



**International  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	MENA2016J05o
<b>Open Date:</b>	March 15, 2016
<b>Questions Deadline:</b>	March 21, 2016, 6:00 PM Amman Time (GMT +2)
<b>Closing Deadline:</b>	March 23, 2016, 6:00 PM Amman Time (GMT +2)
<b>Geographical Area Restrictions:</b>	USAID Geo Code 937
<b>Point of Contact:</b>	Raja'a Qarqash, <a href="mailto:rqarqash@iri.org">rqarqash@iri.org</a> , Admin & Finance Assistant

### **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.

The IRI Jordan program hosts a wide variety of events for which as many as 150 participants are brought in, and need to be accommodated. IRI's office in Amman is not suitable to host such events, and given the frequency with which IRI Jordan requires hotel and venue services, it would be beneficial to identify up to five preferred vendors in three governorates: Amman, Aqaba, and the Dead Sea. IRI Jordan plans to establish ongoing contractual relationships with the preferred vendors until June 30, 2017.

If IRI is satisfied with the provided service, IRI may extend the contract period up to five years as long as vendors are able to maintain the same prices, and the service costs remain within the local market norms.

### **Period of Performance:**

Agreement signature date – June 30, 2017

### **Statement of Work:**

IRI Jordan is seeking proposals from 4 and 5-star hotels located in the center of Amman to identify three preferred vendors for lodging and conference services. IRI will not accept bids from Bidders who are not able to provide all of the services required and do not meet technical criteria outlined below:

### **Technical Bid:**

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

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
- Ability to increase level of security per IRI's request.

Accessibility:

- Access for individuals with disabilities for all sites and amenities not including pools and fitness rooms

Parking:

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

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 wifi internet available for multiple devices, preferably complimentary
- Complimentary water
- Daily cleaning service

Additional contract terms and conditions:

- Offeror must agree to use translation and AV equipment provided by a third party
- Offeror must agree to maintain the proposed prices until June 30, 2017
- 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.

Services:

Lodging:

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

Upon IRI's requests, each conference room the Offeror must provide:

- Projectors
- Clickers/projector remote controls
- Flipcharts and markers
- Stage
- Podium
- Notebooks
- Pens
- Bottled water for each event guest
- Refreshments and tissue boxes at each table during events
- Trash bins boxes at each table during events \* Stationary microphones
- Radio microphones
- Speakers
- Mixer
- High speed internet service for unlimited number of devices

Catering services:

- Buffet coffee break
- Buffet breakfast
- Buffet lunch
- Buffet service must be provided with one line per 70 people
- Buffet dinner service

Conference rooms:

- 1 room with capacity for 300 people.
- 1 room with capacity for 200 people.
- 2 or more rooms with capacity for 100 people
- 2 or more rooms with capacity for 50 people
- 2 or more rooms with capacity for 25 people

All conference rooms must be equipped with air-conditioning and good lighting system.

Offerors agree to accommodate IRI's request to view the lodging and conference facilities in person. IRI favors Offerors willing to provide food samples.

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.

Cost Bids must include the following criteria:

Bidders shall provide proposals listing a unit cost of each item included in the table below.

The number of units is the maximum number of units available at the time of the bid submission. All costs must be in Jordanian Dinars and exclude service tax due to IRI Jordan tax exemption status. For catering services, Bidders that provide multiple menu options must list cost per person for each available menu

Unit/Deliverable	Unit Price	Number of Units	Total
Single room daily rate during high season reservation for 1 to 9 rooms			
Single room daily rate during medium season reservation for 1 to 9 rooms			
Single room daily rate during low season reservation for 1 to 9 rooms			
Double room daily rate during high season reservation for 1 - 9 rooms			
Double room daily rate during medium season reservation for 1 - 9 rooms			
Double room daily rate during low season reservation for 1 - 9 rooms			
Single room daily rate during high season reservation for 10 to 25 rooms			
Single room daily rate during medium season reservation for 10 to 25 rooms			
Single room daily rate during low season reservation for 10 to 25 rooms			
Double room daily rate during high season for 10 to 25 rooms			
Double room daily rate during medium season for 10 to 25 rooms			
Double room daily rate during low season for 10 to 25 rooms			
Single room daily rate during high season reservation for 26 to 50 rooms			
Single room daily rate during medium season reservation for 26 to 50 rooms			
Single room daily rate during low season reservation for 26 to 50 rooms			

Double room daily rate during high season for 26 to 50 rooms			
Double room daily rate during medium season for 26 to 50 rooms			
Double room daily rate during low season for 26 to 50 rooms			
Single room daily rate during high season reservation for 51 to full hotel capacity			
Single room daily rate during medium season reservation for 51 to full hotel capacity			
Double room daily rate during low season for 51 to full hotel capacity			
Double room daily rate during high season for 26 to 50 rooms			
Double room daily rate during medium season for 26 to 50 rooms			
Double room daily rate during low season for 26 to 50 rooms			
Late check-in			
Early check-out			
Conference room with capacity for 300 people	hour		
Conference room with capacity for 300 people	day		
Conference room with capacity for 200 people	hour		
Conference room with capacity for 200 people	day		
Conference room with capacity for 100 people	hour		
Conference room with capacity for 100 people	day		
Conference room with capacity for 50 people	hour		
Conference room with capacity for 50 people	day		
Conference room with capacity for 25 people	hour		
Conference room with capacity for 25 people	day		
Projector	hour		
Projector	day		
Clickers/projector remote controls	hour		

Clickers/projector controls	remote	day		
Flipcharts and markers		hour		
Flipcharts and markers		day		
Stage		hour		
Stage		day		
Podium		hour		
Podium		day		
Notebooks		Notebook		
Pen		Pen		
Stationary microphone		hour		
Stationary microphone		day		
Radio microphone		hour		
Radio microphone		day		
Speaker		hour		
Speaker		day		
Mixer		hour		
Mixer		day		

**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. 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.
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.

### **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) Price – 20 percent
- b) Service quality incl. food, based on past performance references -15 percent
- c) Quality of amenities and facilities - 15 percent
- d) Security - 20 percent
- e) Complimentary services (Wi-Fi, water, tea, coffee, flipcharts, mini bar, etc.) - 15 percent
- f) Flexibility of contractual terms and conditions - 15 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 Raja'a Qarqash, at [rqarqash@iri.org](mailto:rqarqash@iri.org) with the subject line "MENA2016J05o" 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.