

## INVITATION FOR BIDS

<b>Procurement Number:</b>	IRI2022GLOBAL04o
<b>Open Date:</b>	September 1, 2022
<b>Questions Deadline:</b>	Rolling deadline
<b>Closing Deadline:</b>	Rolling deadline
<b>Geographical Area Restrictions:</b>	All USAID geo codes apply
<b>Point of Contact:</b>	Global Bids, <a href="mailto:globalsol@iri.org">globalsol@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 frequently hosts events and meetings in our field offices, and therefore requires conference and meeting services.

### Period of Performance:

One year initially, with the option to extend for a total duration of up to 5 years up in four one-year increments.

**Please note this is a non-exclusive contract. IRI aims to select 1-2 hotels, per field office/country based on the responses to this IFB. However, IRI may continue to work with other hotels if deemed necessary.**

### Technical Bid:

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

1. Bidder's ability to provide the following
  - a. **Level of security:**
    - i. Metal detector at the entrance 24/7/365
    - ii. X-ray check of baggage at the entrance 24/7/365
    - iii. Security staff 24/7/365
    - iv. Vehicle security check 24/7/365
    - v. Ability to increase level of security per IRI's request.

**b. Accessibility:**

- i. Access for individuals with disabilities for all sites and amenities not including pools and fitness rooms.

**c. Parking:**

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

**d. Catering services:**

- i. Set menu lunch/dinner
- ii. Buffet coffee break
- iii. Buffet breakfast
- iv. Buffet lunch
- v. Buffet dinner service

**e. Conference rooms:**

- i. 1 room with capacity for 300 people.
- ii. 1 room with capacity for 200 people.
- iii. 2 or more rooms with capacity for 100 people
- iv. 2 or more rooms with capacity for 50 people
- v. 2 or more rooms with capacity for 25 people

Upon IRI's requests, each conference room must provide:

- Projectors
- Clickers/projector remote controls
- Flipcharts and markers
- Stage
- Podium
- Notebooks
- Pens
- Bottled water for each event guest
- Refreshments and tissue boxes at each table during events
- Trash bins boxes at each table during events
- Stationary microphones
- Radio microphones
- Speakers
- Mixer
- High speed internet service for unlimited number of devices

All conference rooms must be equipped with air-conditioning and good lighting system.

**f. Additional Services:**

- i. Airport transfer
- ii. Interpretation booth/headsets with technician when required
- iii. Complimentary room for staff
- iv. Printing services

2. Bidders are requested to provide a sample contract template for review. If no template is available, IRI will use our template. The sample contract template is not included in the page limit indicated below.
3. Bidder is advised to include all its applicable terms and conditions on the bid, which should include cancellation terms, deposit terms, group rates etc.
4. Bids should not exceed 15 pages, Times New Roman 12-point font, and must contain:
  - a. Company's background
  - b. Company's legal registration documents
  - c. Full description of conference spaces available, preferably with photos or links to a website with photos.
5. For catering services, bidders that provide multiple menu options must list the cost per person for each available menu.

**Additional contract terms and conditions:**

- Offeror must agree to use translation and AV equipment provided by a third party.
- Offeror must agree to maintain the proposed prices for 120 days after the submission of the bid.
- 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 agree to accommodate IRI's request to view the lodging and conference facilities in person. IRI favors Bidders willing to provide food samples.

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.

**INVOICING AND PAYMENTS:**

1. IRI will make payments in USD. In some cases, payments may be made in local currency. Resulting contract will be in the currency in which payment will be made.
2. Upon receipt and approval of invoices, IRI will compensate the selected contractor in accordance with the rates specified in the resulting contract. IRI will not make payments outside the rates in the contract.
3. IRI will give preference to hotels that do not require an advance payment.

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

Bids submitted in local currency will be evaluated in USD using the OANDA conversion rate on the submission date of the bid.

<b>Unit/Deliverable</b>	<b>Unit</b>	<b>Unit Price</b>
Conference room with capacity for 300 people	hour	
Conference room with capacity for 300 people	day	
Conference room with capacity for 200 people	hour	
Conference room with capacity for 200 people	day	
Conference room with capacity for 100 people	hour	
Conference room with capacity for 100 people	day	
Conference room with capacity for 50 people	hour	
Conference room with capacity for 50 people	day	
Conference room with capacity for 25 people	hour	
Conference room with capacity for 25 people	day	
Projector	hour	
Projector	day	
Clickers/projector remote controls	hour	
Clickers/projector remote controls	day	
Flipcharts and markers	hour	
Flipcharts and markers	day	
Stage	hour	
Stage	day	
Podium	hour	
Podium	day	
Notebooks	Notebook	
Pen	Pen	
Stationary microphone	hour	
Stationary microphone	day	
Radio microphone	hour	
Radio microphone	day	
Speaker	hour	
Speaker	day	
Mixer	hour	
Mixer	day	
<i>If space is complimentary with specific catering packages, please outline which packages qualify</i>		
Buffet Breakfast	Person/day	
Buffet Lunch	Person/day	
Buffet dinner	Person/day	
Light dinner	Person/day	
Coffee break	Person/day	
<i>If other catering options are available, please add lines</i>		
Airport transfers	One way	
Printing	Per page	
Translation booth/headsets	Per booth/headset/day	

## **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. 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](#)).

10. 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) Complimentary in-room services (Wi-Fi, water, tea, coffee, mini bar, etc.): 15 points
- b) Variety of amenities provided: 20 points
- c) Security: 10 points
- d) Price: 30 points
- e) Flexibility of hotel's contractual terms and conditions: 25 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 Global Bids, at [globalsol@iri.org](mailto:globalsol@iri.org) with the subject line "IRI2022GLOBAL04o IFB" 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.