

CRDF GLOBAL
REQUEST FOR PROPOSAL: LOGISTICAL SUPPORT IN PERU

Proposal Deadline: March 29, 2019

Summary:

CRDF Global is seeking to identify one or more service providers based in Peru to provide a wide-range of logistical support services in support of CRDF Global activities in Peru, including scientific workshops and conferences ranging from 10-200 participants. All services will be provided in support of educational and scientific assistance activities aimed at supporting university research and education programs. All services will be provided at the direction of CRDF Global.

Scope of Work:

Event Support:

Providing logistical support services in support of scientific and technical workshops and conferences to be held in Peru (largely in Arequipa but may be conducted at other locations in-country). Services to include:

- Identifying potential venues for events
- Soliciting competitive bids for event venues and associated services including event set up, catering, audio-visual equipment and support, translation/interpretation services, printing of materials, and related services.
- Securing reliable ground transportation services to/from event sites for multiple local and international participants.
- Providing on-site event support and administrative services as may be required.
- Identifying appropriate lodging for event participants.
- Coordinating conference meals and special events.
- Arranging excursions for event participants, including participant visits to field sites.

General Logistics Support:

- Identifying reliable ground transportation providers to support ad hoc field expeditions/site visits by program participants.
- Disbursing funds, including cash disbursements, to individuals/vendors to support general expenses associated with program activities.
- Facilitating funds disbursements from CRDF Global to designated participants including cash disbursements to local participants for program-related activities and identifying local mechanisms for the transfer of cash from CRDF Global directly to participants.
- Identifying vendors for the purchase of in-country materials/equipment needed for program activities and, where required, soliciting competitive bids and coordinating payment by CRDF Global.
- Identify reliable translation and interpretation (Spanish-English) vendors for ad hoc engagements in support of program activities.
- Identifying and vetting local lodging options for visiting program participants (both local and international) including bed and breakfast, hotels and other options compliant with program requirements.
- Assistance in coordinating visas for travel to events in Peru as needed.

Customs Assistance:

- Assisting in the temporary import of scientific materials and supplies needed for the conduct of program activities.
- Identifying in-country legal support and custom brokers as needed in support of program activities.

Proposal Requirements:

Each proposal must include:

- Statement of interest and technical capabilities
- Cost proposal/pricing information with applicable labor rates
- CV(s) of any Key Personnel
- List of applicable references
- List of applicable past performance

Projected Timetable:

Wednesday, March 20, 2019, 5pm EST:	Contractor Questions Due
Friday, March 22, 2019, 5pm EST:	Responses to Questions Submitted
Friday, March 29, 2019, 5pm EST:	Proposals Due
Tuesday, April 30, 2019, 5pm EST:	Contractor selection made
Wednesday, May 1, 2019:	Contract start date
Wednesday, December 30, 2020:	Contract end date

Contractor Selection Criteria:

CRDF Global will select contractors that provide the best value in terms of overall price and experience. The contractor should have proven experience with event support, general logistical support, and customs assistance.

Submission:

Proposals should be submitted to procurement@crdfglobal.org, no later than *5pm EST on March 29, 2019*. Proposals should be submitted as electronic documents in PDF, Word or Excel format.

Background:

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

More information is available at www.crdfglobal.org