



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	AFRICA2020GMB03o
Open Date:	April 20, 2020
Questions Deadline:	April 23, 2020
Closing Deadline:	April 30, 2020
Geographical Area Restrictions:	937
Point of Contact:	Trent Blanchard; tblanchard@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.

The International Republican Institute is an international non-governmental organization with an office in Banjul The Gambia. IRI regularly conducts programming activities throughout the greater Banjul area and across the country. Therefore, IRI is in need of event hosting services for its current programs which conducts conferences/workshops/trainings and other events in and outside the greater Banjul area. IRI Gambia is seeking bids from hotels located in the Banjul, Kanifing Municipality, and West Coast Region to identify three preferred vendors for 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.

Period of Performance:

Start and end dates from date of signature to December 31, 2020, with the option to extend for another year.

Technical Bid:

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

Services:

Catering services:

- Two water bottles
- Snacks and coffee/tea
- Breakfast
- Lunch for

Conference rooms:

- One room with capacity for 25-125 people

Upon IRI's requests, the conference room rate must include:

- A projector and screen or suitable wall to project onto.
- All conference rooms must be equipped with air-conditioning and good lighting system.
- Bidders agree to accommodate IRI's request to view the conference facilities in person. IRI favors Bidders willing to provide food samples.

Additional contract terms and conditions:

- Offeror must agree to maintain the proposed prices until December 31, 2020.
- 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.

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. For catering services, Bidders that provide multiple menu options must list cost per person for each available menu.

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 Gambian Dalasis (GMD); payments under any resulting contract will be made in this currency.

Unit	Measure of Units	Amount in GMD
Conference room with capacity for 125 people	Per Hour	
Conference room with capacity for 125 people	Per Day	
Conference room with capacity for 100 people	Per Hour	
Conference room with capacity for 100 people	Per Day	
Conference room with capacity for 75 people	Per Hour	
Conference room with capacity for 75 people	Per Day	

Conference room with capacity for 50 people	Per Hour	
Conference room with capacity for 50 people	Per Day	
Conference room with capacity for 25 people	Per Hour	
Conference room with capacity for 25 people	Per Day	
Projector	Per Hour	
Projector	Per Day	
Podium	Per Hour	
Podium	Per Day	
Two water bottles	Each Bottle	
Snacks and coffee/tea	Per Head	
Breakfast	Per Head	
Lunch	Per Head	

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. 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.
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) Technical criteria 40- percent
 - b) Contractual Terms and Conditions (contract terms are reasonable and in line with IRI requirements) 20 -percent
 - c) 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 POC, Trent Blanchard; tblanchard@iri.org "IFB AFRICA2020GMB03o" by the deadline listed above.

IRI Obligations

Issuance of this IFB does not constitute and 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.