

Issuance Date: January 10, 2024
Questions Deadline: January 19, 2024 by 4 p.m. CET
Quotes Deadline: January 30, 2024 by 4 p.m. CET

**Digital Serbia Initiative
Venture an Idea Project**

Request for Proposals
USAID Venture an Idea Project RFP-2024-01
For the Provision of

The organization of high-profile event "Splet Tech 2024" Conference

Project:
Venture an Idea

Contracting Entity:
Digital Serbia Initiative (DSI)
Milutina Milankovica 11a
Belgrade, Serbia

Funded by:
United States Agency for International Development (USAID)

REQUEST FOR QUOTES

Digital Serbia Initiative (DSI), acting on behalf of the U.S. Agency for International Development (USAID) as an implementer of the USAID Venture an Idea Project is soliciting offers from qualified, legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) to carry out **the organization of high-profile event “SPLET Tech 2024” Conference (October, 2024)**

This Request for Proposals (RFP) consists of the following sections:

1. Section 1 – Background and Scope of Work
2. Section 2 – Detailed Instructions
3. Section 3 – Proposal Submission and Preparation Information
4. Section 4 – Evaluation and Award Information
5. Section 5 – Administration Information
6. Annexes

Digital Serbia Initiative/ Venture an Idea is soliciting proposals from qualified offerors to provide the services described in “Section 1 Background and Scope of Work” of this RFP. The successful offeror will be responsible for ensuring achievement of specified deliverables.

The Offeror may NOT subcontract or enter into joint ventures or other agreements with other organizations under any resultant subcontract without prior Digital Serbia Initiative approval. Should there be a need for the Offeror to subcontract to another organization, the Offeror must perform a substantial portion of the activities (including program management and operations, and delivery of required services).

The Offeror may not submit more than one proposal per RFP. The Offeror may not be a partner in another proposal on the same RFP. The Offeror and its partner(s), if any, must satisfy the eligibility criteria as per Section 2.1.

Contract Award: Digital Serbia Initiative/ Venture an Idea Project intends to award a fixed price Contract under this Request for Proposals. The anticipated period of performance of the Contract is expected to start from on/about February 15, 2024. All tasks should be completed until 31st of October 2024.. The price of the award will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Under the Contract all payments will be a fixed-sum, payable upon completion of deliverables. Deliverables and payment amounts, and dates will be defined in detail during negotiations to enter into a Contract. Standard Provisions for Non-U.S. Nongovernmental Organizations listed under Annex 1 of the RFP shall be an integral part of the award. The full text of the standard provisions is available at the following link: <https://www.usaid.gov/sites/default/agency-policy/303mab.pdf>.

Digital Serbia Initiative/Venture an Idea Project will select the proposal that offers the best value based on the evaluation criteria stated in this RFP. This RFP in no way obligates Venture and Idea Project, Digital Serbia Initiative, or USAID to execute a Contract nor does it commit Venture and Idea Project, Digital Serbia Initiative or USAID to pay any cost incurred in the preparation and submission of proposals.

Submission and deadline of proposals: Offerors are responsible for ensuring that their signed technical and cost proposals are received in accordance with the instructions

stated in this RFP and received no later than the closing time and date. Digital Serbia Initiative/ Venture an Idea Project cannot guarantee that late offers will be considered. Offerors shall submit their offers electronically only. Emailed offers must be received by 16:00 (4 pm) CET (Local Belgrade Time) on January 30, 2024 at preduzmi@dsi.rs

Validity Period

Offerors' proposals must remain valid for 60 calendar days after the proposal submission deadline.

Written Questions and Clarifications. Upon receipt of this RFP, Offerors should carefully review the entire document. Offerors should submit any questions concerning this RFP in writing via email to preduzmi@dsi.rs. The deadline for receipt of requests for clarifications/explanations is January 19, 2024 by 16:00 hours Local Belgrade Time. No questions will be accepted after this date.

Organizations invited by Digital Serbia Initiative/ USAID Venture an Idea Project to submit proposals for the services described in this RFP are under no obligation to do so. Offerors will not be reimbursed for any costs incurred in connection with the preparation and submissions of their bids.

