

Solicitation 83310123R0002 - OFFEROR INSTRUCTIONS:

DUE DATE FOR OFFERS: **Offers are due by 16 March 2023, at 5:00 PM EST.**

1. Type of Award

Ex-Im Bank intends to award a single, fixed price contract as a result of this solicitation. Performance period will be for a one year base period, with a one-year option period, with the annual conference to take place as described herein.

2. Required Documents

A response to this RFQ must be formatted as follows. The Offeror shall furnish one electronic copy of their quote using email. All materials submitted must address the specific requirements of this RFQ. A cover letter may accompany the quote, at the offeror's discretion. **The price quote must contain a signed SF 1449.**

Your offer, to consist of the following volumes, must include all requested information.

Volume I - Technical Quotation

Technical quotations must be devoid of pricing information. These shall not exceed **twenty (20)** pages, (**exclusive** of cover sheet, cover letter, table of contents, and past performance documents). Applicable definition(s) of pass / fail with each criteria are included, as further described in the award basis section herein.

At a minimum, the following must be included:

a.) Technical / Managerial Approach

The Government will evaluate the Offeror's proposed approach to providing all the services, etc., as described in the SOW. It should, at a minimum, address the overall approach in hosting this type of event, proposed dates available at your facility, and ability to provide quality food and beverage service in keeping with hospitality industry standards for events of this nature. Sample menus for food and beverage service should be included with this section. This volume should include proposed menus and beverage service(s) for all catered events identified in the SOW.

Pass: The standard is met when the offeror's technical/managerial quote addresses all of the SOW requirements, and their venue is available for the intended dates.

Fail: The offeror's technical quote does not address all of the SOW requirements, and/or does not demonstrate the ability to successfully perform them.

b.) Facility Provided

The Government will evaluate the Offeror's proposed facility, and whether or not the venue includes all the required spaces, guest rooms, meeting spaces, parking, proximity, and other requirements in the SOW.

Pass: The standard is met when the offeror's technical/managerial quote demonstrates ability to successfully meet all of the facility requirements described above.

Fail: The offeror's technical/managerial quote does not address or does not demonstrate the ability to meet all the facility requirements described above.

c.) Past Performance and Corporate Experience

The Government will evaluate the Offeror's relevant recent experience and past performance in the hosting of other events of similar magnitude. The Offeror's submitted quote should contain:

- a. Three (3) Summaries of recent (within the last 5 years) events hosted at the proposed facility. Events should be of similar type, scope, and size as outlined in the SOW.
- b. Three (3) past performance references from events within the last 5 years. The attached form is to be used. This is to be forwarded to your intended references, then sent directly to the indicated Contracting Officer.

Information submitted under section (a) above must describe the size and nature of the event(s) hosted, and include a reference (name, position, phone number, and/or email address). This information will be used to assess the offeror's corporate experience. Information submitted under section (b) will be used to assess past performance in meeting customer requirements and customer satisfaction levels.

Pass: Standard is met if the described summaries and past performance information reflect offeror's ability to successfully host events similar in size and scope to that described in the SOW.

Fail: Described summarizes/past performance information do not reflect the ability to successfully host events similar in size and scope to that described in the SOW.

Volume II - Price Quotation

This section of the quotation shall consist of:

- a.) a completed SF-1449, with extended pricing included. Pricing is divided into three areas, summarized on the SF-1449. Your own attachments, breaking out supporting information, should also be included.

NOTE: To be eligible for award, your company must be registered in the federal government's SAM (System for Award Management) system, which can be found at: www.sam.gov

4. Evaluation Criteria

The evaluation criteria are as follows:

Evaluation Criteria

Item	Description
Factor 1	Technical Approach
Factor 2	Facility
Factor 3	Past Performance and Corporate Experience

5. Award Basis

Award will be on a lowest-priced, technically acceptable (LPTA) basis. Award will be made to the responsible offeror whose offer conforms to all solicitation requirements, such as terms and conditions, representations and certifications, as well as technical requirements.

A decision on the technical acceptability of each offeror's quotations will be made. Among the offers determined to be technically acceptable, award will be made to that vendor with the lowest overall price.