



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2019J03o
Open Date:	April 8, 2019
Questions Deadline:	April 15, 2019
Closing Deadline:	April 18, 2019
Geographical Area Restrictions:	937
Point of Contact:	Saria Haddadin; shaddadin@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 Jordan plans to establish ongoing contractual relationships with preferred vendors for lodging and conference services and event spaces in cities throughout the country. While IRI is open to other potential locations, priority will be given to Irbid, Ajloun, Ma'an, Madaba, Mafraq, Tafileh, Aqaba, Amman, Jerash, Balqa, Zarqa, Karak and Southern Ghour.

IRI releases this Invitation for Bids (IFB) to identify cost effective, Lodging and conference space and preferably catering for IRI events and trainings. IRI will make its decision based on the cost effectiveness of the components requested, quality of services offered, variety of services offered and compliance with the IFB's instructions.

Period of Performance:

One year from the date of signature with the option to extend for a total duration of up to 5 years up in four one-year increments, if the vendor can maintain the prices outlined in their proposal and the service cost remains within the local market norms.

Technical Bid:

IRI is seeking proposals from hotels to provide the following services:

For Lodging:

Each guest room must have:

- Individually controlled climate control and air-conditioning
- Bathroom amenities

- Toiletries (shampoo, shower gel, lotion, conditioner, slippers, soap, shower cap per request, toothbrush and toothpaste preferred)
- In room safe
- Iron & ironing board on request
- Multi-line telephone
- Refrigerator emptied per IRI's request unless mini-bar is complimentary
- Satellite Television
- High speed Wi-Fi internet available for multiple devices, preferably complimentary
- Complimentary water
- Daily cleaning service

CONFERENCE ROOMS/EVENT SPACES:

Offerors must have at least one, but preferably more than one, configurable and temperature controlled conference spaces that accommodate a range of event sizes, illustratively:

- Up to 25 people
- 25-50 people
- 50-100 people
- 100+ people

“Configurable spaces” means that conference rooms must be able to accommodate a range of setup styles, including but not limited to: U-shape, round tables, classroom and theater-style, and come with tables and chairs.

Required Services

As part of the conference room package, the Offeror **must** be able to provide:

- Audio-visual equipment, to include:
 - o Projection screens, projectors and remote controls
 - o Microphones, preferably wireless
 - o Speakers & mixer
- High-speed internet for attendees
- Flip charts, notebooks and/or pens
- Water
- Extension power cords
- Trash bins

Preference will be given if the conference room package includes these above items free of charge.

In addition, preference will be given to Offerors that can provide, ideally free of charge:

- A/V equipment sufficient to handle translation booths
- Secure space for IRI staff to store IRI materials (banners, laptops etc.)

LODGING:

- Minimum 70 room occupancy with single occupancy
- Minimum 50 room occupancy with double

CATERING SERVICES:

IRI prefers, but does not require, that Offerors provide catering services during events including, but not limited to:

- Buffet lunch
- Light lunch
- Rich coffee break (Pastries, cookies, coffee, tea, juice and water)
- Light coffee breaks (Coffee, tea, juice, water and cookies)

Preference will be given if catering packages offer volume discounts for combinations of coffee breaks and meals.

Preference will be given to qualified Offerors that are able to provide the following:

Accessibility:

- Access for individuals with disabilities

Parking:

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

Offerors must provide the following level of security:

- Metal detector at the entrance 24/7/365
- X-ray check of baggage at the entrance 24/7/365
- Female security staff 24/7/365
- Vehicle security check 24/7/365
- Proof of security certification with the Jordanian Government/Intelligence Departments

Offerors can provide some or all services requested. Offerors agree to accommodate IRI's request to view conference facilities in person.

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, including force majeure clauses for cancellations

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 JOD; payments under any resulting contract will be made in this currency. Prices provided must include any applicable service charges but no sales taxes as IRI is exempt.**

Unit/Deliverable	High Season	Low Season
Single room daily rate reservation for 1 to 9 rooms		
Double room daily rate reservation for 1 - 9 rooms		
Single room daily rate reservation for 10 to 25 rooms		
Double room daily rate reservation for 10 to 25 rooms		
Single room daily rate reservation for 26 to 50 rooms		
Double room daily rate reservation for 26 to 50 rooms		
Single room daily rate reservation for 51 to full hotel capacity		
Double room daily rate reservation for 51 to full hotel capacity		
Day-use room rate (<i>if available</i>)		
Late check-in		
Early check-out		
Buffet lunch	Per person/day	
Light lunch (Sandwiches)	Per person/day	
One light coffee break	Per person/day	
One rich coffee break	Per person/day	
One light coffee break plus buffet lunch	Per person/day	
One light coffee break plus light lunch	Per person/day	
Two coffee breaks (one light one rich)	Per person/day	
Two light coffee breaks plus lunch	Per person/day	
Two light coffee breaks plus light lunch	Per person/day	
Dinner at main restaurant	Per person/day	
Private lunch menu (30+ Pax)	Per person/day	
Private dinner menu (30+ Pax)	Per person/day	
One round of soft drinks	Per unit	
<i>If other catering options are available, please add lines</i>		
Conference room/event space (up to 25 people)	Per day	
Conference room/event space (25-50 people)	Per day	
Conference room/event space (50-100 people)	Per day	
Conference room/event space (100+ people)	Per day	
<i>If space is complimentary with specific catering packages, please outline which packages qualify</i>		
Projection screen, projector and remote control	Per day	
Clickers/projector remote controls	Per day	
Flipcharts and markers	Per day	
Stationary microphone	Per day	

Radio microphone	Per day	
Speaker	Per day	
Booth for two interpreters (If available)	Per day	
Headsets for participants (If available)	Per day	
Audio equipment (If available)	Per day	
Notebooks		
Pens		
<i>List pricing per day/unit or “complimentary” if free with conference services</i>		

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. Offeror should accept IRI tax exemption letter
5. Offeror must agree to allow IRI to use translation and associated AV equipment provided by a third party in their conference facilities
6. 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.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. 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.
9. 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.
10. 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.
11. 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 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) - 40 percent

b) Compliance with security and other administrative requirements - 15 percent

c) Complimentary Services - 5 percent

d) Price - 40 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 Saria Haddadin, at shaddadin@iri.org with the subject line "MENA2019JO3o" 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 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