SECTION 1 – Background and Scope of Work

1.1. About the Project

Founded by the leading digital players in the country, Digital Serbia Initiative combines the forces of more than 30 member-organizations from all sectors relevant for the growth of a digital ecosystem – including tech, banking and finance, telco, consulting, legal, education and research, media, pharmaceutical, and start-up support organizations.

It aims to create a business environment that serves the digital economy by investing in strategic programmes in the areas of formal and informal education, start-up ecosystem development, legal and regulatory frameworks, digital infrastructure and public dialogue on digital transformation.

Venture an Idea is a four-year activity that bolsters innovation-driven development and encourages an entrepreneurial mindset in youth. The activity improves the enabling environment for innovation while helping innovators to adopt market-driven approaches and improve commercialization of their products. The activity as a result will accelerate economic growth and increase equitable prosperity, thereby contributing to Serbia's sustained advancement to self-reliance.

1.2. Background

Subject of this RFP is a one-day regional innovation conference with an exhibition area that will be organized in partnership with ICT Hub doo and its Serbia Innovates project.

The conference "SPLET Tech 2024" focuses on presenting efforts throughout the region to the broader professional, media, and public audience, explaining that Serbia's future lies in innovation driven economy and innovative entrepreneurship, focusing on business development of good ideas in the most promising tech fields. It will also emphasize the importance of multidisciplinary approach and cooperation between all the stakeholders in the innovation ecosystem while creating new added values for the domestic economy and a society as a whole.

The conference will enable us to:

- Put the spotlight on scaling and internalization of innovative business;
- Raise awareness about technological domains and its potentials;
- Promote success stories from innovative ecosystem;
- Raise awareness about the benefits of innovative entrepreneurship;
- Highlight the importance of multidisciplinary teams and inter-stakeholder cooperation;
- Motivate young people to start new ventures and commercialize their innovative ideas;
- Encourage those who are motivated to take action on their ideas;
- Promote industry sectors with high potential and opportunities they offer for entrepreneurship;
- Provide direct access to role-models and their unique experiences and knowledge.

"SPLET Tech 2024" conference will take place in October 2024, in Belgrade.

1.3. Objective, Activity Purpose and Description

The purpose of this RFP is to solicit proposals from companies to support Digital Serbia Initiative/Venture an Idea in the organization of a high-profile event "SPLET Tech 2024" conference.

We are looking for a company that can provide strategic planning services, organization, promotion and all relevant activities related to the creation and management of the event, in cooperation with SPLET Tech team members and in accordance with SPLET Tech team plan and timeline.

TARGET GROUPS:

Entrepreneurs (SMEs, start-ups, scale-ups, etc.);

Support organizations (incubators, accelerators, science and technology parks, industry associations, etc.);

Academia (universities and business schools, top-notch research experts and professors, researchers, think tanks, cutting-edge research labs);

Students (tech and non-tech students - all levels of study);

Investors (venture capital investors (VC funds and business angel networks), investment funds, banks, insurance companies, international financial institutions, etc.);

Corporate sector (key industry leaders and cornerstone companies - local, national, international, as well as business associations);

GoS (Prime minister's office, selected ministries, Innovation Fund, etc.);

Media and General public

Expected number of attendees: 3000

Main activities of the "SPLET Tech" conference:

1.3.1. Conference sessions on several stages

- one central stage (place dedicated for highly successful tech entrepreneurs);
- three main stages (these stages will cover wide pallet of topics ranging from academia, industry and public sector with interactive component);
- up to seven different areas for workshop, presentations and exhibitions (highly interactive small group discussions, round tables and workshops);

1.3.2. The conference content:

- inspirational key-note speeches;
- panel discussions on relevant challenges, potentials and industry areas;
- fireside chats with startups sharing their stories;
- lectures and case study workshops on innovative entrepreneurship and collaboration;
- startup pitching event.

