



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

<b>Procurement Number:</b>	GOV2016HDP03o
<b>Open Date:</b>	February 8, 2016
<b>Questions Deadline:</b>	N/A
<b>Closing Deadline:</b>	N/A
<b>Geographical Area Restrictions:</b>	USAID Geocode 935
<b>Point of Contact:</b>	Jessica Findley, Assistant Program Officer, <a href="mailto:jfindley@iri.org">jfindley@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 is conducting a weeklong training in the Capitol Visitor Center and will require catered coffee breaks as well as lunches throughout the week.

A selected Contractor will provide:

1. Coffee breaks, up to three (3) per day, for up to 40 people
2. Lunches, buffet-style, for up to 40 people

### Period of Performance:

March 11, 2016 through March 18, 2016.

### Technical Bid:

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

1. Cost breakdown by items listed above: coffee breaks and lunches.

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.

<b>Unit</b>	<b>Unit Cost</b>	<b>Number of Units</b>	<b>Total</b>
Coffee breaks, up to three (3) per day			
Buffet-style lunch			

**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.

IRI will conduct a source selection based as follows:

All bids must include a comprehensive menu of meal options and coffee break selections. Bids must not exceed 10 pages.

1. The first page of the bid must show the following:

a. The name, address, and telephone of the bidder

b. The point of contact within the company

2. All bids must include a comprehensive menu with detailed costs for meal and coffee break options, table and linens, and labor

3. All bids must be able to present the final event menu with detailed time and location included on the event proposal.

4. 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 Jessica Findley at [jfindley@iri.org](mailto:jfindley@iri.org) with the subject line "GOV2016HDP03o IFB."

### **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.

