

Manifesta 14 Prishtina 2022

REQUEST FOR PROPOSALS (RFP)_BAR002

Dear sir/madam

Project: BAR AND FOOD OPENING EVENT

Project Number: RFP#BAR002

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 the event that the aforementioned final date for submission of proposal is extended.
2. The details of terms of references can be found on 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: | BAR AND FOOD OPENING EVENT |
| Date of Publication: | 09/06/2022 |
| Reference Number: | BAR 002 |
| Closing Date: | 26/06/2022 |
| Contract Duration: | 1 DAY EVENT |
| Contracting Authority: | MANIFESTA 14 PRISHTINA |
| Address: | Str. UCK, nn, Prishtina, Kosovo |
| Email for submission: | m14procurement@manifesta.org |
| Subject: | RFP#BAR002 |

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 evaluation.

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

A. Instructions to Offerors

Manifesta 14 Prishtina Office
Palace of Youth and Sports
Str Luan Haradinaj 35

Manifesta Amsterdam
Head Office
Sarphatistraat 470

+383 (0) 45 237 793
m14@manifesta.org

- 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, 26 June 2022 with the subject "RFP#BAR002". 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 5 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. 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.
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 or not in writing, shall not form part of any contract and may result in your quote being disqualified.

9. Contracting Authority reserve the rights to reject any or all accepted proposals or request for further explanation from the offerors.

10. Before award, 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 should attach to the quote the following documents:

- Proposals Form
- Certification for conflict of interest
- Certificate of registration and certificate of fiscal number / other
- Business plan proposal, including menu offered for the event.
- Company/organization profile

Proposal Evaluation / Award Criteria

While price is an important factor, Contracting Authority will evaluate proposals on Business Plan and the following criteria:

| | | | |
|------------|---|-----------|-----|
| Criteria 1 | Overall Quality & Level of Professionalism: | Weighting | 30% |
| Criteria 2 | Offered menu & prices: | Weighting | 30% |
| Criteria 3 | Delivering requirements: | Weighting | 10% |
| Criteria 4 | Relevant experience and Portfolio: | Weighting | 10% |
| Criteria 5 | Service Capability: | Weighting | 20% |

Annex 1. TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

CONCEPT FOR BAR AND FOOD

Manifesta 14 Prishtina opens on the 22nd of July. To mark the occasion, there will be an Opening Party on the Plateau of the Palace of Youth and Sports in central Prishtina. The party, which will be open to the public and feature performances, speeches and general celebration, promises to be a memorable occasion for all involved. For the party to realise its full potential, it is necessary to have an on-site bar that serves drinks and appetisers.

The bar will be situated on the Plateau of the Prishtina's Palace of Youth and Sports, and is expected to operate at a high capacity; approximately 5,000 guests are expected to attend the Opening Party. The bar will be expected to operate three stations on the Plateau, to reduce congestion and serve the greatest number of guests; the locations of each of the three stations on the Plateau will be jointly selected by Manifesta 14 Prishtina in consultation with the selected operator. The bar will be set up as a model which provides income and will be managed preferably by outsourced collaborators in the city, who will facilitate the process of distribution, set up of the bar, and other machinery necessary and also service.

It is more appropriate and inclusive to partner with a provider of beverages in order to maintain the same spirit of the bars in Prishtina while also strengthening collaboration with local partners. It will be necessary to establish a plan to organize the necessary hold of equipment, staff and service protocol, which will fulfill the purpose of the creation of this one-off bar for the opening party of Manifesta 14 Prishtina. In the event that Manifesta 14 Prishtina establishes exclusive relationships with food and beverage suppliers, the bar partner is expected to serve these beverages at the opening.

To achieve this, it is necessary to do a call for 'Expression of Interest' for everyone who is willing and keen to partner with Manifesta, while proving a model of management, service and partnership that can suit both parties. The business plan for the bar can be based on the model that the other party can provide beverages for free and they can take the profits from selling, if that will be the case.