1.3.3. Showroom content: Showcasing successful practices from Serbian and regional startup scene and universities.

Projects will detect potential good examples of innovative development. The exhibited examples will take place in the area in front of the conference hall, on screens and/or through other types of exhibition and promotional materials, prototypes. The optimal

mode of presentation will be determined in accordance with the specific nature of each innovative case study.

The objective of this RFP is to procure the services of a company to create and manage the event campaign, logistics as well as to provide and secure technical and production aspects of the "SPLET Tech 2024" conference. This includes the coordination of all preparation activities and management of the live event in October, 2024.

1.4. Scope of Work

This assignment is part of Venture an Idea overall activities. The selected company will work jointly with the SPLET team and report to Team Leaders.

1.4.1. Description of Tasks

The scope of the activities will involve a marketing & event agency to develop and execute marketing campaigns and organize, manage and deliver the "SPLET Tech 2024" conference.

That might include, but is not limited to the following tasks:

A. Work with team to develop concept and campaign for traditional and online channels

Agency will be responsible for creating all ad artwork, videos, including sizing modifications for different platforms and display ads during the campaign. As well as creation and modification of all invitations and invitation campaigns.

This includes the following types of assets: Digital display ads, Social media ads, Email ads, Out-of-home ads etc.

B. Social media community management

Content creation, monitoring, community management, creative messaging, and could include opportunities for activations, where appropriate. Creating partnership with influencers and relevant organizations.

C. Deploy ads according to planned campaign timelines and on an as-needed basis. Work with media companies to negotiate rates and advertise banners and ads.

D. Provide the team with reporting on campaign performance and provide recommendations for optimization and improvements to help achieve identified goals.

E. Create the visual identity of the conference

F. Website - design, data update and all the information input for this year

G. Public Relations

PR through both traditional and new channels, to effectively generate attendance, create a buzz of excitement and public awareness around the event, and encourage media to attend and to cover the event through media partnerships.

H. Communications, Graphic Design and Conference Branding meaning:

Creating visuals for all the conference and exhibition elements, signages and stages including videos, graphics and animations.

I. Event Logistics, Staging, Venue Arrangement

- Produce the floor plan of the venue and provide the necessary logistics for conference set up, exhibition display of visual elements, lighting and sound;
- Coordinate full set-up of event stages including chairs, mics, lighting, sound etc;
- Managing event support staff (e.g., hostesses)
- Organize and coordinate with vendors on content production including camera, lighting, sound, stage set-up, exhibition elements, photo, video, etc.

J. Design and create the stages layout, including the use of LED walls, LED blocks, lighting and other staging requirements in consultation with the team.

K. Organizing and leading the registration process and potential event app

L. Follow up activities including reporting about event, follow up videos, post event content

Note that the project is entitled to VAT exemption, resulting in the requirement that all subcontractors are directly contracted by organizers but coordinated by the agency in exchange for the set forth fixed agency fee that should be laid out in the offer. However, the financial offer should contain the cost estimation of the additional subcontractors' services that will not be made part of the fixed amount contract between the selected offeror and the project.

1.4.2. Deliverables

The following are the specific deliverables, which upon project acceptance of the deliverable, will also serve as milestones for payments (the date of signing of the agreement will be hereinafter referred to as "Contracting date"):

- 1. Campaign plan** with timeline and activities including: campaign goals and tracking:
 - What are we trying to achieve through our campaign?
 - Key campaign messages and offers: How are we trying to position our project and partners?
 - Campaign media plan and budget
- 2. Progress activity report 1**
- 3. Work/activity plan, PR and communication plan, and agenda for the organization of SPLET Tech 2024**
- 4. Progress activity report 2**
- 5. Campaign report**

6. **Final report** containing all activities by the agency, event overview, highlight accomplishments; figures and event KPIs; attendee feedback that is most relevant to our main objectives; recommendations for future events etc.

All written deliverables must be submitted in English language.

