

## INVITATION FOR BIDS

<b>Procurement Number:</b>	Eurasia2022BR19o
<b>Open Date:</b>	17December2022
<b>Questions Deadline:</b>	27December2022
<b>Closing Deadline:</b>	01January2023
<b>Geographical Area Restrictions:</b>	110 & 937
<b>Point of Contact:</b>	Ryte Vaiciulienė rvaiciulienė@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.

IRI seeks the service of two third-party vendors to provide conference and catering services for IRI's program participants, trainers and support staff in Lithuania, specifically in the surrounding Vilnius region outside Vilnius proper.

### Period of Performance:

January, 2023, to December, 2023, with options to renew for up to two additional years in two one-year increments.

### Technical Bid:

Interested bidders must present the technical bids outlining the following information: IRI Lithuania is seeking bids from hotel venues to provide conference and catering services for IRI's program participants, trainers and support staff in Lithuania, specifically in the surrounding Vilnius region outside Vilnius proper. IRI intends to award two contracts to two vendors from its applicant pool.

Each bidder must be able to provide hotel accommodations and conference/catering services, along with documentation on fire safety and security, and bidders should also indicate whether they can provide AV support. Each venue must be located in the surrounding Vilnius region outside the city proper.

### Hotel Accommodations

- Accommodations for groups ranging from 15-50

### Conference Services :

- Please provide a number of conference rooms suitable for groups ranging from 15 to 50
- Please provide information on room sizes and/or the ability to split or combine spaces
- Please provide information on possible chair and table configurations (auditorium style, classroom style etc.)
- Podium
- Notebooks and pens for groups ranging from 15-50
- Flipcharts and markers
- Bottled water for groups ranging from 15-50 people
- On-site parking services (Complimentary parking strongly preferred)
- High speed internet service for unlimited number of devices
- All conference rooms must be equipped with air conditioning and a good lighting system
- Offeror must stipulate policy on use of third-party translation and AV vendors.

AV support:

- Ability to provide the following AV needs or ability to use 3rd party AV support:
- Screen
- Projector (with clickers/projector remote controls)
- Stationary microphones
- Radio microphones
- Speakers
- Mixer
- On-site technical support

Catering services:

- Coffee break for groups ranging from 15-50 people
- Breakfast for groups ranging from 15-50 people
- Lunch for groups ranging from 15-50 people
- Dinner for groups ranging from 15-50 people

Documentation of fire safety and security systems in place

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 Euro; payments under any resulting contract will be made in this currency. Prices should be presented using the price table below. Bidders are not required to list a rate for every item – only those they are able to provide.

<b>Unit/Deliverable</b>	<b>Unit Cost Euros VAT included</b>
Conference room with capacity for 15 people	
Conference room with capacity for 50 people	
Podium	
Notebooks and pens for groups	
Flipcharts and markers for groups	
Bottled water	
Water in jugs	
Screen	
Projector (with clickers/projector remote controls)	
Stationary microphones	
Radio microphones	
Speakers	
Mixer	
Technical support (on-site)	
Coffee break	
Breakfast menu	
Lunch menu	
Dinner menu	
Standard room rate, single	
Standard room rate, double	

If an item is included in the price of conference space (e.g., internet, bottled water, etc.), Bidders must indicate that it is included in the price and not an extra charge.

For accommodations, Bidders must list individual rates depending on types of rooms.

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

Any additional pricing/charges that is/are not included in the chart above should be mentioned in the bid. This may include: Pricing for deposits, parking, cancellation policy, etc.

### **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 3 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) Technical evaluation– 30 percent
    1. *Technical capacity of the hotel (number and size of conference facilities) – 15 percent*
    2. *Flexible terms for making reservations and cancellations – 15 percent*
  - b) Availability of additional services (AV, wifi, beverages, notebooks, etc.) – 15 percent
  - c) Level of accessibility of property from Vilnius proper – 15 percent
  - d) 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 Ryte Vaiciuliene [rvaiciuliene@iri.org](mailto:rvaiciuliene@iri.org) with the subject line "EURASIA2022BR19o" 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.