



**International
Republican Institute**
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INVITATION FOR BIDS – RESIDENTIAL and OFFICE LEASES

Procurement Number:	ASIA2019TL06o
Point of Contact:	Maria Cabral, mcabral@iri.org

Lease Period:

July 1, 2019 to June 30, 2020 with the option to extend for a total duration of up to 5 years in four one-year increments.

Criteria for Selection:

- 24-hour power, including generator for backup power if required
- Downtown (Timor-Leste) location close to the National Parliament building
- Current and capital repairs and maintenance services are to be supported by the landlord
- Air conditioning
- Space requirements:
 - Space for a conference room to hold 6+ chairs around a table
 - Two offices
 - Three work areas that can fit the following:
 - 4 desks
 - 3 desks
 - 3 desks
 - An entry space to receive visitors
- Bids should include information on the following:
 - Square footage of space
 - Floor plan with electric and wiring capabilities
 - Optional furnishings included with the space
 - Inclusion of any utility or security options

Cost Bids must be presented in USD according to the following format:

Unit	Unit Cost (USD)	Number of Units	Total
Monthly Rate			
Additional fees, as appropriate			

IFB Terms and Conditions:

1. IRI may reject any or all bids if such is within IRI's interest.
2. Payment will be made on a monthly basis 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. A clause applying the security deposit to the payment for the last month's rent should be included in the bid/proposed contract.
8. Bids must include pictures of the exterior and each room of the space.
9. If IRI continues to require the leased property and the price remains reasonable and within market norms, lease agreement may be renewed each year for up to 5 years with 30 days' notice to the landlord. Landlord must establish any price increase for each renewal year in the initial bid.
10. 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.
11. 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.
12. 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.
 - c. Any other action that might be interpreted as potential conflict of interest.

Evaluation of Bids:

IRI will conduct a source selection based on the full bid including renewal periods as follows:

- a) Technical evaluation, (meeting required criteria for selection) – 60 percent
- b) Past performance and experience in performing similar projects – 10 percent
- c) Additional security and other services included – 10 percent
- e) Price – 20 percent

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror whose proposal is most advantageous to the program.

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.