

## INVITATION FOR BIDS

<b>Procurement Number:</b>	EURASIA2020U15o
<b>Open Date:</b>	May 6, 2020
<b>Questions Deadline:</b>	Ongoing
<b>Closing Deadline:</b>	December 31, 2020
<b>Geographical Area Restrictions:</b>	110
<b>Point of Contact:</b>	Ganna Velykotska ( <a href="mailto:gvelykotska@iri.org">gvelykotska@iri.org</a> ) +38-044-289-77-40

### **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 Ukraine, located in Kyiv and Dnipro, conducts a variety of events in the regions to which IRI brings as many as 15-30 and more participants together.

IRI Ukraine is seeking bids from vendors located in regions of Ukraine to provide conference services (hall rent, equipment rent – audio visual support and catering) for our various programming activities and events.

### **Period of Performance:**

June 01, 2020 – May 31, 2021, with the option to extend for a total duration of up to 5 years up in four one-year increments.

### **Technical Bid:**

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

There are three categories of need for which bidders may apply. Within their bid proposals, bidders shall clarify their capacity to provide services in these categories:

#### Conference Services:

- Conference room service for groups ranging from 15 to 50
  - Please provide information on room sizes and/or ability to split or combine spaces;
  - Please provide information on possible chair and table configurations (auditorium style, classroom style etc.);

- Podium
- Notebooks and pens for groups ranging from 15-50
- Flipcharts and markers
- Bottled water for groups ranging from 15-50 people
- Secured on-site parking services (Complimentary parking strongly preferred)
- High speed internet service for unlimited number of devices
- All conference rooms must be equipped with air-conditioning and good lighting system

Equipment Rental - audio visual (AV) support:

- Ability to provide the following AV needs:
  - Screen
  - Projector (with clickers/projector remote controls)
  - Stationary microphones
  - Radio microphones
  - Speakers
  - Mixer
- On-site technical support

Catering services:

- Coffee break for groups ranging from 15-50 people
- Breakfast for groups ranging from 15-50 people
- Lunch for groups ranging from 15-50 people
- Dinner for groups ranging from 15-50 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 Ukrainian Hryvnia and include all taxes and tips ( if any); payments under any resulting contract will be made in this currency.

If an item is included in the price of conference space (i.e. internet, bottled water, etc.) Bidders must indicate that it is included in the price and not an extra charge.

For catering services, Bidders that provide multiple menu options and list cost per person for each available menu.

Unit	Unit Cost


**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. 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.
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.
10. Documents should be submitted in Word and Excel in Ukrainian. Providing documents in English is welcomed.
11. Visual materials, especially for meeting rooms and halls, are encouraged.

## **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) – 30 percent
  - *For conference room: adequate conference space for 15-50 participants*
  - *For equipment rent: AV equipment availability*
  - *For catering: menu options availability*
- b) Ability to provide all requested services at once (conference space, equipment, catering)– 10 percent
- c) Complimentary services (wi-fi, parking, water, tea, stationery etc)– 10 percent
- d) Price – 50 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 Ganna Velykotska, at [gvelykotska@iri.org](mailto:gvelykotska@iri.org) with the subject line “EURASIA2020U15o 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 contractor subject to the clauses of the prime award. This contract 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 contractor 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.