1.4.3. Deliverables Schedule

The Contractor shall submit the deliverables for payment described above in accordance with the following Milestone/Deliverables Schedule:

Deliverables Schedule			
Deliverable No.	Milestone/Deliverable Name	Due date	Delivery instructions
1.	<ul style="list-style-type: none"> Rebranding done and applied to the website and preparation materials Detailed work/action plan which will address all necessary information conducting activities with the timeline. Work plan will contain a list of key activities specifically related to the organisation and logistics of the pre-event period and the event itself. It will also contain descriptions of promotional activities focused on all stakeholders and target groups for both activities. 	Mart 18, 2024	MS Word documents delivered in English; MS Excel sheets for tables/charts
2.	<ul style="list-style-type: none"> Campaign plan Developed PR and communication plan for the event Detailed program with the event agenda according to team's inputs 	May 13, 2024	MS Word documents delivered in English; MS Excel sheets for tables/charts
3.	<ul style="list-style-type: none"> First outreach activities completed (invitations, press release, etc) Progress activity 1 report with activities carried out in period from the previous report, the tasks completed, and the milestones reached 	Jul 01, 2024	MS Word documents delivered in English; MS Excel sheets for tables/charts
4.	<ul style="list-style-type: none"> Progress activity report 2 with activities carried out in period from the 	September 01, 2024	MS Word documents

	<p>previous report, the tasks completed, and the milestones reached</p> <ul style="list-style-type: none"> • Floor plan of the venue • Stages layout • Agenda • Campaign status report 		delivered in English; MS Excel sheets for tables/charts
5.	<ul style="list-style-type: none"> • Campaign report with all activities described and how they worked; performance towards KPIs etc. • Final report and final technical report should also contain evaluation of the Event (all activities), with follow up, overall media coverage, conclusions, and recommendations for changes/upgrades for next year's Event/Conference. 	October 15, 2024	MS Word documents delivered in English; MS Excel sheets for tables/charts Power point, PDF

Payments Schedule

Milestone	
Detailed work/action plan and Rebranding	10% (\$XX)
Campaign plan / PR and communication plan / Detailed program with the event agenda	20% (\$XX)
Progress activity report 1	20% (\$XX)
Progress activity report 2	20% (\$XX)
Campaign and Final report	30% (\$XX)

SECTION 2 - Detailed Instructions

2.1. Eligibility Information

Eligible Offerors shall be able to comply with and achieve the proposed Program Description, Tasks, and Results and have a satisfactory performance record and record of integrity and business ethics. Eligible Offerors include legally registered US and Serbian non-for-profit and for-profit organizations, and non-governmental organizations (NGOs).

Ineligible Offerors include:

- Entities that have misused USAID funds in the past, organizations that advocate, promote or espouse anti-democratic policies or illegal activities;
- Political parties or institutions;
- Organizations that intend to use the contract for religious objectives;
- Organizations that are on the list of parties excluded from federal procurement and non-procurement programs or the United Nations Security Sanctions Committee.

2.2. Source of Funding, Authorized Geographic Code, and Source and Nationality

Any contract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFP and any resulting subcontract is Code 937. All commodities and services supplied under any contract resulting from this RFP must be procured from Code 937 sources. Code 937 is defined as the United States, Serbia, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. A list of developing countries, advanced developing countries, and prohibited sources is available in USAID's Automated Directives System, ADS 310 (<https://www.usaid.gov/sites/default/files/documents/310.pdf>).

SECTION 3 - Proposal Submission and Preparation Information

The deadline for the submission of proposals is **January 30, 2024 by 4 p.m. CET** via email to preduzmi@dsi.rs. Late proposals will not be considered. The email subject line item must contain the reference number of the RFP.

The submitted proposal shall follow the format as described below.

1. All proposals shall include a Technical Proposal and a Cost Proposal.
2. All proposals shall be submitted in English.

All materials submitted in response to this RFP shall become the property of Digital Serbia Initiative and may be returned only at Digital Serbia Initiative's option.

3.1. Requirements for proposal format

The required format for Proposals is listed below. A sample proposal format is provided in Annex 2 of this RFP.

1. Cover Letter

The Offeror's cover letter shall include the following information.

