

## INVITATION FOR BIDS

<b>Procurement Number:</b>	GOV2022HDP03o
<b>Open Date:</b>	August 30, 2022
<b>Questions Deadline:</b>	September 5, 2022
<b>Closing Deadline:</b>	September 9, 2022
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Jenna Ruffoni, <a href="mailto:jruffoni@iri.org">jruffoni@iri.org</a>

### 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, through funding for the House Democracy Partnership and Women's Democracy Network, is looking for a vendor to provide lodging, event space, transportation, and catering services located in Buenos Aires, Argentina to support a four-day-long seminar to advance women's political leadership. IRI is looking for a vendor that can provide lodging; conference rooms for large scale events for high level international dignitaries; transportation to and from the airport and other transportation needs; and can provide catering and logistical support.

Participants will gather in Argentina from seven countries to gain knowledge engaging the media and countering disinformation. The countries that will be represented are Ecuador, Colombia, Peru, Bolivia, Guatemala, Argentina, and the United States

### Period of Performance:

October 23-28, 2022

### Scope of Work

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

### LODGING:

Offerors must provide services to facilitate an IRI HDP regional conference to be held October 23-28, 2022 in Buenos Aires, Argentina. The regional conference will bring participants from Ecuador, Colombia, Peru, Bolivia, Guatemala, Argentina, and the United States to participate in a four-day program with intensive practical and technical training in

the form of a Women's legislative bootcamp. Offerors must describe the number of single occupancy rooms available for accommodation.

### **CONFERENCE ROOMS/EVENT SPACES:**

The program will include meetings, roundtable discussions and seminars, for which the offeror will provide event space.

The offeror must provide the following services to IRI for the event space:

1. Assist in setting up and providing event space for the duration of the seminar and must have the following event spaces available from approximately October 24 – 27: one large conference room (for approximately 50 people), with social distancing; space for lunch and seating from October 24 – 27 (approximately 50 people).

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

1. Audio-visual equipment, to include:
  - Projection screens, projectors & remote controls
  - Microphones, preferably wireless
  - Speakers
  - High-speed internet for attendees
  - Water
  - Extension power cords
  - Trash bins

Preference will be given if the conference room package includes these above items free of charge.

1. A space for a reception that will host up to 50 people on October 27, 2022.
2. Airport transfers for October 23 and 28.

In addition, preference will be given to Offerors that can provide, ideally free of charge:

- Secure space for IRI staff to store materials.
- One small conference room for staff (configurable for five people).

### **CATERING SERVICES:**

During events, Offerors must be able to provide catering services, including:

- Plated meals (COVID safe)
- Rich coffee break (pastries, cookies, coffee, tea, juice and water)
- Light coffee break (coffee/tea and cookies)

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

### **ADDITIONAL SERVICES:**

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

- Early check-in
- Late check-out

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

**ADDITIONAL CONTRACT TERMS AND CONDITIONS:**

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

**Technical Bid:**

Interested bidders must present the technical bids outlining the following information: Bids should be submitted 12 point, Times New Roman font, with single spacing not to exceed ten (10) pages

- Please submit all bids on official letterhead, with name and contact information for the designated representative.
- Full description of lodging accommodations and conference spaces available, preferably with photos or links to website with photos.
- Provide a list of all attachments, and attach any documents containing terms, conditions, or policies relevant to the services solicited.
- Provide cost estimates for the services listed in the chart below.
- Attachments must include:
  - a. Business license/registration for Argentina

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

<b>Item</b>	<b>Unit</b>	<b>Unit Price (USD)</b>
Single occupancy standard room	Room/per day	
Single occupancy premium room	Room/per day	
Single occupancy suite	Suite/per day	
Conference room/event space (up to 50 people)	Room/per day	
Conference room/event space (5 people)	Room/per day	
Plated lunch	Per person	
Buffet Lunch	Per person	

Buffet Dinner (Reception dinner on October 27)	Per person	
One light coffee break	Per person	
One rich coffee break	Per Person	
Airport transfers	Per trip	
Early check in	Per person	
Late Check Out	Per person	
<p>Note:</p> <ol style="list-style-type: none"> <li>1. <i>Please add lines if volume discounts on hotel rooms apply</i></li> <li>2. <i>If space is complimentary with specific catering packages, please outline which packages qualify</i></li> <li>3. <i>If other catering options are available, please add lines</i></li> </ol>		

Prices provided must include any applicable service charge but no sales tax as IRI is exempted. Contracts awarded under this solicitation will be in USD

**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. 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.
8. By applying to this IFB, applicant 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:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- ii. 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).
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iv. 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](#)).
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 evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent**
  - *Has customizable conference rooms-15 percent*
  - *Has full range of facilities needed- 15 percent*
- b) **Complimentary services (wifi, water, coffee/tea, service, flipcharts, minibar etc.) 20 percent**
- d) **Price – 50 percent**
  - *Applicant demonstrates ability to implement the scope of work at a reasonable and competitive price- 40 percent*
  - *Quoted prices provide clear and adequate justification for cost estimate-10 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 Jenna Ruffoni, [jruffoni@iri.org](mailto:jruffoni@iri.org) with the subject line “IFB-GOV2022HDP03o” 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 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.