



**International
Republican Institute**
1225 Eye St. NW, Suite 800
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

INVITATION FOR BIDS –OFFICE LEASES

Procurement Number:	EUROPE2022WAR03o- Office Lease
Point of Contact:	Sabina Narloch (snarloch@iri.org)

Lease Period:

Five-year lease* for the period of October 1, 2022 – September 30, 2027.

** Please note that five-year leases are the default standard on the commercial real estate market and shorter leases are not possible except at share-work facilities like Regus or WeWork. Due to the sensitive nature of programming in the Warsaw office, shared-work space will not meet security requirements.*

Criteria for Selection:

IRI is looking for a vendor to provide an office space with the specifications below:

- The contractor will provide 180-250 square meters of office space;
- Office space will be fitted for 6-8 individual offices, small seating area for guests, private meeting room for seating of up-to 10 people;
- Office will have access to a kitchen space, whether that be shared or private;
- Office will have two parking spaces for rent;
- The office must be located within 2 km of the Parliament, Embassy Row (Ujazdowskie Street) and the Ministry of Foreign Affairs;
- The office space must have phone service;
- The office must have a restroom, shared or private;
- The office space will have an elevator;
- Each workspace will be equipped with a wired internet connection.
- IRI will receive mailed items at the office and use the office's address when sending postage;
- Building must have 24-hour, on premises security and monitoring (security desk manned 24 hours/day with 1 guard)
- Elevator and office must have keycard access-control points;
- Office space cannot be located on the ground floor.

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.

Costs proposals should be inclusive of any costs that may be incurred at time of signing or other irregular payments, for example, but not limited to, cancelation fees, internal move charges, etc. The pricing should be inclusive of all fees and utilities and should be listed as the total rent costs for one month. The contract will be paid in Euros. Cost Bids must be presented according to the following format:

Unit	Unit Cost	Number of Units	Total [VAT included]
Monthly Rate	Euros/m2	m2	
Additional fees and utilities (per month)	PLN/m2	m2	
Parking	Euros/parking space	2	
Deposit	EUR/month	1	

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.
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 purpose 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. 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. And if available a walkthrough of the office space.
9. 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.
10. Offerors confirm that the prices in the proposal/proposal/application/quote have arrived independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
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 a potential conflict of interest.
12. Offeror must be able to provide office space as defined under the **Criteria for Selection**.

Evaluation of Bids:

IRI will conduct a source selection based on the full bid including renewal periods as follows:

- a) Price – 100%

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the Offeror responsible whose proposal is most advantageous to the program.

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.