



**International
Republican Institute**
1225 Eye St. NW, Suite 800
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

INVITATION FOR BIDS

Procurement Number:	MENA2017SYR10o
Open Date:	August 10, 2017
Questions Deadline:	August 17, 2017
Closing Deadline:	August 21, 2017
Geographical Area Restrictions:	935
Point of Contact:	David Lloyd, Program Associate, dlloyd@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's Middle East North Africa division is looking to contract hotel services to facilitate the organization of meetings and workshops with various groups in Istanbul, Turkey. Offerors should provide the price quotes for the following: hotel accommodations for staff and participants, training conference rooms, translation services (translation technical assistance, equipment needs, and interpreters), and transportation (transfers to/from airport, to/from training locations for participants, and any other miscellaneous travel).

Period of Performance:

September 1, 2017 – June 30, 2018

Technical Bid:

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

1. Selected hotel must be able to provide the following:
 - a. Accessibility - Access for individuals with disabilities for all sites and amenities not including pools and fitness rooms
 - b. Single or double rooms with:
 - i. Individually controlled climate control and air-conditioning
 - ii. Bathroom amenities
 - iii. Iron & ironing board on request
 - iv. High speed Wi-Fi internet available for multiple devices, preferably complimentary
 - v. Complimentary water
 - vi. Daily cleaning service

- c. Catering services-
 - i. Buffet breakfast
 - ii. Buffet lunch
 - iii. Buffet dinner
 - d. Conference rooms with:
 - i. 1 room with capacity for 40-50people.
 - ii. 2 or more rooms with capacity for 10-30 people
 - iii. equipped with air-conditioning and a good lighting system
 - iv. Projectors
 - v. Clickers/projector remote controls
 - vi. Flipcharts and markers
 - vii. Podium
 - viii. Notebooks
 - ix. Pens
 - x. Bottled water for each event guest
 - xi. Refreshments and tissue boxes at each table during events
 - xii. Stationary microphones
 - xiii. Radio microphones
 - xiv. Speakers
 - xv. High speed internet service for unlimited number of devices
 - xvi. Mid-morning and mid-afternoon coffee/tea break
 - e. Airport Transfer: · Pricing per person per way to and from the closest airport
2. Bidder should also contain an outline of hotel’s capabilities and features, cancellation and re-booking policies. It should be less than 10 pages, in 12 pt. Times New Roman.

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; payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price
One-Way Airport Transfer (per person)	
Roundtrip Airport Transfer (per person)	
Lodging cost per night (double room) including full board	
Lodging cost per night (single room) including full board	
Conference room including coffee breaks and snacks for: <ul style="list-style-type: none"> • 10 people • 20 people 	

<ul style="list-style-type: none"> • 30 people • 40 people • 50 people 	
<p>Translation equipment including (price per unit):</p> <ul style="list-style-type: none"> • Simultaneous booth • Wireless microphone • Wireless headset • Technician 	
Cancellation fee	

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.
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:

Price	30
Service quality	30
Past performance, market research, ability to meet the listed service requirements laid out in the bid	
Vendor contractual terms and conditions	20
Flexibility to amend and/or cancel reservation within a reasonable timeframe	
Location	20
Proximity to pedestrian commercial centers and transportation hubs	
Total	100

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 David Lloyd at dlloyd@iri.org with the subject line "MENA2017SYR10o IFB" 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.