

INVITATION FOR BIDS

Procurement Number:	LAC2020MEX25
Point of Contact:	Maximo Zaldivar Resident Program Director mzaldivar@iri.org

Lease Period:

June 1, 2020 – May 31, 2021 with the option to extend for a total duration of up to 5 years up in four one-year increments.

Criteria for Selection:

Building and Office Security

- Building is certified earthquake resistant
- Building is in a low-crime neighborhood of Mexico City (La Reforma, Las Palmas, Polanco, Roma, or Condesa) within 10-15 miles of the U.S. Embassy and Mission
- Building includes 24-hour security, both in surveillance and on-property security guard
- Building has an emergency plan in case of fire (including smoke and fire alarms), earthquake or an active shooter

Quality of the Office Space

- Office space includes a conference room that accommodates at least 10 people
- Office has a kitchen area that includes a sink and space for a refrigerator
- Office space is at least 160 square meters
- Bathroom is located in the office suite
- Suite allows for at least two discreet rooms within the office space, space for individual workstations and additional shared space

Building Amenities

- Building provides for at least one parking space
- Building has electricity, water supply (reserve tank backup preferable), and internet connectivity
- Building has a receptionist to greet visitors during work hours
- Building preferably located near a subway or bus station

Cost Bids must be presented according to the following format:

Unit	Unit Cost	Number of Units	Total
Monthly Rate			

Additional fees (maintenance fee if any), as appropriate			
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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 intends to make an award to the responsible Offeror based on the following evaluation factors:

- a) Location of Building and Office Security – 25 percent
 - *Location convenience – 10 points*
 - *Security provisions – 15 points*
- b) Quality of Office Space – 30 percent

- *Professional appearance of office building and space – 10 points*
- *Quality and layout of individual offices and conference room – 20 points*
- c) Quality of Building Amenities – 20 percent
- d) Price – 25 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.

If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

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.