

January 8, 2025

Request for Proposals # EGT-2025-0001  
RFP name: Leaders' Summit Event Management Services

Dear Sir or Madam,

Chemonics International Inc. (hereinafter referred to as "Chemonics"), is issuing a Request for Proposals (RFP) for event management services in Istanbul, Turkey. The attached RFP contains all the necessary information for interested Offerors.

Chemonics International is a private international development consulting company based in the United States. Chemonics' Economic Growth and Trade (EGT) and Agriculture and Food Security (AFS) technical practices are planning a Leaders' Summit in May 2025 to convene project leaders across our global programs. The event management company will work with the Chemonics team to ensure the smooth organization and implementation of the logistics aspects of the conference.

Companies or organizations should indicate their interest in submitting a proposal for this work by sending an email indicating their intention to the Economic Growth and Trade Team at [EGTTeam@chemonics.com](mailto:EGTTeam@chemonics.com) by January 31, 2025.

Chemonics realizes that Offerors may have additional questions after reading this RFP. Questions may be sent to the EGT team (email above) no later than January 17, 2025. All answers will be sent by email to all offerors. Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International or any other party, will not be considered official responses regarding this RFP.

Offerors' proposals must remain valid for 90 calendar days after the proposal deadline.

This RFP does not obligate Chemonics to execute a contract, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,

The EGT Team at Chemonics

Request for Proposals

RFP No. EGT-2025-0001

For the provision of  
Leaders' Summit Event Management Services

Contracting Entity:  
Chemonics International Inc.

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics staff. For example, if an offeror's cousin is employed by Chemonics, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact the EGT Team with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Office of Business Conduct via one of the following methods: [businessconduct@chemonics.com](mailto:businessconduct@chemonics.com); Online: [www.chemonics.com/reporting](http://www.chemonics.com/reporting); Phone/Skype: (+1) 888.955.6881; WhatsApp: (+1) 202.355.8974.

## RFP Table of Contents

### Section I Instructions to Offerors

- I.1 Introduction
- I.2 Offer Deadline
- I.3 Instructions for the Submission of Electronic Copies
- I.4 Requirements
  - A. General Requirements
  - B. Required Proposal Documents
    - 1. Cover letter
    - 2. Technical Proposal
    - 3. Commercial proposal
- I.5 Chronological List of Proposal Events
- I.6 Evaluation and Basis for Award

### Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

- II.1. Background
- II.2. Scope of Work
- II.3. Deliverable Description
- II.4. Pricing and deliverable schedule

### Annex 1 Sample Proposal Cover Letter

## Section I. Instructions to Offerors

### I.1. Introduction

Chemonics, the Buyer, is soliciting offers from companies and organizations to submit proposals to carry out the Leaders' Summit Event Management Services in Istanbul, Turkey.

Chemonics will issue a contract one company in the form of a fixed price contract, hereinafter referred to as "the contract". The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the contract, which are incorporated in Section III herein.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the contract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting contract will be guided by Sections II and III.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

### I.2. Offer Deadline

Offerors shall submit their offers electronically only NO LATER THAN January 31, 2025, at 5pm EST. Emailed offers must be received by the same time and date at the following address:

EGT Team at [EGTteam@chemonics.com](mailto:EGTteam@chemonics.com)

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late or incomplete offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

### **I.3 Instructions for the Submission of Electronic Copies**

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment. The font size chosen for your proposals must not be less than Arial font size 10.

### **I.4 Requirements**

#### **A. General Requirements**

Chemonics anticipates issuing a contract to a company or organization, provided it is legally registered and recognized under the laws of Turkey and is in compliance with all applicable civil, fiscal, and other applicable regulations.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses). Offerors may not offer or supply any equipment, system, or services produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). This includes telecommunication services such as internet providers that use this technology as a substantial or essential component for data transmission.

#### **B. Required Proposal Documents**

##### **1. Cover Letter**

The offeror's cover letter shall include the information included in the sample cover letter provided in Annex 1 of this RFP.

