

Manifesta 14 Prishtina 2022

REQUEST FOR PROPOSALS (RFP)_GOV001

Dear sir/madam

Project: CAFÉ BAR WITH KITCHEN FOR *CENTER FOR NARRATIVE PRACTICE*

Project Number: RFP#GOV001

1. We kindly request you to submit your proposal for the below services in accordance with the enclosed instructions to offerors. Proposal may be submitted on or before the date specified in the instructions for suppliers and shall remain open in case the final date for submission of proposal is extended.
2. The details of the terms of references can be found in Annex 1 of this RFP. When preparing your proposal, please be guided by the form attached hereto as Annex 2 and other annexes.

Contract Title:	CAFÉ BAR WITH KITCHEN FOR <i>CENTER FOR NARRATIVE PRACTICE</i>
Date of Publication:	27/04/2022
Reference Number:	GOV 001
Closing Date:	22/05/2022
Contract Duration:	12 MONTHS TRIAL PERIOD WITH THE OPTION OF EXTENDING THE CONTRACT TO 2, 3 OR 4 YEARS, DEPENDING ON BUSSINESS DEVELOPMENTS
Contracting Authority:	MANIFESTA 14 PRISHTINA
Address:	Str. UCK, nn, Prishtina, Kosovo
Email for submission:	m14procurment@manifesta.org
Subject:	RFP#GOV001

It shall remain your responsibility to ensure that your proposal will reach the address above on or before the deadline. Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for

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evaluation.

Please find enclosed the following documents, which constitute the dossier:

- A. Instructions to Offerors
- B. Concept proposal
- C. Submission Form
- D. Declaration by Bidder

Instructions and Information for Offerors

This section provides detailed instructions to be followed in responding to this RFP.

Submission of the Quotes

Offerors must submit all the proposals through an electronic copy at m14procurement@manifesta.org no later than 24:00, 22 May 2022 with the subject "RFP#GOV001".

All submitted documents must conform to the requirements outlined in the solicitation.

All proposals should be filled in the following annex of this Request for Proposals.

Questions

Questions regarding the technical requirements of this Request for Proposals may only be made electronically at m14procurement@manifesta.org no later than 7 days before deadline of submission. Any verbal information received from organization employees, or any other entity shall not be considered as a formal answer to any questions regarding this Request.

Terms and Conditions

1. The Contracting Authority reserves the right to modify the provisions of this RFP at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all Offerors.
2. Proposals must be submitted in accordance with these instructions and the other documents in the Request for Proposals documents (together with all other relevant information required to sufficiently describe the proposal fully) not later than the time and date stated in the invitation to Proposals letter.
3. Offerors must check that all the documents listed in the Request for Proposals Documents have been received and are complete in all respects. No claims will be considered arising out of failure to study the details contained herein or to obtain such information.

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5. Offerors shall bear all their own costs and expenses incurred in the preparation and submission of the quote.
8. All communications in respect of this request to quotation must be solely with the signatory on the invitation to quote letter. Offerors are cautioned that any other communications whether in writing or not, shall not form part of any contract and may result in your quote being disqualified.
9. The Contracting Authority reserves the rights to reject any or all accepted proposals or request for further explanation from the offerors.
10. Before awarding, the Contracting Authority can request from the offerors to provide additional information or ask for a quick interview for helping of the evaluation process.

Information to be submitted by the Offerors

The company/organization/start-up or individual(s) should attach to the quote the following documents:

- Proposal Form
- Certificate of registration and certificate of fiscal number - if applicable
- Concept for the café bar with kitchen, type of food.
- Detailed Business plan proposal
- Company/organization/start-up/individual profile

Proposal Evaluation / Award Criteria

The Contracting Authority will evaluate proposals based on the submitted Business Plan as well as following criterias:

Criteria 1	Submitted Business Plan	Weighting	35%
Criteria 2	Overall Quality of submitted Concept (inclusive menu is desired, e.g. vegetarian and vegan offers):	Weighting	35%
Criteria 3	Project Understanding	Weighting	15%

Annex 1. TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

BACKGROUND

The garden of the *Center of Narrative Practice* will be used for different events, like screenings, performances, meetings and reading groups. An indoor and outdoor gastronomic service in the form of a café bar with kitchen will become the commercial activity of the institution. It will serve as a meeting point to develop a programme according to Center's vision and attract visitors with an inclusive menu. For the duration of Manifesta 14, the bar and kitchen will be a meeting point for the communities where both visitors, the neighbourhood, artists and M14 team members will start spending their leisure time. This model sets the ground for a long-term activity of the café bar with kitchen.

