers/themes etc. of upcoming event designed to raise awareness and expectations)	To be proposed based on creative concept	NA	\$ -	\$ -	30 digital photo posts with speakers & panel introduction; 10 infographics, 20 general posters about the conference and/or content
YouTube channel set up & video creation	1	2	\$ -	\$ -	
Short video interviews with post-production (10 minutes)	3	2	\$ -	\$ -	

Description	Amount	# of Days	Rate	Total Price	Comments
Social Media Manager	1	1	\$ -	\$ -	
Dedicated website/landing page	1	NA	\$ -	\$ -	
Writer/Copywriter in English and Albanian	1	2	\$ -	\$ -	
Media Corner set up featuring 3 PR articles, 4 TV chronicles	1	1	\$ -	\$ -	3 PR Articles, 4 Tv Chronicles
Others					
Catering & coffee break	2	2	\$ -	\$ -	
Venue rental	2.5	NA	\$ -	\$ -	Additional half day required for set up (2.5 total)
Hosts (co-host and moderator)	1	2	\$ -	\$ -	
Conference post-production			\$ -	\$ -	
Video productions (short, ~30 seconds) including pre-Launch Podcast	To be proposed based on creative concept	2	\$ -	\$ -	Short videos per post-production after the event with short quotes/statements of panelist/topic with subtitles.
Agency Fee			\$ -	\$ -	
TOTAL				\$ -	