

## REQUEST FOR PROPOSAL (RFP)

### RFP-01-UA-2025\_Forum

RFP Released: January 9, 2025  
Proposals Due: Jan 24th, 2025, 6 pm (GMT-06:00), Arlington  
time

#### BACKGROUND:

Established in 1995, CRDF Global is an independent nonprofit organization that promotes safety, security, and sustainability through international development and foreign assistance missions in over 120 countries. We are a recognized leader in strategic capacity building programs that combine technical expertise with flexible, locally driven solutions across the areas of CBRNE security and non-proliferation, global health, strategic trade controls, cybersecurity, innovation, and international professional exchanges. *Our regional offices in Arlington, VA; Kyiv, Ukraine with a satellite office in Warsaw, Poland; Almaty, Kazakhstan; Amman, Jordan and Manila, Philippines provide invaluable local support to our ongoing operations and enhance our global reach.*

*At CRDF Global, we are committed to promoting diversity, equity, inclusion, and accessibility (DEIA) in all aspects of our operations. We recognize that fostering an inclusive environment that celebrates and embraces diverse perspectives is not only essential for our organizational success but also crucial for the advancement of security, global health, and development worldwide. We understand that by fostering diversity in a global manner, embracing inclusion, and prioritizing accessibility, our organization will become stronger and more innovative in identifying solutions to the world's complex challenges.*

More information is available at [www.crdfglobal.org](http://www.crdfglobal.org).

#### 1. PURPOSE:

In support of the U.S. Department of State's (DOS) Office of the Nonproliferation and Disarmament Fund (ISN/NDF), CRDF Global and its selected contractor will provide comprehensive design, technical and logistical support for the Forum, which will take place in Kyiv, Ukraine, on May 21-22, to establish a platform for fostering collaboration among the government, private, and scientific sectors, uniting efforts to enhance Ukraine's resilience across the local, oblast, and national levels.

#### 2. Tasks:

##### **Task 1: Project coordination**

The Contractor will join regular project calls with CRDF Global to discuss project preparations status and inform project planning steps.

Deliverable 1: Participation in regular calls/meeting, and email exchange with CRDF Global and counterparts.

Deliverable 2: Full project support in accordance with approved Task and Deliverables details and schedule.

##### **Task 2: Design and Full Development of Identity and Visuals**

The Contractor will develop a unique identity for the Forum including a logo, slogans, and visuals. Design and produce visuals for the Forum based on the established concept and identity.

- Deliverable 1: Finalized logo and visual identity as well as brandbook.

- Deliverable 1: Visuals for agenda, notebook, booklet, presentation, badges, and stripes.
- Deliverable 2: Visuals for banners, video walls, reception, halls, and meeting rooms.

**Task 3: Badges, Stripes, Agenda, Notebook, Booklet, and Banners Development**

The Contractor will create and produce badges, stripes, agenda, notebook, booklet, and banners for event participants.

- Deliverable 1: Designed and produced badges, stripes, agenda, notebook, booklet, and banners.

**Task 4: Decoration of Event Spaces**

The Contractor will decorate all necessary rooms of the Forum, including banners, reception areas, halls, and meeting room.

- Deliverable 1: Decorated event spaces.

**Task 5: Event organizational support**

The Contractor will provide logistical support on site during the event, including registration of participants/speakers, hostess services as long as security services for the event.

- Deliverable 1: Hostess and security services on site.
- Deliverable 2: Registration desk and services provided.

**Task 6: Support for High-Level Speakers**

The Contractor will provide logistical and communication support for high-level speakers before, during, and after the event.

- Deliverable 1: Logistical and communication support documentation.

**Task 7: Technical Support for Forum Events**

The Contractor will provide full technical support for Forum, including lighting, audio, mounting, zoom connection, stage setup, and screens. 3<sup>rd</sup> party vendors may be engaged in case of necessity outlined in technical documentation.

- Deliverable 1: Technical support documentation.
- Deliverable 2: Technical equipment rent and delivery setup the day before the event and dismantling after the event completion.
- Deliverable 3: Oversee all technical support and 3<sup>rd</sup> party vendors' services which will provide full scale services for technical support during the event, including but not limited to set up and dismantling services.

