



**International  
Republican Institute**  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	ASIA2016MG05o
<b>Open Date:</b>	March 7, 2016
<b>Questions Deadline:</b>	N/A – rolling
<b>Closing Deadline:</b>	N/A – rolling
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Undrakh Dashjamts, <a href="mailto:undrakh@iri.org">undrakh@iri.org</a>

### **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 seeks to contract with hotels - located in Ulaanbaatar, Khovd, Arvaikheer, Mandalgov, Erdenet and Choibalsan- to obtain lodging and conference space facilities for its events and trainings.

IRI releases this invitation for bids to identify cost-effective and value-for-money accommodations and conference space for the events and trainings. IRI will make its decision based on the cost effectiveness of the components requested and compliance with the request's instructions. This request does not guarantee or imply any contractual obligation and may be withdrawn or amended as needed by IRI.

### **Period of Performance:**

Date of signature through March 31, 2017.

### **Technical Bid:**

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

Service shall be required from date of signature through March 31, 2017, for a period of approximately one year. Offeror will make price proposals for any/all cities in which Offeror has qualified properties but are not required to make proposals for more than one city named in this IFB.

Bids should be limited to 10 pages in Times New Roman font with 1" margins. Bids should include a company introduction, including color photos of lodging rooms, conference space,

and other facilities as applicable. Additionally, bids should include a copy of the Bidder's state registration certificate.

Offeror will provide quotes separately for the following components A and B (C, if applicable).

#### **A. Hotel rooms**

- Offeror shall provide hotel room nightly rate in Ulaanbaatar, Khovd, Arvaikheer, Mandalgovi, Erdenet and Choibalsan and guaranteed availability for single-occupancy and/or double-occupancy rooms. The rate should include breakfast and wired/wireless internet during the contractual period and should be available upon three calendar days' prior notice from IRI.
- Each room should be at least 12 square meters and have a bathroom and have temperature control, preferably with air-conditioning.
- Each room should have a writing desk, satellite or cable television.
- The hotel should possess 24-hour security.
- The hotel should offer access to restaurant, room service, laundry facilities and business center facilities.
- The hotel should also specify if it offers airport pick up and drop service.
- A 48-hour cancelation policy without penalty must be included in this rate.
- IRI will require each lodging bill per room to be divided between lodging, taxes and fees and all other charges that will be regarded as personal and liable by the occupant. This includes telephone calls, meals, beverages, room service and minibar charges.

#### **B. Conference space**

1. Offeror will provide one clean, air-conditioned, internet and telephone connected conference space in Ulaanbaatar, Khovd, Arvaikheer, Mandalgovi, Erdenet and/or Choibalsan in the preferably same hotel with room for at least 40 people during the contractual period.
2. The space must be clean, air-conditioned, internet- and telephone-connected;
3. If possible, rooms will have the capacity to be joined together increasing the capacity of the space.
4. Each space must have seating available for the requested number of people.
5. The rate must include functioning, high speed wireless internet complimentary to users of the conference space.
6. The hotel should possess 24-hour security and business center facilities.
7. Offeror must also specify the internet service available in the conference space and the cost of audio-visual and sound equipment must be included in the rate.
8. A 48-hour cancelation policy without penalty must be included in this rate.
9. Facilities must include translation equipment, speakers, and microphones.

#### **C. Additional service**

IRI also requests that the Offeror provide costed food and beverage menus for lunch and dinner. These should state the per person rate for each menu option. Offeror should indicate if vegetarian meals are possible, and if so, include them as an option. IRI also requests that the Offeror provides costs on other services available at the hotel, this may include airport transfers, laundry, room service and international call charges.

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 U.S. Dollars (USD); payments under any resulting contract will be made in this currency.

- Cost should be divided between each component and presented separately using the template below.
- Costs associated with this purchase should be payable either by credit card or bank wire transfer.
- IRI prefers bank wire transfer and so the hotel should indicate if they offer this facility.
- All rates offered should be guaranteed until through March 31, 2017.

	<b>Rate</b>	<b>Total</b>	<b>Number of available rooms</b>
A. Daily Room Rate per night – single occupancy 1-10 rooms			
Daily Room Rate per night – single occupancy 11-29 rooms			
Daily Room Rate per night – single occupancy 30+ rooms			
Daily Room Rate per night – double occupancy			
Daily Room Rate per night – double occupancy 11-29 rooms			
Daily Room Rate per night – double			

occupancy 30+ rooms			
B. Daily Conference Room Rate per day			
C. Meal rates per person (include options and differentiate by lunch and dinner)			
C. Other hotel amenities, list individually			

Note: Please list the rooms under each category (A. Guest rooms and B. Conference/Meeting space) if there are different rooms available and different prices apply.

#### **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:

#### **For lodging:**

- a) Location – 30 percent
- b) Price – 40 percent
- c) Amenities – 20 percent
- d) Adherence to the technical requirements of the IFB – 10 percent

#### **For conference space:**

- a) Location – 30 percent
- b) Facilities – 40 percent
- c) Price – 20 percent
- d) Adherence to the technical requirements of the IFB – 10 percent

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 Undrakh Dashjamts, at [undrakh@iri.org](mailto:undrakh@iri.org) with the subject line "ASIA2016MG05o IFB" 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.