



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	ASIA2017MG02o
Open Date:	February 9, 2017
Questions Deadline:	February 15, 2017
Closing Deadline:	February 20, 2017
Geographical Area Restrictions:	N/A
Point of Contact:	Undrakh Dashjamts, Compliance Specialist at undrakh@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 seeking to contract with hotels located in Ulaanbaatar and other parts of the country to accommodate the many workshops and events it will be organizing under different grants. IRI is releasing this invitation for bids to identify cost-effective accommodations and conference spaces for its upcoming events and trainings. IRI will make a decision on whom to award the contracts based on the cost effectiveness of the services requested and the extend of the applicant's successful compliance with the RFA's technical requirements. This request does not guarantee or imply any contractual obligation and may be withdrawn or amended as needed by IRI.

Period of Performance:

Signing of the contract through April 30, 2018 with the option to extend for a total duration of two years in one-year increments.

Technical Bid:

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

A. Hotel rooms

- Offeror shall provide hotel room nightly rate in Ulaanbaatar and other rural area and guarantee availability for single-occupancy and/or double-occupancy rooms that includes

breakfast and wired/wireless internet during the contractual period and is made available upon 3 calendar days' prior notice from IRI.

- The room should be at least 12 square meters and have a bathroom and have temperature control, preferably with air-conditioning.
- The 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

- Offeror will provide one clean, air-conditioned, internet and telephone connected conference space in Ulaanbaatar and other rural area in the preferably same hotel with room during the contractual period.
- A clean, air-conditioned, internet and telephone connected conference space
- If possible, rooms will have the capacity to be joined together increasing the capacity of the space.
- Each space must have seating available for the requested number of people.
- The rate must include functioning, high speed wireless internet complimentary to users of the conference space.
- The hotel should possess 24-hour security and business center facilities.
- 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.
- A 48 hour cancelation policy without penalty must be included in this rate.
- Offer should submit price proposal for all additional equipment and service fee if applicable.

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.

D. Conference Package

IRI also requests that the Offeror provide conference package options that include hotel rooms under component "A", conference space under component "B" and costed food and beverage menus at a group rate for each menu option under component "C". Where both rooms and conference space and dining options are offered as a package, conference package quotations should include the per person room rate per night based on group occupancy. For example, conference package rates for groups of people <15, 15-30, 30-50 etc.

E. Attachment requirement:

- Company introduction, including color pictures of rooms and conference rooms, food menu and other facilities.
- Copy of State Registration Certificate.

Price Application:

- Proposal should be priced in MNT
- Cost should be divided between each component and presented separately using the provided budget template.
- Costs should note the taxes and applicable fees for each rate presented.
- 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 at least 30 April, 2018.
- 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.
- The Offeror's pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission or the duration of the agreement for the winning Offeror. To the extent that an Offeror proposes to include any other pricing not reflected in the table below or any one-time and recurring costs, such pricing or costs must be fully described in the proposal. Rates should be quoted, inclusive of all but showing separately, costs of inspection, services, transportation, taxes, import duties if any and other levies. It is preferred by IRI that the payment is 100% after the service rendered. The total award ceiling is \$20,000.00

Table A

Description	Rate	Taxes (indicate if extra taxes to be charged)	Fees (indicate if there is extra services fees to be charged)	Fees (indicate if there is extra services fees to be charged)	Total	Number of available rooms
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						

Table B

Description	Hourly rate (inclusive of all taxes and payable)	Daily rate (inclusive of all taxes and payables)	Capacity in terms of person	Capacity in terms of areas (m2)	Discount rate and condition if any
Conference Space 1					
Conference Space 2					
Etc					
Equipment rental 1(if any)			n/a	n/a	
Equipment rental 2(if any)			n/a	n/a	
Etc			n/a	n/a	

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 applies.

Table C

Description	Rate per person (inclusive of all taxes and payables)	Remark
Meal 1 (include options and differentiate by lunch and dinner)		
Meal 2		
Buffet 1		
Buffet 2		
Tea and coffee break 1		
Tea and coffee break 2		
Etc		
Other hotel amenities, list individually		Please provide measuring unit if applies other than per person unit

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. If IRI continues to require the goods and services and the price remains reasonable and within market norms, resulting contract may be renewed each year for up to 2 years with 30 days’ notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
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. Hotels:

- Location of hotel is convenient with accessible transportation links – **20 percent**
- Rooms meet specification -**40 percent**
- Hotel amenities) including proposal under C category -**10 percent**
- Price -**30 percent**

B. conference Rooms:

- Location of hotel is convenient with accessible transportation link- **10 percent**
- Conference Space meets specification- **40 percent**
- Facilities (including the proposal under C category and translation equipment, speaker, microphone etc.- **20 percent**
- Price- **30 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 Dashjams, at undrakh@iri.org with the subject line "ASIA2017MG02o" 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 contractor subject to the clauses of the prime award. This contract 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 contractor 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.