Full legal name of Offeror (business name)
Acronym (where applicable)
VAT registration number (PIB)
Taxpayer Identification Number (Matični broj)
Date of registration
Unique Entity Identifier
Legal status of the organization
Official address
Postal address
Contact person
Telephone number
E-mail address
Website

2. Technical proposal

The technical proposal must not be longer than 10 pages in length, and pages submitted that exceed 10 pages will not be reviewed. Supporting documents and CVs of the proposed key staff members will not be counted toward the 10 pages' limit.

The technical proposal shall comprise the following parts:

Part 1: Technical Approach, Methodology and Draft Detailed Work Plan. This part shall not exceed 10 pages.

Present a narrative that demonstrates understanding, creativity and added value for the tasks identified in the scope of work, to include proposed deliverables and timing. This section should demonstrate the Offeror's approach, providing a detailed description of the

activities, tools, methodologies, management, logistics, and resource requirements (non-financial).

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such. The Offeror is required to propose a detailed time-line for proposed activities.

Part 2: Management, Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long but may not exceed 5 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

The Offeror shall determine, define and propose a team that has the appropriate range of skills and personnel positions necessary to implement the scope of work. The roles and responsibilities of each team member should be described. The Offeror will provide a listing of staff that will be engaged on this project and their CVs. The Offeror will also designate key personnel, who should include the Project Manager.

Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 5 pages long but may not exceed 5 pages. This section should provide a brief description of the Offeror's past and present activities. It should focus on services related to the proposal.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology to conducting the similar work performed in the past.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

3. Cost proposal

The cost proposal shall be submitted as a separate file from the technical proposal. Offerors shall fill in the budget form with sufficient detail to permit evaluation of cost reasonableness.

All bids must include proposed costs to complete the tasks described in the project Scope of Work. The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award.

Offerors should present their firm fixed price offer and complete the Proposal Cost Summary in Annex 2. This cost summary shall be the basis for firm fixed price cost proposal evaluation of all offeror's deliverable prices.

Digital Serbia Initiative /Venture an Idea Project 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.

All cost information must be expressed in US Dollars.

3.2. Responsibility Determination

If selected, by signing the contract, Offeror certifies that it shall comply with the Mandatory and Required as Applicable Provisions listed under Annex 1 that shall make an integral part of the award. Offerors should submit any additional evidence for responsibility deemed necessary for Digital Serbia Initiative /Venture an Idea Project to make a determination of responsibility. The information submitted should substantiate that the Offeror:

Has adequate financial resources or the ability to obtain such resources as required during the performance of the agreement;

Has the ability to comply with the agreement conditions, taking into account all existing and currently prospective commitments of the Offeror, nongovernmental and governmental;

Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;

Has a satisfactory record of integrity and business ethics;

Is otherwise qualified and eligible to contract an agreement under applicable laws and regulations.

Information on the Offerors Unique Entity Identifier - Offerors must provide their unique entity identifier (UEI) number to Digital Serbia Initiative. If an Offeror does not have a unique entity identifier (UEI) number, they must demonstrate that they will be able to receive and provide the UEI to Digital Serbia Initiative before any contract can be awarded. Digital Serbia Initiative may not make an award to any entity unless the entity has provided its UEI to Digital Serbia Initiative. Unique Entity Identifier means the identifier assigned by System for Award Management (SAM) to uniquely identify business entities. System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).

Information on the Offerors Executives – Offerors must indicate if in the Offerors preceding fiscal year, the Offeror received:

80 percent or more of its annual gross revenues from US Government sources; and
\$25,000,000 or more in annual gross revenues from US Government sources

If the Offeror answers yes to either of the criteria above, the Offeror must provide the names and total compensation of each of the Offeror's five most highly compensated executives for the Offeror's preceding completed fiscal year.

Please note that the Offeror should also submit the following supporting documents:

- A copy of your organization's Articles of Incorporation or other documentation which substantiates the legal character/registration of the organization.
- Copies of the Offeror's financial reports for the previous two-year period, which have been audited by a reputable certified public accounting firm.

