



**International  
Republican Institute**

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**INVITATION FOR BIDS – OFFICE LEASES**

<b>Procurement Number:</b>	MENA2018IRAQ15r
<b>Point of Contact:</b>	Procurement Officer; <a href="mailto:Iraqbids@iri.org">Iraqbids@iri.org</a>

**Lease Period:**

One year from the date of signature with the option to extend in one-year increments for a total duration of up to four years.

**Criteria for Selection:**

IRI Iraq is looking for rental office space in Baghdad with the following specifications:

For both cities, Offerors' rental space must be inclusive of access to electricity and water services as arranged for as 24/7 services by the landlord (each separately paid or included within the rent, preference will be given to all-inclusive leases). IRI tenants will plan to independently arrange for internet services. In addition, a generator must be already on site or access can be provided, preference given if landlord provides generator. Includes access to secure parking spaces for up to eight cars and allows IRI to contract with third-party security services per its internal guidelines. Preference for pre-wired space for Ethernet-based internet service within working spaces.

- Sufficient space for 10 workstations (approximately 200 sqm)
- Single-entry separate room with door/office for 2-3 staff
- Preference for two additional rooms
- Single-gender bathrooms (minimum of one male and one female)
- Kitchen (access to shared kitchen is acceptable)
- Meeting room
- Located in Jadriya, Karrada or Mansour neighborhoods
- Security requirements include:
  - Not on main street, within a residential area is preferred
  - Access to secured interior room
  - Protective covering for glass windows
  - Security doors
  - Gated villa/building
  - Electronic surveillance system
  - Ability to harden security upon request

Offerors can provide options for one or both of the locations identified by IRI.

Preference will be given to Offerors that allow for flexible terms and/or the ability to scale up or down the number of sqm required.

Costs should be presented in the following format:

<b>Unit</b>	<b>Unit Cost</b>	<b>Number of Units</b>	<b>Total</b>
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. If a security deposit is required, 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 4 years with 30 days' notice to the landlord. Landlord must establish any price increases 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:

IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

- a) Technical evaluation (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
  - A. Ability to customize space to meet a range of staffing levels
  - B. Flexibility to provide/include utilities and core business resources (i.e. electricity/generator, networked space, etc.)
- b) Ability to provide requested security requirements – 35 percent
- d) Price – 35 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 realisms 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.