Besides generating the main source of income for the *Center of Narrative Practice*, the bar must also act as informal meeting point, where ideas are exchanged, where communities gather and where different audiences come together. To achieve these goals, the café bar with kitchen offers inclusive drinks and food for affordable prices, and performs on a low-key, not disturbing the neighbouring residential community.

SCOPE OF WORK

Taking in consideration that Manifesta 14 will not develop nor manage the café bar with a kitchen, this specific activity within the *Center For Narrative Practice* will be outsourced to an external partner. As a basic operational plan, Manifesta 14 will offer the space free of charge for a period pre-defined with the interested parties. The selected partner will invest in all necessary equipment, staffing and programme related to the bar. For the duration of Manifesta 14, the partner will be obliged to receive approval by Manifesta 14 for their programming.

The partner will be obliged to report to management on a regular daily basis.

After the trial period, Manifesta 14 has the right to negotiate a new basic operational plan according to the experiences during the trial period.

Interested parties can present their concept, their business plan as well as a gastronomic and culinary programme by participating in the «Expression of Interest». Interested parties should submit concepts and business plans which are in line with the overall conceptual approach of the *Centre for Narrative Practice* (find concept below). Manifesta 14 favors concepts based on organic growth of local products. Furthermore, it is desirable that the selected partner becomes an integral part of the new permanent institution *Center For Narrative Practice*, contributing both on a financial, programmatic and community engagement level to secure that the *Center For Narrative Practice* will turn into an essential element of Prishtina's cultural scene.

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QUALIFICATION REQUIREMENTS

The company/organization/ startup/individual(s) should attach to the quote the following documents:

- Proposal Form
- Certification of conflict of interest
- Certificate of registration and certificate of fiscal number if applicable. Newly formed organizations or individuals a declaration that they will register entity if awarded the contract.
- Concept for the café bar with kitchen, type of food.
- Detailed Business plan proposal,
- Company/organization/stratup/individual profile

DURATION AND TIME FRAME

Open call:	May 2022
Decision partnership:	May 2022
Implementation of infrastructure:	June 2022
Trial Period:	Until 15 July 2022
Opening:	20 July until 30 October 2022 (minimum opening hours are Tuesday to Sunday: 10:00h – 20:00h the opening hours can be extended if required)
Cooperation Evaluation:	15-30 October 2022
Restart:	November 2022

Annex 1. Bid Submission Form – Technical Proposal

To simplify the evaluation process and obtain maximum comparability, the Contracting Authority requires that all responses to the RFP are organized in the manner and format below.

1. SUBMITTED by (i.e. the identity of the offeror)

	Name(s) and address(es) of legal entity or entities submitting this Quote
Leader	
Regis. No./Unique No.	

2. CONTACT PERSON (for this ITQ)

Name	
Position	
Address	
Telephone	
e-mail	

- A. Service Approach and Timeline
- B. Methodology, planning and tools for providing of the required services
- C. System of quality control to guarantee quality of services and adherence to deadlines
- C. Qualifications
- D. Fields of Specialization and Experience

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Annex 2. CONCEPT AND BUSINESS PLAN PROPOSAL

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Annex 3. CERTIFICATION OF CONFLICT OF INTEREST AND CONFIDENTIALITY

With respect to this submission the undersigned hereby agrees and certifies to the following:

I have carefully reviewed all Contracting Authority listed employees and Board Members and based on this review, I certify, to the best of my knowledge and belief as of the date indicated below, that either I have no actual or potential relationships that would pose a conflict of interest.

Name and Surname:	
Company/Consultant:	
Date:	

ANNEX 1:

Center for Narrative Practice

Manifesta 14 Prishtina seeks to establish a unique, ongoing institution at the former Hivzi Sylejmani Library: the Centre for Narrative Practice. Drawing on the desires and needs articulated by citizens in consultations conducted by the team of Manifesta, the emergent institution aims to conserve and incorporate the history of the building by restoring it in a manner mindful of its heritage and by maintaining its character as a library, as a welcoming public site of knowledge acquisition and exchange. Envisaged as a long-term community-based project, the Centre for Narrative Practice is designed to gradually and collaboratively bring forth a place of study, learning, activity and conviviality that is shaped and cared for by the people who use it. The key objective of the Centre for Narrative Practice is to provide the resources and tools to explore, teach, share, transfer multiple forms of narrative practice.

The Centre of Narrative Practice consciously and proactively challenges the assumption that artistic thinking and practices are the domain of the privileged few. It seeks to strengthen the arts, cultural and public sector by providing much needed spaces, facilities, tools, equipment and skills to all.