SECTION 4 – Evaluation and Award Information

4.1. Evaluation Criteria

Proposals will be evaluated in accordance with the criteria set forth below. The criteria have been tailored to the requirements of this RFP. Proposals should note that these criteria serve to: (a) identify the significant matters which Offerors should address in their proposals; and (b) set the standard against which all proposals will be evaluated.

To the extent necessary, Digital Serbia Initiative/ Venture an Idea Project may request clarification and supplemental materials from Offerors whose proposals have a reasonable chance of being selected for a contract. The entry into discussion is to be viewed as part of the evaluation process and shall not be deemed as indicative of a decision or commitment upon the part of Digital Serbia Initiative/ Venture an Idea to contract the selected Offeror with whom discussions are being held.

The Evaluation Committee will evaluate all proposals on responsiveness to RFP requirements, quality and cost. If an Offeror's proposal fails to fulfill requirements of the RFP in any respect, contains an irregularity, or contains a deviation from the requirement, it will be considered non-responsive and may be rejected.

Proposals will be evaluated by the Evaluation Committee on the basis of 100 possible points. The weighting of various sections will be as follows:

Category	Maximum Points (100 Total)
Technical Approach	20
Organizational Capabilities, Experience, and Past Performance	40
Cost proposal	40
Total Possible Points	100

1. Technical Approach (20 points):

Demonstrated knowledge and understanding of the issues that the proposed RFP activity will address. Proposed project approach, including detailed activities and a timeline for fulfilling all requirements of the Scope of Work in an effective and efficient manner. The methodology should clearly explain how the applicant will complete the work and include a detailed work plan.

2. Organizational Capabilities, Experience, and Past Performance (40 points)

Offeror's experience and capabilities in undertaking similar activities should be detailed here, including references and certifications (especially experience with USAID funded projects in Serbia). If desired, applicants may share website links to relevant examples for consideration. Offerors may also consider capacity and capabilities of relevant staff and/or consultants when describing their organizational capabilities.

3. Cost proposal (40 points):

Cost effectiveness, including resources provided for the proposed cost. Cost realism including whether the price offered is within the cost range that Digital Serbia Initiative /Venture an Idea Project should realistically expect to pay for the proposed effort. Consistency of the proposed costs with the technical approach. Is the proposed budget

realistic, well-thought out, and in line with the proposed activities? Are the proposed costs reasonable, allowable and allocable to the award?

The selection of the Offeror for award will be made by Digital Serbia Initiative (DSI)/Venture an Idea Project Evaluation Committee based on the evaluation criteria above. The award is to be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the Venture an Idea Project with appropriate consideration given to the three evaluation factors: Technical approach, Experience and Price.

Please note: DSI d.o.o reserve the right to place partial orders based on any proposal received – i.e., based on the proposal received, DSI may place an order for all, some, or none of the quoted items.

4.2. Award Process

The Successful Offeror will receive written notice from the Digital Serbia Initiative /Venture an Idea Project team informing the Offeror that Digital Serbia Initiative /Venture an Idea Project either intends to award a contract to the Offeror solely on the basis of the original proposal received, or that the Digital Serbia Initiative /Venture an Idea Project intends to engage the Offeror in further negotiations with respect to a potential award prior to awarding a contract, during which details of the contract will be discussed including a review of budget and work plans proposed by a Offeror. Negotiations conducted after the receipt of a proposal do not constitute an obligation on the part of Digital Serbia Initiative /Venture an Idea Project to award a contract.

Following the negotiation process, Digital Serbia Initiative /Venture an Idea Project will request a written approval from USAID prior to executing the contract, if required under the terms of the prime contract. Any resultant contract will be subject to the applicable terms and conditions of the Prime Contract for the USAID Venture an Idea Project. Unsuccessful Offerors will be notified in writing by the Digital Serbia Initiative /Venture an Idea Project team.

