



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2017J07o
Open Date:	June 20, 2017
Questions Deadline:	June 23, 2017
Closing Deadline:	June 29, 2017
Geographical Area Restrictions:	937
Point of Contact:	Raja'a Qarqash, rqrqash@iri.org, Admin & Assistant Financial Officer, Tel: +962 6 5541800

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 Jordan plans to establish ongoing contractual relationships with five preferred vendors for lodging and conference services; three in Amman, one in Aqaba, and one near the Dead Sea. If IRI is satisfied with the provided service, IRI may extend the contract period up to five years as long as vendors are able to maintain the same prices, and the service costs remain within the local market norms.

Period of Performance:

July 1st, 2017 – June 30, 2018, with the option to extend for a total duration of up to 3 years up in two one-year increments.

Technical Bid:

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

1. Qualified Offerors will be able to provide the following:
 - security:
 - a. Metal detector at the entrance 24/7/365
 - b. X-ray check of baggage at the entrance 24/7/365
 - c. Female security staff 24/7/365
 - d. Vehicle security check 24/7/365
 - e. Proof of security certification with the Jordanian Government/Intelligence Departments
 - f. Ability to increase level of security per IRI's request. Complimentary service preferred.

- Accessibility:
 - a. Access for individuals with disabilities for all sites
- Parking:
 - a. Secured on-site parking services. Complimentary parking strongly preferred.
- 2. Bids should not exceed 15 pages (excluding photos) and must be in English using Word Format. Bids should contain at least 15 color photos. If the Bidder would like to use other than IRI's contract, proposals should contain the proposed contract template. The contract template is not included in the above page limit.
- 3. Proposals should contain contact information for at least three references to whom the Offeror provided services in the past 24 months. IRI reserves the right to contact the references.
- 4. For catering services, Offerors that provide multiple menu options must list cost per person for each available menu.

IRI will not accept bids from Offerors who are not able to provide all of the services required and do not meet technical criteria outlined below:

Services:

Lodging:

- Minimum 70 room occupancy with single occupancy
- Minimum 50 room occupancy with double occupancy

Each guest room 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, flip-flop preferred)
- In room safe
- Iron & ironing board on request
- Multi-line telephone
- Refrigerator emptied per IRI's request unless mini-bar is complimentary
- Satellite Television
- High speed Wi-Fi internet available for multiple devices, preferably complimentary
- Complimentary water
- Daily cleaning service
- Water kettle

Please note: If room refrigerators are available, they must be emptied unless mini-bar is complimentary

Conference rooms:

- 1 room with capacity for 300 people. (U-shape or Round Table or Theatre Style or Class Room Setup)
- 1 room with capacity for 200 people. (U-shape or Round Table or Theatre Style or Class Room Setup)

- 2 or more rooms with capacity for 100 people. (U-shape or Round Table or Theatre Style or Class Room Setup)
- 2 or more rooms with capacity for 50 people. (U-shape or Round Table or Theatre Style or Class Room Setup)
- 2 or more rooms with capacity for 25 people. (U-shape or Round Table or Theatre Style or Class Room Setup)

At IRI's request, the Offeror must provide the following in each conference room:

- Projectors
- Clickers/projector remote controls
- Flipcharts and markers
- Stage
- Podium
- Notebooks
- Pens
- Bottled water and tissue boxes at each table during events
- Trash bins boxes at each table during events
- Stationary microphones
- Radio microphones
- Speakers
- Mixer
- High speed internet service for unlimited number of devices
- Tent Cards
- Power Extension
- Safe storage for IRI equipment's and materials

Catering services:

- Buffet coffee break
- Buffet breakfast
- Buffet lunch
- Buffet dinner service

*Buffet service must be provided with one line per 70 people

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

Additional contract terms and conditions:

- Offeror must agree to use translation and AV equipment provided by a third party
- Complimentary room during an IRI event, minimum 1 room for IRI Staff
- Offeror must agree to maintain the proposed prices until 2 years after contract's signature - 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.

- 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.
- 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. The number of units is the maximum number of units available at the time of the bid submission.

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, 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 Jordanian Dinars and exclude service tax due to IRI Jordan tax exemption status; payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price	Number of Units	Total
Single room daily rate during high season reservation for 1 to 9 rooms			
Single room daily rate during medium season reservation for 1 to 9 rooms			
Single room daily rate during low season reservation for 1 to 9 rooms			
Double room daily rate during high season reservation for 1 - 9 rooms			
Double room daily rate during medium season reservation for 1 - 9 rooms			
Double room daily rate during low season reservation for 1 - 9 rooms			
Single room daily rate during high season reservation for 10 to 25 rooms			

Single room daily rate during medium season reservation for 10 to 25 rooms			
Single room daily rate during low season reservation for 10 to 25 rooms			
Double room daily rate during high season for 10 to 25 rooms			
Double room daily rate during medium season for 10 to 25 rooms			
Double room daily rate during low season for 10 to 25 rooms			
Single room daily rate during high season reservation for 26 to 50 rooms			
Single room daily rate during medium season reservation for 26 to 50 rooms			
Single room daily rate during low season reservation for 26 to 50 rooms			
Double room daily rate during high season for 26 to 50 rooms			
Double room daily rate during medium season for 26 to 50 rooms			
Double room daily rate during low season for 26 to 50 rooms			
Single room daily rate during high season reservation for 51 to full hotel capacity			
Single room daily rate during medium season reservation for 51 to full hotel capacity			
Single room daily rate during low season reservation for 51 to full hotel capacity			
Double room daily rate during high season for 51 to full hotel capacity			
Double room daily rate during medium season for 51 to full hotel capacity			
Double room daily rate during low season for 51 to full hotel capacity			
Late check-in			
Early check-out			

Conference room with capacity for 300 people	hour		
Conference room with capacity for 300 people	day		
Conference room with capacity for 200 people	hour		
Conference room with capacity for 200 people	day		
Conference room with capacity for 100 people	hour		
Conference room with capacity for 100 people	day		
Conference room with capacity for 50 people	hour		
Conference room with capacity for 50 people	day		
Conference room with capacity for 25 people	hour		
Conference room with capacity for 25 people	day		
Projector	hour		
Projector	day		
Clickers/projector remote controls	hour		
Clickers/projector remote controls	day		
Flipcharts and markers	hour		
Flipcharts and markers	day		
Stage	hour		
Stage	day		
Podium	hour		
Podium	day		
Notebooks	Notebook		
Pen	Pen		
Stationary microphone	hour		
Stationary microphone	day		
Radio microphone	hour		
Radio microphone	day		
Speaker	hour		
Speaker	day		
Mixer	hour		
Mixer	day		
One coffee break	day		
Two coffee breaks	day		
One coffee break + Lunch	day		
Two coffee breaks + lunch	day		
Lunch Buffet	day		

Light Lunch	day		
Dinner Buffet	day		
Set Menu	day		

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) Service quality, including food (based on references)– 15%
 - b) Amenities and Facilities – 15%
 - c) Security – 20%
 - d) Complimentary services (Wi-Fi, water, tea, coffee, flipcharts, mini bar, etc.) - 15%
 - e) Flexibility of contractual terms and conditions – 15%
 - f) 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 Raja'a Qarqash, at rqarqash@iri.org with the subject line "MENA2017J07o IFB" 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 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.