

**Request for Quotes
SEE ICT/RfQ/2021/7**

Subject: Procurement of The organization of the event

Contracting Entity: Association SEE ICT (SEE ICT), Savska 5

Location: Serbia, Belgrade

Issuance Date: 4.10.2021.

Introduction

Venture an Idea Project, supported by the USAID, is soliciting offers for the procurement of Organization of the event for the project needs. This includes enlist in short the items to be procured.

The services/commodities will be used for the purpose of the Venture an Idea Project that will be implemented in Serbia in the period June 2021 to August 2025.

About the Project

USAID has awarded Digital Serbia Initiative a four-year contract and SEE ICT is an implementing partner. This project aims to improve the innovation ecosystem in Serbia, with the goal to solve two identified problems: (1) lack of innovation and entrepreneurial mindset and (2) lack of market-driven approach and commercialization, with an overall goal to contribute to the systemic creation of a greater number of innovative businesses with global outreach. Through this activity DSI will partner with public and financial institutions, the Serbian education system, business associations, and a variety of other service providers to create a support system for Serbian companies.

Firms are invited to submit offers in response to this Request for Quotations (RFQ) in accordance with Section 1 (Instructions to Offerors). Issuance of this solicitation does not in any way obligate DSI or USAID to award a contract, nor does it commit DSI or USAID to pay for costs incurred in the preparation and submission of a proposal.

Please note that in submitting a response to this solicitation, the Offeror understands that USAID is not a party to this solicitation and the Offeror agrees that any protest hereunder must be presented—in writing with full explanations—to SEE ICT for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. SEE ICT, at its sole discretion, will make a final decision on the protest.

Section I

Instructions to Offerors

Submission and deadline of bids

Offers must be received no later than **23:59h Wednesday, October 27, 2021**. All offers must be emailed to SEE ICT at ponude@seeict.org.

Questions and Clarifications

All questions and/or clarifications regarding this RFQ must be submitted in writing to tamara.stanojevic@startit.rs no later than 17:00h on Monday, October 25, 2021. All correspondence and/or inquiries regarding this solicitation must reference the RFQ number.

Questions and requests for clarification, and the responses thereto, that SEE ICT believes may be of interest to other offerors, will be circulated to all RFQ recipients who have indicated an interest in bidding.

Requirements for eligible bidders

All goods and services offered in response to this RFQ must be presently in Serbia at the time of purchase. Only firms legally registered in Serbia may submit an offer in response to this RFQ.

By submitting an offer in response to this RFQ, the offeror certifies that it and its principles are not debarred, suspended, or proposed for debarment by the U.S. Government. SEE ICT will not award a contract to any firm or firms' principals who are debarred, suspended, or proposed for debarment.

Required Documents

The following required documents are required in any offer submission:

- Offer based on the Technical Specifications (see Section 2)

Quotations

Prices must be quoted on a lump sum, all-inclusive basis. No taxes or fees are to be added. SEE ICT is **VAT-exempt**, per the bilateral agreement between the United States and the Republic of Serbia. Offers must show unit prices, extension, and total price. All items, services, spare parts, etc. must be clearly labeled and included in the total price. Quotations must be a fixed price, payable in **Serbian Dinars**.

Validity Period

Offers must remain valid for not less than thirty (30) calendar days after the offer deadline.

Negotiations

Best offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations. However, SEE ICT reserves the right to conduct negotiations and/or request clarifications prior to awarding a Contract or Purchase Order.

Award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the minimum technical specifications, meets the origin requirements, and is judged to be the most advantageous to SEE ICT in terms of quality, cost and delivery. In judging the offers, the following criteria will be used with the approximate weights applied accordingly:

- **The lowest price offered**

Please note: SEE ICT reserves the right to place partial orders based on any quotation received — i.e., based on the quotation received, SEE ICT may place an order for all, some, or none of the quoted items.

Terms and Conditions

This solicitation is subject to SEE ICT's standard terms and conditions. Any resultant award or purchase order will be governed by these terms and conditions. Please note that SEE ICT standard payment terms are within 15 days of receiving the invoice and no later than 30 days.

Section II Technical Specification

Procurement description: Provision of enlist in short the items to be procured for The organisation of the event:

Indicative period of service: October 2021 - June 2022

- Organization and management of 20 (twenty) Talks with prominent entrepreneurs/innovators.

The event will provide participants with insights in experiences and real-life examples of entrepreneurial thinking and values.

- Organization and management of 8 (eight) Ideation workshops.

The workshops will provide participants with hands-on entrepreneurial mindset and ideation labs, facilitating business idea generation.

- Organization and management of 1 (one) Award Ceremony event.

The event will encourage and promote knowledge sharing within the entrepreneurship community, by pointing out the most successful examples of mentoring practices developed through the knowledge-sharing platform.

- Organization and management of 10 (ten) global market events.

Events presenting business culture perspectives from developed markets in order to better prepare local entrepreneurs for the global market.

- Organization and management of 4 (four) Co-founders and R&D networking events.

The events are aimed at mapping and developing partnership opportunities between CEOs from developed markets and CTOs from Serbia.

Specific tasks include the following:

- Organization and reservation of an adequate space for the Award Ceremony in consultation with the Contracting Authority;
- Organization of refreshments (coffee, water and catering) for Ideation workshops, Award Ceremony Event, R&D events and Global market events;
- Transportation for the participants or project team when events are outside of Belgrade.
- Engagement of 3 (three) speakers at the Award Ceremony.
- Engagement of speakers for global market events.
- Provision of communication services with moderators, speakers and events' participants.

Note:

The Contractor Authority will monitor the health situation caused by Covid-19 and the events will be organized in line with the recommendations of the Public Authorities. If the health situation is unsafe for the organization of live events, events will be organized in hybrid format. In that case, the costs of catering and travel will be directed into the services described below.

The Contractor must be able to provide the following services:

- Provision of an adequate platform for hosting online events;
- Provision of technical support during online events if needed (e.g. stable internet connection, live streaming, organizing group work online and other support after the event in agreement with the Contracting Authority);
- Provision and delivery of professional support during online events: facilitation/moderation if needed (preparation, execution and other support after the event in agreement with the Contracting Authority);
- Provision of audio-visual equipment for events if needed and video recording if needed.

Indicative timeline*:

No	Event	Indicative date(s)
1.	Organization, management and delivery of 20 (twenty) Talks with prominent entrepreneurs/innovators; <i>Location: Serbia</i>	Oct 2021 - Dec 2021 – 8 one-day event Dec 2021 - June 2022 - 12 one-day event
2.	Organization, management and delivery of 8 (eight) Ideation workshops <i>Location: Serbia</i>	Dec 2021 - June 2021 – 8 3-day workshops
3.	One Award Ceremony event <i>Location: Belgrade</i>	December 2021 – 1 one-day event

4.	Organization and management 4 (four) Co-founders and R&D networking events. <i>Location: Belgrade</i>	Oct 2021 – June 2021 – 4 one-day events
5.	Organization and management of 10 (ten) global market events <i>Location: Belgrade</i>	Oct 2021 – June 2020 – 10 one-day events

*Information will be confirmed and provided by the Contracting Authority in a timely manner.

If there is a difference between the offer and the specification required, please indicate and describe the difference.