SECTION 5 – Administration Information

5.1. Contracting Office

The contracting office is:

Digital Serbia Initiative (DSI) /Venture an Idea Project
11a, Milutina Milankovića
Belgrade, Serbia

5.2. Paying Office

Invoices should be submitted to:

Digital Serbia Initiative (DSI) /Venture an Idea Project
11a, Milutina Milankovića
Belgrade, Serbia

5.3. Payment

The Contractor will be paid upon completion and Digital Serbia Initiative (DSI) /Venture an Idea acceptance of project milestones and submitted deliverables. The Contractor shall submit invoices in accordance with the contract payment schedule.

SECTION 6 – Annexes

Annex 1 – Special Award Conditions

MANDATORY STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

- M1. ALLOWABLE COSTS (NOVEMBER 2020)
- M2. ACCOUNTING, AUDIT, AND RECORDS (MARCH 2021)
- M5. PROCUREMENT POLICIES (JUNE 2012)
- M6. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (MAY 2020)
- M7. TITLE TO AND USE OF PROPERTY (DECEMBER 2014)
- M8. SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND DATA RIGHTS (JUNE 2012)
- M9. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID- FUNDED ASSISTANCE (DECEMBER 2014)
- M10. AWARD TERMINATION AND SUSPENSION (DECEMBER 2014)
- M11. RECIPIENT AND EMPLOYEE CONDUCT (JUNE 2018)
- M12. DEBARMENT AND SUSPENSION (JUNE 2012)
- M14. PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS (MAY 2020)
- M15. TRAFFICKING IN PERSONS (April 2016)
- M16. VOLUNTARY POPULATION PLANNING ACTIVITIES – MANDATORY REQUIREMENTS (MAY 2006)
- M17. EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUNE 2016)
- M18. NONDISCRIMINATION (JUNE 2012)
- M19. USAID DISABILITY POLICY - ASSISTANCE (JUNE 2012)
- M20. LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)
- M22. ENHANCEMENT OF GRANTEE EMPLOYEE WHISTLEBLOWER PROTECTIONS (DECEMBER 2022)
- M24. PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS (MAY 2017)
- M25. CHILD SAFEGUARDING (June 2015)
- M26. MANDATORY DISCLOSURES (DECEMBER 2022)
- M27. NONDISCRIMINATION AGAINST BENEFICIARIES (November 2016)
- M28. CONFLICT OF INTEREST (August 2018)
- M29. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (July 2022)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

- RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
- RAA11. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
- RAA12. PATENT RIGHTS (DECEMBER 2022)
- RAA14. INVESTMENT PROMOTION (DECEMBER 2022)
- RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

Annex 2 - Proposal Format

1. TECHNICAL PROPOSAL FORM (Cover letter)

RFP Title and Number	RFP-2024-01 The organization of high-profile event "SPLET Tech 2024" Conference
Full legal name of Offeror (business name):	
Acronym (where applicable):	
VAT registration number (PIB):	
Taxpayer Identification Number (Matični broj)	
Date of registration:	
Unique Entity Identifier	
Legal status of the organization	
Official address:	
Postal address:	
Contact person:	
Telephone number:	
E-mail address:	
Website:	
Total revenue for 2022 financial year	
Total revenue for 2023 financial year	

Head of organization:

Date _____ Signature _____

2. EXECUTIVE SUMMARY

Provide a brief description of the scope of services to be provided by the Offeror (including the title, duration, and the total budget).

3. TECHNICAL PROPOSAL

Part 1: Technical Approach, Methodology and Draft Detailed Work Plan

Part 2: Management, Personnel, and Staffing Plan

Part 3: Corporate Capabilities, Experience, and Past Performance

4. COST PROPOSAL

All cost price proposals must be presented in USD. All prices should be net of VAT.

The organization of high-profile event "SPLET Tech 2024" Conference			
Deliverables	Items	Costs	Description
Deliverables 1			
<i>Subtotal 1</i>			
Deliverables 2			
<i>Subtotal 2</i>			
Deliverables 3			
<i>Subtotal 3</i>			
Deliverables 4			
<i>Subtotal 4</i>			
Deliverables 5			
<i>Subtotal 5</i>			
<i>Total</i>			