By foregrounding social and cultural practices that bring forth new stories, such as resistance, repair, arts, activism, care, research, memory, ecology, reconciliation or speculation, the centre aims to unite, to empower, to sensitise, to heal individuals and groups through storytelling.

Insofar as it places co-creative narrative practice at the very centre of its mission, the emergent institution functions as the nucleus of Manifesta 14 Prishtina. All other components of the programme take their bearings from the questions raised and the narrative strategies explored here at this site of collaborative experimental and multidisciplinary learning.

Audience

The Centre of Narrative Practice is positioned in the middle of the city of Prishtina. It is readily accessible to many groups, though it will be necessary to perform considerable outreach to engage audiences living beyond the city centre and in other regions of Kosovo. Beginning in the neighbourhood it will endeavour to use its diverse programme to extend the network outwards to other regions. The aim is to simultaneously work to build up international networks to mitigate the isolation experienced by people in Kosovo by creating and sharing stories.

The establishment and maintenance of a common ground in both a structural, spatial and programming sense play a pivotal role. The Centre for Narrative Practice seeks the active participation of collaborators in designing and implementing elements of the main programme and formats. This means working closely with the arts, culture and science communities. These consist of various cultural workers and scientists, such as researchers, managers, academics, curators, artists, students and civil society organisations. The garden, café, reference library, online radio and workshop spaces enable the interactions and collaborations to take place in different mediums and catering to different demographics.

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With its oasis-like ambiance it seeks to attract people from different parts of Prishtina to assemble there. In its ideal format, the hospitality of the café and common workspace. With the capacity to hold meetings on civic engagement and communities' concerns, the library is well placed to nurture social encounter and engagement in a restful, hospitable environment.

Spaces and its activities at the Center for Narrative Practice

Reference Library

The open-shelf thematic reference library contains books on contemporary discourses from universalism to the commons, from ecology to economics. Library users are encouraged to request publications to participate in building the collection.

Exhibition Spaces

In the small exhibition spaces exhibitions of small-scale art forms can be presented. While one exhibition space will be dedicated to archive making and displaying, the other will present small-scale art forms.

Meeting Rooms

Local cultural groups are given the facilities to hold meetings and use the facilities.

Makinig Spaces

The making spaces are situated in the rear building. One is dedicated to printing, bookbinding and book conservation, and the other to general construction and assembling with tools for wood, metal, painting, recuperating and as many activities as creatives can think. They will be equipped and activated with workshops during Manifesta 14.

Education Space: Oaza

On the side of the Hivzi Sylejmani Library, the new institution houses the Education and Community Space of Manifesta. In order to create a tailor-made programme which is relevant to the local community, the weekly activities will be based on two research projects implemented by the Education Department in the pre-biennial period. The space will try to serve the interests of the general community, schools in the vicinity and specifically inhabitants.

Screening Rooms

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Films and video works by artists from Kosovo are presented in a loop through the day inside the library in a small exhibition space. In the garden and the education space larger screenings take place on selected evenings.

Media Studio

Experienced podcasters mentor aspiring practitioners in podcast and radio production. The podcasts, interviews and features produced are aired and available on demand on radio Manifesta.

Children's Space

A miniature exhibition space lined with shelves and cabinets and drawers contains objects which can be selected and arranged into thematic cultural history exhibitions by small groups of children (and adults).

Garden

The garden is a site of conviviality and learning. It will host communal garden activities and workshops to share knowledge about ecosystems and the way plants communicate and co-exist. The community will actively engage in tending and nurturing the garden and choosing the plants that grow there.

The garden will be used for events such as screenings, workshops, performances, readings and meetings of local groups. Wide wooden stairs leading into the garden can be used to stage performances, for people to sit on to watch screenings, read, talk, rest or daydream.

A café in the garden will be run by a local business. It is for all the community and is considered part of the programme. The kitchen will also be used for preparing food events and cooking workshops in the garden.

Activation programme

During Manifesta 14 a curated programme will activate the Centre of Narrative Practice. The programme consists of 8 projects, 4 workshops and 7 thematic weekends.

The projects and workshops focus on various narrative practices from archiving to creative writing, from printing to podcasting, radio production and cooking.

The thematic weekends focus on the 7 themes of Manifesta. Each weekend one of the themes is explored. These include transition, migration, water, capital, love, ecology and speculation. Each thematic weekend consists of 1 panel discussion, 2 lectures, 1 performance, 2 film screenings and a food event. In August there will be a concert instead of the second film.

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