##### **2. Technical Proposal**

The technical proposal shall comprise the following parts:

Part 1: Technical Proposal: Please explain how you will complete the required specifications of the scope of work.

Part 2: Staffing: Name/position title of proposed staff to serve as point of contact to Chemonics, including name/position title of representative on site if different.

Part 3: Corporate Capabilities and Past Performance: This part shall be between 2 and 5 pages long but may not exceed 5 pages. This section must include a description of the company and organization, with

appropriate reference to any parent company and subsidiaries. Offerors must include examples demonstrating their experience and technical ability organizing events of similar size and complexity in Istanbul. Organizations can include relevant certifications, such as PCMA or SITE.

Part 4: References: Offerors must include 3 past performance references of similar work previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak, in English, to the offeror's performance, name and address of the company/donor for which the work was performed, and email and phone number of the point of contact. Chemonics reserves the right to check additional references not provided by an offeror.

The sections of the technical proposal stated above must respond to the information set out in Section II of this RFP.

### 3. Commercial Proposal

The commercial proposal is used to determine which proposals represent value for money and serves as a basis of negotiation before award of a contract.

The price of the contract to be awarded will be all-inclusive price, inclusive of all taxes and fees. No additional costs can be billed.

Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in United States Dollars (USD).

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

Under no circumstances may cost information be included in the technical proposal.

#### **I. 5 Chronological List of Proposal Events**

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP announcement	8 January 2025
Deadline for written questions	17 January 2025
Answers provided to questions/clarifications	22 January 2025
Proposal due date	31 January 2025
Contract award (estimated)	7 February 2025

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

#### **I. 6 Evaluation and Basis for Award**

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document and is determined to represent the value for money to Chemonics.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

<b>Technical Evaluation Criteria</b>	<b>Maximum Score</b>
<p><b>Technical Proposal:</b> Does the offeror present a clear proposal for how they will carry out the scope of work? Does the offeror have established agreements with local vendors? Does the offeror's staff have the organizational, communication (including English language skills), and management skills to carry out the scope of work? How does the offeror manage invoices and payments between vendors and Chemonics?</p>	70
<p><b>Corporate Capability and Past Performance:</b> Does the offeror have the corporate capabilities, technical and administrative capacity to perform the work? Does the offeror have any accreditations or certifications? Does the offeror have experience in providing similar services?</p>	30
<p><b>Total score</b></p>	<b>100</b>

**Cost/Price** will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost/price will become the determining factor. Chemonics will award a contract to the offeror whose proposal represents value for money to Chemonics. Chemonics reserves the right to award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

**Section II Background, Scope of Work, Deliverables, and Deliverables Schedule**

**1. BACKGROUND**

Chemonics International is a private international development consulting company based in the United States planning a Leaders Summit in May 2025 to convene project leaders from across our global programs. The event management company (hereafter referred to as “the Company”) will work with the Chemonics team to ensure the smooth organization and implementation of the logistics aspects of the conference.

The Company will facilitate vendor quotations, negotiate, and sign vendor agreements.

**Event Details and Illustrative Agenda**

- Location: Istanbul, Turkey
- Date: Dates will be finalized in January. Potential dates are: May 4-6 or May 11-13
- Anticipated Number of Guests: 80

<b>Day 1: Arrival / Social Event (Sunday)</b>	
Arrivals	Arrivals through the day
Welcome Reception	Optional – open to all
<b>Day 2: Sessions (Monday)</b>	
Morning sessions	09:00-10:00 – Welcome 10:00-11:00 – Opening Session 11:00-11:30 – Coffee break 11:30-12:30 – TBD-1
Afternoon sessions	12:30-13:30 – Lunch 13:30-14:30 – TBD-2 14:30-15:30 – TBD-3 15:30-16:00 – Coffee break (Alt: Excursion) 16:00-17:00 – TBD-4 (Alt: Excursion) 20:00 – Culturally-Themed Dinner
<b>Day 3: Sessions / Departures (Tuesday)</b>	
Morning sessions	09:00-10:00 – TBD-5 10:00-11:00 – TBD-6 11:00-11:30 – Coffee break 11:30-12:30 – TBD-7
Afternoon session	12:30-13:30 – Lunch 13:30-14:30 – TBD-8 14:30-15:30 – TBD-9 15:30-16:00 – Coffee break 16:00-17:00 – Wrap up and Next Steps
<b>Day 4: Departures (Wednesday)</b>	
Departures	Departures throughout the day

