



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2021J07o
Open Date:	June 1, 2021
Questions Deadline:	Rolling
Closing Deadline:	May 31, 2022
Geographical Area Restrictions:	937
Point of Contact:	Saria Haddadin shaddadin@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.

Since 2005, IRI's program in Jordan has focused on connecting citizens with government by promoting democratic governance practices, strengthening political parties, and building the political skills of women through IRI's Women's Leadership Academy. At the local level, IRI supports citizen committees and develops citizens' advocacy skills as well as working closely with elected municipal officials to increase their responsiveness to constituents through conducting outreach activities like town hall meetings, city clean-up days, and participatory planning/budgeting sessions.

Period of Performance:

One year from date of signature, with the option to extend for a total duration of up to 3 years up in two one-year increments.

SCOPE OF WORK

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

1. Conference rooms/event spaces:

Offerors must have at least one, but preferably more than one, configurable and temperature controlled 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, and come with tables and chairs.

Required Services

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

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

2. Catering services:

IRI prefers, but does not require, that Offerors provide catering services during events including, but not limited to:

- Buffet lunch
- Light lunch
- Rich coffee break (Pastries, cookies, coffee, tea, juice and water)
- Light coffee breaks (Coffee, tea, juice, water and cookies)
- Buffet Dinner
- Set Menu Dinner / Lunch

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

Preference will be given to qualified Offerors that are able to provide the following:

Accessibility:

- Access for individuals with disabilities

Parking:

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

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

Additional contract terms and conditions:

- Offeror must agree to allow IRI to use translation and associated AV equipment provided by a third party in their conference facilities
- Offeror should accept IRI tax exemption letter
- **Offeror must agree to maintain the proposed prices for the total duration of the agreement.**
- Offeror acknowledges that execution of the contract does not require IRI to utilize the services of the Offeror.

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

Technical Bid:

Interested bidders must present technical bids on official letterhead in English, not to exceed 5 (not including cover page) pages, in 12-point font, outlining the following information:

- Information addressing Bidder's background and experience in providing each of the services identified in the above Statement of Work.
- Specific approach for providing those services to IRI.
- The contact information for the designated representative.
- Provide a list of up to three references for work performed of a similar nature during the last two years, along with contact details.
- Full description of conference spaces available, including how they may be configured, preferably with photos or links to a website with photos
- Any documents containing terms, conditions, or policies relevant to the services solicited.
- Bidder should submit proof of their authorization to provide hotel and conference services in Jordan.

The Offeror acknowledges that payments will be made for individual order placed by IRI upon satisfactory completion of each order

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, import duties (if any), and other levies.** Prices provided must include any applicable service charges but no sales taxes as IRI is exempt. 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 Dinar (JOD); payments under any resulting contract will be made in this currency.

Item	Unit	Unit Price (JOD)
Conference room/event space (up to 25 people)	Per day	
Conference room/event space (25-50 people)	Per month	
Conference room/event space (50-100 people)	Per day	
Conference room/event space (100+ people)	Per month	
Buffet lunch at the main restaurant	Per person/day	
Light lunch (Sandwiches)	Per person/day	
One coffee break	Per person/day	
Two coffee breaks	Per person/day	
One coffee break and buffet lunch	Per person/day	
Two coffee breaks and buffet lunch	Per person/day	
Continuous coffee and tea and cookies	Per person/day	
Buffet Dinner at the main restaurant	Per person/day	
Set Menu Dinner service	Per person/day	

Any additional pricing/charges that is/are not included in the chart above should be mentioned in the bid to include services/items in line with this IFB. This may include: Pricing for additional drinks (water), conference services (i.e. flipcharts, pens, AV equipment etc.), deposits, cancellation policy, VAT and Stamp fees etc. conference services (i.e. flipcharts, pens, AV equipment etc.), deposits, cancellation policy, VAT and Stamp fees etc.

IFB Terms and Conditions:

1. IRI may reject any or all bids if such is within IRI's interest.
2. Payment will be made upon completion of each service 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 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.
8. 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.

9. 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).
10. 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.

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) Quality and variety of conference/meeting rooms – 20 points
 - b) Range of catering services - 20 points
 - c) Complimentary services and rooms (wifi, water, coffee/tea service)-10 points
 - d) Price - 50 points

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 **Saria Haddadin, shaddadin@iri.org** with the subject line “**MENA2021J07o Hotel and Conference Service**” 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.