The Opening Party for Manifesta 14 Prishtina should be a proud moment for all involved. The partner who agrees to organise and operate the bar on the Plateau of the Palace of Youth and Sports will have an important role that stands to be financially and reputationally rewarding.

Manifesta 14 Prishtina Office
Palace of Youth and Sports
Str Luan Haradinaj 35

Manifesta Amsterdam
Head Office
Sarphatistraat 470

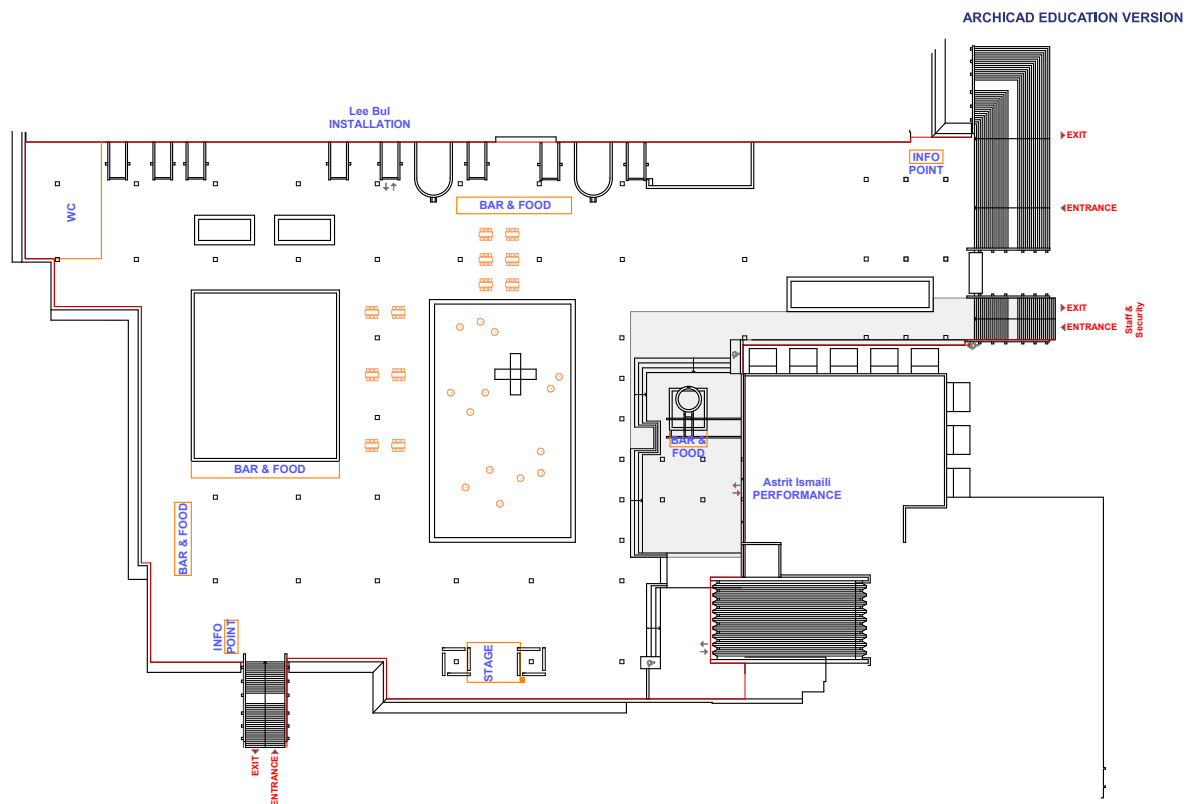
+383 (0) 45 237 793
m14@manifesta.org

TIMELINE

Implementation bar & food infrastructure: July 2022

Test run: 21 July 2022

Open: 22 of July from 19:00-23:00



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Annex 1. Bid Submission Form – Technical Proposal

In order to simplify the evaluation process and obtain maximum comparability, Contracting Authority requires that all responses to the RFP be 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

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: | |