**2. SCOPE OF WORK**

**TASKS AND RESPONSIBILITIES**

***Pre-Event: February-March***

- 1) Provide at least five (5) quotes from 5-star hotels in Istanbul, Turkey that are close to the city-center. At least one quote should be from the Intercontinental Hotel. The quotes should include:
  - Nightly rates per room for a block of 80 single rooms on a bed and breakfast basis
  - A double supplement
  - Event room rate for one (1) large room (capacity of at least 80 people) for two (2) full days.
  - Event room rate for two (2) small break out rooms (capacity of 20 people) for two (2) full days.
  - Daily food and beverage packages for two (2) days as follows: one morning coffee break, one buffet lunch, and one afternoon coffee break per day.
  - Welcome reception the day before the event, including wine/beer and heavy hors d'oeuvres
- 2) Source at least three (3) quotes from a reputable and certified transportation company to organize trips to/from Istanbul International Airport to the selected hotel. On arrival/departure day provide transportation services for up to 80 persons from/to the airport. Some persons will arrive together and can be transported together in a single vehicle. In the cost proposal, the company should indicate the cost per trip to/from airport, and the capacity of the vehicle(s) proposed. If offering different capacity vehicles, prices for each vehicle type should be indicated separately. For multi-passenger vehicle, the cost should be per car, not per person.
- 3) Propose at least six (6) options for potential guided excursions for the group (3 daytime options and 3 evening options) that may be selected as part of the event. We anticipate having one sponsored excursion plus additional excursion options for our participants to enjoy at their own expense before or after the event. In the cost proposal, for the conference-sponsored excursion, present the cost per person or as groups of 20. Excursions should range from a few hours (1-3 hours) to a half-day trip.
- 4) Share quotes and options with Chemonics team for review and selection. Once hotel, catering, transportation, and potential excursions are selected, the Company will negotiate and sign contracts with vendors. Chemonics will not sign contracts directly with vendors. The Company will keep Chemonics informed of any logistical decisions that need to be made to organize conference logistics.

***During Event: May 2025***

- 1) On arrival day and throughout the event, have an in person representative to be the point of contact for Chemonics
- 2) On arrival day, ensure ground transportation is on time for scheduled airport pickups based on flight details to be provided
- 3) On arrival day, facilitate hotel check-in and have ready hotel check-in information to fast track room allocation per the final rooming list. Ensure a company representative is on-site for facilitation and problem-solving.
- 4) On arrival day, ensure catering is prepared and area is ready for welcome reception.
- 5) On event day, be point of contact for Chemonics and hotel staff to ensure smooth operation of logistics (equipment, meals, etc.)
- 6) On event day, organize participants for potential off-site excursion (only day 1) including hotel departure, arrival to site, and hotel return on time.



- 7) On departure day, ensure ground transportation is on time for scheduled hotel pickups

**Post-Event: May – June 2025**

- Finalize payments with vendors and submit final invoice to Chemonics

**Language and communication:** The Company is expected to have English language skills sufficient to effectively communicate with the Chemonics team and event participants. All communications, written and verbal, with Chemonics must be in English. The Company must also have Turkish language skills to communicate with local vendors.