**Task 8: Debrief and Project Close-out**

The Contractor will conduct a debriefing session and finalize the project close-out.

- Deliverable 1: Debriefing report.

**3. SERVICE REQUIREMENTS:**

The selected Contractor shall:

- Provide a professional service and have relevant experience;
- Have a good understanding of and empathy with our business, values and culture;

- Have sound/video management processes;
- Be capable of delivering comprehensive security services during event implementation.

## PRICE SCHEDULE

Direct Cost - SME				
Name of the SME:				
#	Task	Estimated level of effort (4 hours)	Hourly Rate	Total
1				
<b>TOTAL:</b>				

### TOTAL Budget:

Please fill the table above.

All prices shall be **GROSS** and provided in **USD or UAH**  
Kindly mind that submitted quotes shall be fixed under Fixed-Price (FFP) contract.

That type of Contract foresees prices schedule that is not subject to any adjustment. Firm prices shall be kept based on the contractor's cost experience in fulfilling the contract. This contract type places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss.

## PAYMENT

Standard payment terms – it's a post payment within 30 calendar days after acceptance of deliverable. Invoice shall be issued together with detailed specification on the list of provided services and goods. Other payments terms and schedule may be discussed additionally. Preference will be given to Bidders, that confirm standard payment terms.

## TIMELINE

The Contractor will implement their Scope of Work in accordance with the following delivery schedule.

Task	Deliverable	Expected Completion Date
Task 1	Deliverable 1	During the performance of the contract
Task 2	Deliverable 1	March 2025

	Deliverable 2	March 2025
	Deliverable 3	March 2025
Task 3	Deliverable 1	March 2025
Task 4	Deliverable 1	March 2025
Task 5	Deliverable 1	March 2025
	Deliverable 2	March 2025
Task 6	Deliverable 1	March 2025
Task 7	Deliverable 1	March 2025
Task 8	Deliverable 1	May 2025

## **PROPOSAL REQUIREMENTS:**

Requested **strict adherence** of proposals components to the defined set order:

Information provided requested:

Cost proposal/Description of the pricing and cost factors

**ANNEX C: PRICE SCHEDULE**

## **RFP TIMETABLE:**

CRDF Global reserves the right to make changes to the RFP Timetable without providing explicit notification ahead of time.

January 25, 2025 (Arlington time):	RFP Submission Due
January 27, 2025	Selected Contractor(s) Notified
January 31, 2025:	Negotiate Agreement

## **PROPOSAL SUBMISSION:**

Proposals must be submitted as electronic documents in PDF and in Word & Excel format.

Proposals should be submitted to Kamila Akmurzayeva, [kakmurzayeva@crdfglobal.org](mailto:kakmurzayeva@crdfglobal.org), no later than: **January 25, 2025, COB, Arlington time.** CRDF Global reserves the right to disqualify any proposal submitted after the submission deadline.

Please contact Yurii Remarenko if you have any questions to SOW, [yremarenko@crdfglobal.org](mailto:yremarenko@crdfglobal.org)

The subject line of the email must read:

**PROPOSAL\_***Bidder name***\_ RFP-01-UA-2025\_Forum**

**SOLICITATION TERMS & CONDITIONS:**

**Right to Select Suppliers.** CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

**Obligation.** This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

**Notification.** CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract.

**Binding Period.** Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

**Hold Harmless.** By submitting a response to the RFP, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

**Transfer to Final Contract.** The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

**Exceptions.** Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

**CRDF Global Proprietary Information.** Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

**Supplier Proprietary Information.** Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.

**ANNEX A: SELECTION REQUIREMENTS AND CRITERIA:**

Selection will be based on CRDF Global's evaluation of the Contractor's ability to meet CRDF Global's requirements described below, as well as factors such as competitive pricing, quality of proposal, past performance, and other intangible factors. CRDF Global reserves the right to accept or reject any and all proposals, and to negotiate terms of any subsequent agreements at its own discretion.

Proposals submitted will be evaluated using the criteria below (but not limited with). Incomplete applications will not be considered.

**KEY PERFORMANCE INDICATORS (KPI)\*:**

1. Experience
2. Cost