



**International  
Republican Institute**

1225 Eye St. NW, Suite 700  
Washington, DC 20005  
(202) 408-9450

**INVITATION FOR BIDS**

<b>Procurement Number:</b>	EUROPE2016V02o
<b>Open Date:</b>	December 20, 2016
<b>Questions Deadline:</b>	N/A
<b>Closing Deadline:</b>	N/A
<b>Geographical Area Restrictions:</b>	None
<b>Point of Contact:</b>	Thibault Muzergues, tmuzegues@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.

Through the following Request for Proposal, IRI Europe Regional Program seeks to identify vendors for lodging and conference services in Vienna. IRI Europe Regional Program plans to establish ongoing contractual relationships with preferred vendors until June 30, 2019

**Period of Performance:**

January 5, 2017- June 30, 2017 with the option to extend as follows;  
July 2017 to December 2017 and January 2018 till June 30, 2018

**Technical Bid:**

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

Offerors must provide the following level of security:

- Security of the hotel
- Security of the parking lot

Parking:

- Parking preferred

Venue

- Multiple conference rooms preferred

Complimentary services:

- Projector
- Projector screen
- Flipchart and markers

- Microphones
- Speakers
- High speed Wi-Fi internet available for multiple devices, preferably complimentary

Each Guest room must have the following:

- Bathroom amenities
- Daily cleaning service

Upon IRI's requests, each conference room the Offeror must provide:

- Bottled water for each event guest
- Projectors
- Projector screens
- Flipcharts and markers
- Microphones
- Speakers
- High speed Wi-Fi internet service for unlimited number of devices

Additional contract terms and conditions:

- Offeror must agree to use translation and AV equipment provided by a third party.
- Offeror must agree to maintain the proposed prices until June 30, 2019.
- Offeror acknowledges that execution of the contract does not require IRI to utilize the services of the Offeror.
- The Offeror acknowledges that payments will be made for individual order placed by IRI upon satisfactory completion of each order
- Other terms and condition outlined in the enclosed agreement template. If the Offeror proposes to use Offeror's agreement, IRI termination and payment terms must be incorporated in the proposed agreement.

**Services:**

Lodging:

- Minimum 10 rooms - with single occupancy
- Minimum 20 rooms - with double occupancy

Catering services:

- Buffet Breakfast
- Coffee break
- Lunch (upon request)
- Dinner (upon request)

Conference rooms:

- At least 1 room with capacity for 10 people.
- At least 1 room with capacity for 30 people.

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 Euro(EUR). payments under any resulting contract will be made in this currency.

<b>Unit</b>	<b>Unit description</b>	<b>Total</b>
Single room rate	10 rooms	
Double room rate	20 rooms	
Catering services	Buffet breakfast	
	Coffee break	
	Lunch( upon request)	
	Dinner ( upon request)	
Conference room	Capacity of 10 people	
Conference room	Capacity of 30 people	

**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. 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 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
9. 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.

10. 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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 20 percent
  - b) Past performance and experience in performing similar projects – 40 percent
  - c) Compliance with security and other administrative requirements – 20 percent
  - d) Price – 20 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 POC, Thibault Muzergues, at [tmuzegues@iri.org](mailto:tmuzegues@iri.org) with the subject line "EUROPE2016V02o" 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.