

Cardno Emerging Markets USA Ltd.
USAID Competitive Economy Project

**Amendment No.1
Request for Quotes
USAID CSS RfQ 2019-19**

Subject: Provision of Services - production of exhibition stands at the trade show “Fruit Logistica” February 5-7, 2020 Berlin, Germany

Contracting Entity: Cardno Emerging Markets USA Ltd., Washington DC, Belgrade
Representative Office

Location: Serbia, Belgrade

Issuance Date: November 18, 2019

Purpose

This Amendment No. 1 to the Request for Quotes USAID CSS RfQ 2019-19 serves to provide additional clarification and changes to the **Section II Technical Specification** for production of exhibition stands in compliance with the technical requirements described in this solicitation. These stands will be used by Serbian companies participating at the “Fruit Logistica 2020” a two-day fresh produce trade show, which will take place in Berlin, Germany on February 5-7, 2020. The following additions and changes to the technical requirements are effective as of November 18, 2019:

Section II Technical Specification

Location of Service Delivery

USAID Competitive Economy Project in collaboration with the Chamber of Commerce and Industry of the Republic of Serbia and the Development Agency of Serbia supports participation of selected Serbian companies @ fresh produce trade show “**Fruit Logistica 2020**” in Berlin, Germany from February 5-7, 2020.

Deleted:

On that trade show Serbian firms have one stand on the total surface of 124m2 with the following dimensions:

- *Passage B - Peninsula Stand (three sides open), Dimensions: 9,5m x 13m = 123,5 m²*

Attached please find location of stands and exact dimensions.

Replaced with the following new technical requirement:

On that trade show Serbian firms have **one stand on the total surface of 124m2 with the following dimensions:**

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- **Passage B - Peninsula Stand (ALL sides open), Dimensions: 9,5m x 13m = 123,5 m²**

Required technical characteristics of stands

Offers must comply with the technical requirement and propose the production of stand that include the following elements:

- 13 information desks (with keys for locking)
- 11 glass showcases for exhibits (with keys for locking)
- 2 wooden cradles for fruit exhibiting
- 13 bar- chairs
- 13 tables with 3 chairs on each table (total 39 chairs)
- 1 club table with 4 armchairs, or two armchairs and one two-seated sofa (VIP section)
- Mini kitchen with shelves - fully equipped with keys for locking (pantry, sink, refrigerator, coffee machine, 3 sockets for electrical energy supply coat hanger)
Kitchen must have substantial quantity of coffee, sugar in small bags, plastic teaspoons, paper towels, garbage bags in two sizes, etc. for the entire duration of the fair)
- Cooler with hot and cold water – 6 gallons of water
- Connectors for water supply and drainage
- Raised floor covered with laminate
- Complete lightning of stands
- Connectors for electrical energy supply
- 13 sockets for electrical energy supply (for each exhibitor at information desk)
- Graphics and branding for the whole stand
- 13 small litters and 2 big litters in the pantry
- **Deleted: 1 LCD**
- **Replaces with the following: Drawings for the position of LED SCREEN dimensions 3mx2m and installment/dismantling on site.**

Please note that the cost for renting of the LED SCREEN will be paid by the Chamber of Commerce and Industry of the Republic of Serbia.

Attached Please find changed Section III form for Quotes/Proposals submission.

All other terms and conditions set forth in the original RfQ, remain in full effect.

Section III Offeror's Identification

Full Name of the Offeror	
Solicitation	USAID CSS RfQ 2019-19
Address of the Offeror	
Registration number	
Tax/VAT number	
Account number and the bank name	
Offeror's Person for contact	
Telephone/fax and mobile phone	
E-mail	
Supporting documents:	_____ Proof of Registration
Function title and name of the person authorized to sign a contract/Purchase Order.	

 Stamp / Signature of the authorized person

Date: _____

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Section IV Price Quote and Delivery/Payment Schedule Offeror's Name _____

Description of Deliverable	Unit	Unit Price USD	Total Price USD	Payment schedule- % of the Total Price
<p>Design and branding of stands Include designing graphics for the entire stand, printing branded materials and branding of stands including counters and showcases. Prior approval required.</p>	1			
<p>Production/ Construction – rent of the proposed version of the stands Required technical characteristics of stands</p> <ul style="list-style-type: none"> • 13 information desks (with keys for locking) • 11 glass showcases for exhibits (with keys for locking) • 2 wooden cradles for fruit exhibiting • 13 bar- chairs • 13 tables with 3 chairs on each table (total 39 chairs) • 1 club table with 4 armchairs, or two armchairs and one two-seated sofa (VIP section) • Mini kitchen with shelves - fully equipped with keys for locking (pantry, sink, refrigerator, coffee machine, 3 sockets for electrical energy supply coat hanger) <p>Kitchen must have substantial quantity of coffee, sugar in small bags, plastic teaspoons, paper towels, garbage bags in two sizes, etc. for the entire duration of the fair)</p> <ul style="list-style-type: none"> • Cooler with hot and cold water – 6 gallons of water • Connectors for water supply and drainage • Raised floor covered with laminate • Complete lightning of stands • Connectors for electrical energy supply • 13 sockets for electrical energy supply (for each exhibitor at information desk) • Graphics and branding for the whole stand • 13 small litters and 2 big litters in the pantry • Drawings for the position of LED SCREEN dimensions 3mx2m and instalment/dismantling 	1			
<p>Installment of stands on site at Fruit Logistica Berlin Germany Inclusive all costs relevant to installment of stands such as transport costs, shipping and freight costs, custom costs, travel insurance, equipment insurance, transportation insurance, offerors administration, offerors staff related costs (travel, accommodation, per diem etc.).</p>	1			
<p>Dismantling of stands upon completion of the trade fair include all costs relevant to dismantling of stands upon completion of the trade fair, such as transport, shipping, staff related costs (travel, accommodation, per diem etc.).</p>	1			
TOTAL ALL INCLUSIVE FIXED PRICE (VAT NOT INCLUDED) USD				

Date:

Stamp/Signature of the authorized person