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International Republican Institute
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INVITATION FOR BIDS –OFFICE LEASES

Procurement Number:	EUROPE2021MNE03o – Office Lease
Point of Contact:	Randolph Kent, Senior Program Associate, rkent@iri.org

Lease Period:

1 October 2021 to 30 September 2022, with the option to extend for a total duration of up to five (5) years in four one-year increments.

Criteria for Selection:

Bids for office spaces will be evaluated according to the following requirements:

- Move-in ready commercial office space of 70-100 square meters
- Configuration should include at least 2 offices with doors, reception area, 1 fully functional bathroom, 1 storage room, and 1 large conference room that fits 8-10
- Internet-ready
- Must be in the Podgorica city area within 1 km walking distance of government buildings and/or the US Embassy
- Secure building with security cameras, elevators, and controlled access options
- Refundable security deposit if applicable
- A 1-year lease with the option to extend for up to 5 years in one-year increments

Bids must provide the following:

- Total square meters
- Total cost and what is included in the cost
- Cost per square meter, in Euros
- Floorplan
- Photos/videos of space, interior of the space and exterior of the building
- Description of any furniture, if included
- All utilities, fees, and taxes should be included in the monthly rental price
- Price should be inclusive of any real estate agent fees
- Amount of security deposit, if any, and how it will be refunded or applied toward the rent
- Terms and conditions of lease termination
- Any liabilities assumed by the lessee

Cost Bids must be presented according to the following format:

Unit	Unit Cost	Number of Units	Total
Monthly Rate			

Additional fees, 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 monthly by way of electronic transfer.
3. The Bidder's initial bid should contain the Bidder's best offer and reflect a price that includes all fees, costs, and taxes.
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. The resulting lease must include the following provisions: a refundable security deposit or a security deposit that can be applied to the last month's rent, an early termination clause, and an option for IRI to extend the lease.
 - a. Bids/proposed contracts must include a clause that, if applicable, either refunds any security deposit or applies the security deposit to the payment for the last month's rent.
 - b. An early termination clause that provides at least 30 days' notice and full refund of any advance rent payments.
 - c. An option for IRI to extend the lease on the property if IRI continues to require it and the price remains reasonable and within market norms. The lease agreement may be renewed in one-year increments 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.
7. Bids must include pictures of the building exterior and of each room of the space.
8. 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.
9. Offerors confirm that the prices in the proposal have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
10. By applying to this IFB, Bidder is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
 - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security

purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

- c. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
11. 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 specifications of the site as detailed under Criteria for Selection, location, condition of the space and any furnishings, the extent to which the bidder meets the security requirements, and lease terms and conditions) – 70 percent
- b) Price – 30 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.