



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	GOV2016HDP04o
Open Date:	February 8, 2016
Questions Deadline:	February 12, 2016 5:00 PM (EST)
Closing Deadline:	February 15, 2016 10:00 AM (EST)
Geographical Area Restrictions:	USAID Geocode 935
Point of Contact:	Jessica Findley, Program Officer, jfindley@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 bids from hotels located near the U.S. Capitol Building in Washington, D.C. to identify a vendor for lodging. IRI will not accept bids from Bidders who are not able to provide all of the services required and do not meet technical criteria.

Period of Performance:

March 12, 2016 through March 19, 2016.

Technical Bid:

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

Bidders must provide the following level of accessibility:

- Access for individuals with disabilities for all sites and amenities not including pools and fitness rooms

Parking:

- Secured on-site parking services. Complimentary parking strongly preferred

Each guest room will be single occupancy and must have:

- Individually controlled climate control and air-conditioning
- Bathroom amenities
- Toiletries (shampoo, shower gel, lotion, conditioner, slippers, soap, shower cap per request, toothbrush and toothpaste preferred)
- In-room safe

- Iron & ironing board on request
- Multi-line telephone
- Refrigerator emptied per IRI's request
- High speed Wi-Fi internet available for multiple devices, preferably complimentary
- Complimentary water

Additional contract terms and conditions:

- The Offeror acknowledges that payments will be made for individual order placed by IRI upon satisfactory completion of each order
- The following clauses must be reflected in the bid: Cancellation and No-Show Policy; Guestroom Attrition; Force Majeure; Indemnification and Arbitration; Conditions of Acceptance

Hotel should be within a 10 minute drive to the Capitol Complex (101 Independence Ave SE, Washington, D.C., 20540), which includes a stop at the Capitol Complex Security Sweep location (600 Block of New Jersey Ave SE, Washington, D.C., 20003)

Services:

Lodging:

- The daily rate, including breakfast and Wi-Fi, must not exceed the U.S. General Services Administration (GSA) established per diem rate for Washington, D.C. during the month of March 2016. The established per diem rate for March 2016 is USD \$226.00.
- Minimum 35-room occupancy with single occupancy
- Late check-in
- Early check-out

Bidders agree to accommodate IRI's request to view the lodging and conference facilities in person.

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.

Unit	Unit Cost	Number of Units	Total
Single room daily rate during March			

2016 reservation for 1 to 35 rooms			
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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:

IRI intends to make an award to the responsible Offeror whose proposal is fully responsive to the requirements of this RFP, and whose overall price is the lowest.

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 with the subject line "GOV2016HDP04o IFB."

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.