**3. DELIVERABLES DESCRIPTION**

No.	Title	Description	Date
1	Hotel Quotations	The company will submit at least five (5) quotes from hotels to Chemonics, as described above	February 14, 2025
2	Ground Transport Quotations	The company will submit at least three (3) quotes from ground transportation companies to Chemonics, as described above	February 21, 2025
3	Excursion Quotations	The company will submit at least six (6) proposed excursions with estimated costs to Chemonics, as described above	February 21, 2025
4	Booking Confirmations	The company will submit confirmations of reservations to Chemonics for hotel (room block and event rooms), catering, ground transportation, and excursions (if applicable)	March 14, 2025
5	Proof of payment and final invoices	The company will make final payments to all vendors per agreements and submit proof of payment to Chemonics.	May 31, 2025

**4. PRICING AND DELIVERABLE SCHEDULE**

Chemonics will make each payment in accordance to and as described in the table below, after Vendor's completion and Chemonics acceptance of the corresponding deliverable as indicated.

No.	Title	Description	% Payment of total	Date
1.	Quotes	<i>Payment for Deliverables No. 1-3:</i> Quotes received and accepted by Chemonics for hotel, catering, ground transportation, and excursions according to specifications in the scope of work	25%	February 28, 2025
2.	Bookings	<i>Payment for Deliverable No. 4:</i> Bookings made for hotel, catering, ground transportation, and excursions (if applicable) according to specifications in the scope of work	25%	March 21, 2025
3.	Proof of Payment and	<i>Payment for Deliverable No. 5:</i> Upon proof of payment on all vendor	50%	June 06, 2025

	Event Day Services	agreements and for services rendered during the event according to specifications in the scope of work		
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**Annex 1      Cover Letter**

[Offeror: Insert date]

Economic Growth and Trade Team, Chemonics International

Reference:      Request for Proposals Leaders' Summit Event Management Services

Subject:        [Offeror: Insert name of your organization]'s technical and commercial proposals

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative \_\_\_\_\_  
Name of Offeror \_\_\_\_\_  
Taxpayer Identification Number \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Type of Organization \_\_\_\_\_

*Commercial, Non-profit, Educational, Other*

Small, medium or micro enterprise (SME)?       Yes  No

*An SME is defined in accordance with the European Commission as having less than 250 persons employed and an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million*

As required in the cover page, we confirm that our proposal, including the commercial proposal will remain valid for 90 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- Copy of company tax registration, or equivalent document.
- Copy of trade license, or equivalent document.

As part of our offer [Name of Offeror] provides the following self-declarations:

- [Name of Offeror] is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments.
- [Name of Offeror] has adequate financial resources to manage this contract.
- [Name of Offeror] is up to date with its tax, social and labour obligations.

- [Name of Offeror] certifies that our organisation currently maintains all insurances required by the governing law applicable to our jurisdiction and appropriate to the services/commodities we will be providing under the prospective contract.
- [Name of Offeror]  has  does not have any close, familial, or financial relationships with Chemonics staff. For example, if an offeror's cousin is employed by Chemonics, the offeror must state this.
- [Name of Offeror]  has  does not have any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- [Name of Offeror]  is  is not aware of any conflict of interest due to the participation in the RFP and prospective contract.
- [Name of Offeror] certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- [Name of Offeror] certifies that all information in the proposal and all supporting documentation are authentic and accurate.
- [Name of Offeror] certifies understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks contained on page 2 of the RFP.
- [Name of Offeror] understands the personal data requirements under this contract and can implement the appropriate technical and organisational measures to comply with applicable data protection laws (i.e GDPR, DPA 2018) and to ensure the protection of the rights of data subjects.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below:

- |   |  |                          |
|---|--|--------------------------|
| • Participate in a criminal organization                        | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Corruption  | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Fraud   | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Terrorist offences or offences linked to terrorist activities | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Money laundering or terrorist financing                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |
| • Child labour and other forms of human trafficking             | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide details. |

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

**INSTRUCTION:** This self-declaration is used by Chemonics to assess that Offerors meet our expectations of our supply partners. If you seriously misrepresent any factual information in this Annex 1, and so induce Chemonics to enter into a contract, you may be excluded from the procurement procedure and from partnering with Chemonics in the future. If a purchase order has been entered into, the contract may be terminated for default.

Sincerely yours,

\_\_\_\_\_  
Signature

[Offeror: Insert name of your organization's representative]

[Offeror: Insert name of your organization]