



**International  
Republican Institute**  
1225 Eye St. NW, Suite 700  
Washington, DC 20005  
(202) 408-9450  
(202) 408-9462 fax  
www.iri.org | @IRIGlobal

## INVITATION FOR BIDS

<b>Procurement Number:</b>	AFRICA2017TZ2o
<b>Open Date:</b>	January 30, 2017
<b>Questions Deadline:</b>	On a rolling basis
<b>Closing Deadline:</b>	On a rolling basis
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Robina Namusisi, RCD, rnamusisi@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.

IRI is a nongovernmental organization headquartered in the United States and registered in Tanzania. IRI conducts programming in Tanzania out of its local office in Dar es Salaam. Some IRI programming entails staff and trainers traveling to hold trainings and IRI will need a hotel for lodging and conference room purposes.

### Period of Performance:

February 3, 2017 – May 31, 2017

### Technical Bid:

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

1. The selected vendor will:
  - Provide a per-night per-person rate for lodging. Guest rooms should include:
    - Air conditioned rooms
    - High speed Wi-Fi internet available, preferably complimentary
    - Complimentary bottled water
    - Bathroom amenities
    - Laundry service
    - A telephone able to call out of the hotel
    - Refrigerator emptied at IRI's request unless mini-bar is complimentary
  - Provide a per-person rate for full and half-day conference room services for 30 participants, 50 participants, 100 participants, and 150 participants including:
    - Air-conditioned conference hall

- Projector
  - Radio microphones
  - Speaker
  - Mixer
  - Flip-charts
  - Writing pads and pens
- Provide the following catering services
    - Buffet coffee break
    - Buffet breakfast
    - Buffet lunch
    - Buffet dinner service
2. Bids should be submitted on official company letterhead with contact information for a representative of the company to discuss bids.
  3. All attachments must be clearly labeled and all applicable certifications for conducting the above SOW in Tanzania must be provided.
  4. Contact information for references who can speak to bidder's recent service provision must be provided.

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 Tanzania Shillings; payments under any resulting contract will be made in this currency.

Unit	Unit Cost	Number of Units	Total
Single room daily rate reservation for 1 to 9 rooms			
Double room daily rate reservation for 1 to 9 rooms			
Single room daily rate reservation for 10 to 25 rooms			
Double room daily rate for 10 to 25 rooms			
Single room daily rate reservation for 26 to 50 rooms			
Double room daily rate for 26 to 50 rooms			
Late check-in			
Early check-out			

Buffet breakfast	Person		
Buffet lunch	Person		
Buffet dinner	Person		
Buffet coffee break	Person		
Conference room with capacity for 150 people	Person		
Conference room with capacity for 100 people	Person		
Conference room with capacity for 50 people	Person		
Conference room with capacity for 30 people	Person		

**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) Price: 40pts
    - a. *Price is reasonable and in line with local hotel and conference services market - 40pts*
  - b) Experience: 20pts
    - a. *Hotel has provided conference services for large group trainings, including government officials and nongovernmental organizations in the past: 20pts*
  - c) Services: 40pts
    - a. *Hotel is a four or five-star hotel: 20pts*
    - b. *Hotel provides services listed in the scope of work, including complimentary services such as Wi-Fi, bottled water and conference materials such as flip charts and speakers: 20pts*

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 Robina Namusisi at [rnamusisi@iri.org](mailto:rnamusisi@iri.org) with the subject line "AFRICA2017TZ2o" by the deadline listed above.

#### **IRI Obligations**

Issuance of this IFB does not constitute and 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.