



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	AFRICA2016U11o
Open Date:	October 7, 2016
Questions Deadline:	Questions accepted on a rolling basis
Closing Deadline:	Bids accepted on a rolling basis
Geographical Area Restrictions:	935
Point of Contact:	Ali Kasule, akasule@iri.org

Background:

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

The International Republican Institute, with an office in Kampala, and registered with the appropriate national authorities works with political parties, civil society organizations, and other stakeholders to implement programs strengthening the multi-party political system, encouraging the greater inclusion and participation of marginalized groups in politics, and assisting political actors to develop and articulate citizen drive, issue based initiatives. As part of an ongoing project, IRI regularly hosts 50-100 people for a multi-day conference. IRI is looking to enter into preferred pricing contracts with hotels to host several large multi-day conference, and provide accommodation, meals and other conference services.

Period of Performance:

October 12, 2016 - June 24, 2017

Statement of Work

Selected bidder will be required to provide a venue for IRI to host 50-100 people for a multi-day (2-3) conference.

Technical Bid:

Interested bidders must present the technical bids outlining the following information:

1. All bids must include terms and conditions concerning reservations, cancellations, or other aspects of conference services.
2. All bids must also include any additional taxes, fees, surcharges, or other costs associated with providing these services, such as seasonal variations in rates, or any discounts related group size, pre-payment, or booking multiple conference days.

3. All submissions must be made on official letterhead, with a clear point of contact for any questions, negotiations, or signing any resulting agreements.
4. All attachments must be clearly numbered and listed, and should include the contact information of 5 references who can speak to the provision of similar services and/or links to third party online reviews of services.
5. If bidders have an agreement template that they would prefer to use in lieu of an IRI-drafted agreement, please enclose a copy with the initial submission.

If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the technical bids must contain Bidder's Taxpayer Identification Number.

Price information should be presented as a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. Pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. If there are any additional fees not reflected in the table below, such pricing must be fully described in the bid. Bids must be submitted in Ugandan shillings; payments under any resulting contract will be made in this currency.

Unit	Unit Cost	Number of Units	Total
A venue capable of comfortably seating 50-100 people			
Public address or other similar equipment, projector, projection screen suitable for the venue space			
Single occupancy accommodation			
Lunch and dinner buffet meals for participants and facilitators			
Twice daily refreshment teas, coffees, water, etc.			

Any resulting agreement will confirm the expected number of guests and associated meals two days in advance. IRI will not be responsible for any participants who check out early, after the first night.

IFB Terms and Conditions:

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference". By submitting a bid, bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified

- above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
2. IRI may reject any or all bids if such is within IRI's interest.
 3. The Bidder's initial bid should contain the Bidder's best offer.
 4. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.
 5. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
 6. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
 7. By submitting a bid, Bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
 8. Bidders confirm that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
 9. Bidders agree to disclose as part of the bid submission:
 - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for IRI.
 - b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
 - c. Any other action that might be interpreted as potential conflict of interest.

Evaluation and Award Process:

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written bids and reserves the right to make decisions based solely on the information provided with the initial bids. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there were a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a bid is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A bid may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:

IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

- a) Service quality- 20 points
 - a. *Positive feedback from references or online reviews 10 points*
 - b. *Ability to provide food and beverage 10 points*
- b) Location: 30 points
 - a. Location appropriate for IRI activity 30 points
- c) Price: 30 points
 - a. *Lowest Reasonable Price 10 points*
 - b. *Prices presented in terms of fixed rate per service 10 points*
 - c. *Rates and additional fees clearly defined 10 points*
- d) Other factors: 20 points
 - a. *Flexibility within cancellation policy 20 points*

IRI intends to evaluate bids in accordance with these factors and make an award to the responsible bidder whose proposal is most advantageous to the program.

- 5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

Submission Instructions:

Bids must be submitted via email to Ali Kasule, at akasule@iri.org with the subject line "AFRICA2015U11o IFB" by the deadline listed above.

IRI Obligations

Issuance of this IFB does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a quotation.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the subcontractor subject to the clauses of the prime award. This subcontract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the subcontractor is appropriate and applicable, references to "USAID" or "Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subrecipients". Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-Governmental Organizations/US Department of State Standard Terms and Conditions.