



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2018J01o
Open Date:	February 23, 2018
Questions Deadline:	On a rolling basis
Closing Deadline:	On a rolling basis
Geographical Area Restrictions:	937
Point of Contact:	Raja'a Qarqash, rqarqash@iri.org , Admin & Assistant Financial Officer, Tel: +962 6 5541800

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 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 near the Dead Sea.

IRI releases this invitation for bids to identify cost effective lodging, conference space and catering for the events and trainings that provide and value-for-money. IRI will make its decision based on the cost effectiveness of the components requested and compliance with the request's instructions.

If IRI is satisfied with the provided service, IRI may extend the contract period up to five years, as long as the vendor is able to maintain the prices outlined in their proposal and the service costs remain within the local market norms.

Period of Performance:

Date of signature – December 31, 2018, with option to extend up to five years in one-year increments

Technical Bid:

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

1. Bids must demonstrate that the bidder can provide the following services:
 - a. **LODGING:**

Offerors must describe the number of single occupancy and double occupancy rooms available for accommodations. The nightly room rate must include breakfast for each occupant.

Each guest room must have:

- Individually controlled climate control and air-conditioning
- Bathroom amenities & toiletries
- Telephone
- Refrigerator emptied per IRI's request unless mini-bar is complimentary
- Complimentary Wi-Fi internet available
- Complimentary water
- Daily cleaning service
- In-room safe

Preference will be given if guest rooms have:

- Satellite/cable television
- High speed Wi-Fi internet available for multiple devices, preferably complimentary
- Iron & ironing board on request

b. **CONFERENCE ROOMS/EVENT SPACES:**

Offerors must have at least one, but preferably more than one, configurable 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.

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

- Audio-visual equipment, to include:
 - Projection screens, projectors & remote controls
 - Microphones, preferably wireless
 - 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.)

c. **CATERING SERVICES:**

During events and in the evenings for overnight stays, Offerors must be able to provide catering services, including but not limited to:

- Buffet lunch
- Light lunch
- Buffet dinner
- Light dinner
- Rich coffee break (Pastries, cookies, coffee, tea, juice and water)
- Light coffee break (Coffee/tea and cookies)
- Set menu

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

2. **ADDITIONAL SERVICES:**

If available, bidders can provide pricing for additional services such as:

- Airport transfers
- Early check-in
- Late check-out
- Translation booth/headsets
- Complimentary room for staff

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

Qualified Bidders **in Amman** will be able to provide the following:

Security:

- Required:
 - 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
 - Proof of security certification with the Jordanian Government/Intelligence Departments
- Preferred:
 - Vehicle security check 24/7/365
 - Ability to increase level of security per IRI's request. Complimentary service preferred.

Accessibility:

- Access for individuals with disabilities

Parking:

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

Qualified bidders **outside Amman** will be able to provide the following:

Security:

- Required:
 - Security staff 24/7/365
- Preferred:
 - Vehicle security check 24/7/365
 - Ability to increase level of security per IRI's request. Complimentary service preferred.
 - Metal detector at the entrance 24/7/365
 - X-ray check of baggage at the entrance 24/7/365
 - Proof of security certification with the Jordanian Government/Intelligence Departments

Bidders should indicate if they can provide some or all services requested. Bidder agrees to accommodate IRI's request to view conference facilities in person.

3. Bids should not exceed 15 pages, Times New Roman 12-point font, and must contain:
 - a. company's background
 - b. full description of conference spaces available, including how they may be configured, preferably with photos or links to a website with photos
 - c. contact information for at least three references to whom the Offeror provided services in the past 12 months. IRI reserves the right to contact the references.
 - d. Any specific contract terms, including those relating to cancelations, etc.
4. If the Bidder would like to use their contract template, proposals should contain the proposed contract template. The contract template is not included in the above page limit.
5. For catering services, Offerors that provide multiple menu options must list cost per person for each available menu.

ADDITIONAL CONTRACT TERMS AND CONDITIONS:

- Bidder must agree to allow IRI to use translation and associated AV equipment provided by a third party in their conference facilities
- **Bidder must agree to maintain the proposed prices for 2 years after contract's signature, and all price increases after the initial 2-year term must be outlined in the bid.**
- Bidder acknowledges that execution of the contract does not require IRI to utilize the services of the Offeror.
- The Bidder 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 Bidder proposes to use Bidder'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. **No sales taxes should be included as IRI-Jordan is exempt from such.**

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 Jordanian Dinars; payments under any resulting contract will be made in this currency.

Service	Units Available	Unit Price
Single occupancy standard room		Per person/day
Double occupancy standard room		Per person/day
Single occupancy premium room		Per person/day
Double occupancy premium room		Per person/day
Single occupancy suite		Per person/day
Double occupancy suite		Per person/day
<i>Please add lines if volume discounts on hotel rooms apply</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>		
Buffet lunch	Per person/day	
Light lunch	Per person/day	
Buffet dinner	Per person/day	
Set menu / lunch or dinner	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 coffee break plus seated lunch / dinner	Per person/day	
Two coffee breaks (AM/PM)	Per person/day	
Two coffee breaks plus buffet lunch	Per person/day	
Two coffee breaks plus light lunch	Per person/day	
<i>If other catering options are available, please add lines</i>		
Airport transfers	One way	
Early check in		
Late check out		
Translation booth/headsets		Per booth/day
Translation headsets		Per headset/day

Example:

If Offeror had 15 single occupancy standard rooms priced at 7 JOD each and 3 conference rooms that could accommodate up to 25 people priced at 12 JOD each, Offeror would submit a deliverables table that begins like this:

Service	Units Available	Unit Price
Single occupancy standard room	15	7 JOD Per person/day
Double occupancy standard room	0	0 JOD Per person/day
Single occupancy premium room	0	0 JOD Per person/day
Double occupancy premium room	0	0 JOD Per person/day
Single occupancy suite	0	0 JOD Per person/day
Double occupancy suite	0	0 JOD Per person/day
<i>Please add lines if volume discounts on hotel rooms apply</i>		
Conference room/event space (up to 25 people)	3	12 JOD per 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. 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.**
9. 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.
10. 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:

Hotel Capabilities	15
<i>Has customizable conference rooms</i>	<i>10</i>
<i>Range of facilities offered</i>	<i>10</i>
Past performance and experience in performing similar projects	5
Flexibility of contractual terms and conditions	20
Complimentary services (wifi, water, coffee/tea service, flipcharts, minibar etc.)	10
Compliance with security and other administrative requirements	10
Price	40
Total	100

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 with the subject line "MENA2018J01o IFB" 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.