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Republican Institute**  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	AFRICA2021Ethiopia14o Hotel Services
<b>Open Date:</b>	March 26, 2021
<b>Questions Deadline:</b>	March 29, 2021
<b>Closing Deadline:</b>	April 5, 2021
<b>Geographical Area Restrictions:</b>	935
<b>Point of Contact:</b>	Kiely Ford; <a href="mailto:kford@iri.org">kford@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 seeking temporary office space and conference services for contractors of the International Election Observation Mission in Ethiopia (IEOME) to use as a daily office space and for occasional larger meetings and events.

### Period of Performance:

Six months from date of signature, with the option to extend through December 31, 2021.

### Statement of Work:

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

#### 1. Long-Term Office Space

Office space available to accommodate up to 15 persons working at the same time uninterrupted for the duration of the contract. This can be one room or multiple depending on the size. Upon IRI's request, the long-term office space rate must provide:

- Tables and chairs for all individuals
- High speed internet for all individuals working in the office space
- Water, Coffee and Tea

## **2. Short-Term Larger Meeting Rooms**

Conference rooms available for the occasional larger meetings with room capacity for up to 50 people to gather in accordance to COVID health regulations. Upon IRI's request, each conference room rate must provide:

- Projectors
- Clickers/projector remote controls
- Podium
- Microphones
- Speakers
- Flip chart stands
- Bottled water for each event guest
- Tissue boxes at each table during events
- Trash bins boxes at each table during events
- High speed internet service for unlimited number of devices
- All meeting rooms must be equipped with air-conditioning and good lighting system.

## **3. Parking**

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

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

## **4. Security**

Bidders should have high security perimeters to include:

- 24/7 Security guards
- Checking visitors and guest vehicles entering hotel.
- Metal detector
- CCTV surveillance

## **Additional contract terms and conditions:**

- Offeror must agree to allow the election observation mission to use visibility items such as signs or posters to signify the presence of the mission in the hotel.
- Offeror must agree to use translation and AV equipment provided by a third party.
- Offeror must agree to maintain the proposed prices until September 30, 2021.
- 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.

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

Item	Unit	Cost(USD)
Single Occupancy Room Rate/day	Per day	
Single Occupancy Room	Per month	
Office Space including the cost for high-speed internet for unlimited number of devices.	Per day	
Office Space including the cost for high-speed internet for unlimited number of devices	Per month	
Meeting Room for up to 50 people	Per day	
Meeting Room for up to 50 people	Per hour	
Flipcharts	1	
Marker	1	
Pens	1	
Projector	Per hour	
Projector	Per day	
Radio Microphone	Per hour	
Radio Microphone	Per day	
Stationary microphone	Per hour	
Stationary microphone	Per day	
Speaker	Per hour	
Speaker	Per day	
Notebooks	1	
Coffee/Tea	Per person	

**IFB Terms and Conditions:**

1. IRI may reject any or all bids if such is within IRI's interest.
2. Payment will be made upon completion of each service by way of electronic transfer.
3. The Bidder's initial bid should contain the Bidder's best offer.
4. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.

5. 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.
6. Bids/proposed contracts must include an early termination clause that provides at least 30 days' notice and full refund of any advance rent payments.
7. If the Offeror 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 proposals must contain Offeror's Taxpayer Identification Number.
8. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
9. By applying to this IFB, Bidder is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (2 CFR 200.216).
10. Offerors agree to disclose as part of the proposal submission:
  - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if an Offeror's mother conducts volunteer trainings for IRI.
  - b. Any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror must state this.

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) Services – 40 points
    - i. Bidder have adequate space for office and larger meetings 30 points
    - ii. Bidder provides complimentary services (wifi, water, tea, coffee, flipcharts, etc.) 10 points.
  - b) Security: 20 points
    - i. Bidder has high security perimeters to ensure secure office and conference spaces (security checks for visitors and vehicles, secure locks, 24/7 guards, metal detectors, etc) – 20 points
  - c) Contractual terms and conditions are reasonable and in-line with IRI requirements – 15 percent.
  - d) Price - 25 points
    - i. Price is reasonable – 20 percent.
    - ii. Special rates for longer contracts-5 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 Kiely Ford; [kford@iri.org](mailto:kford@iri.org) with the subject line “AFRICA2021Ethiopia14o Hotel Services” 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.