

INVITATION FOR BIDS – RESIDENTIAL and OFFICE LEASES

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| Procurement Number: | LAC2022P03o |
| Point of Contact: | Beatriz de Anta, Resident Program Director, banta@iri.org |

Lease Period:

February 6, 2023-February 5, 2024, with the option to extend for a total duration of up to 5 years in four one-year increments.

Criteria for Selection:

IRI operates multiple democracy and governance programs in Panama, currently based out of Panama City. To facilitate meetings with partners and other stakeholders, IRI seeks a secure, accessible co-working space with dedicated office space to accommodate up to six people with access to private meeting rooms. The space would be used 3 to 6 times a week.

Leases must include:

- Dedicated office space (with locks) with room for six staff desks
- Standard office furnishings – storage cabinets, four staff desks and chairs; conference table and chairs for up to 12 people – please indicate if furnished and what is included.
- 24/7 access
- High Speed Wireless Internet
- Access to water fountain, coffee machine, and kitchenette – indicate amenity
- Utilities (such as water and electricity) included – indicate if included in rent
- Three to four parking spaces – indicate if included in rent or if additional monthly fee applies for usage (will be paid if it is used)
- Please include biosecurity measures/protocols for the office building and/or co-shared space (if applicable).
- Security provisions – controlled building access, locks, private office space

Preferred amenities:

- Access to medium and large meeting room(s)
- One to two private bathrooms inside office space

Cost Bids must be presented according to the following format:

| Unit | Unit Cost | Number of Units | Total |
|-------------------------------|------------------|------------------------|--------------|
| Daily Rate | | | |
| Monthly Rate | | | |
| Amenity costs, as appropriate | | | |

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| Additional taxes to be paid directly to vendor | | | |
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No reimbursements allowed

The vendor must provide the following materials:

- Business CV, legal registration, and W-8 form.
- Scanned photo of the vendor representative's government identification card.
- At least three references of other businesses that have contracted with the vendor.

IFB Terms and Conditions:

1. IRI may reject any or all bids if such is within IRI's interest.
2. Payment will be made on a monthly basis 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. 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.
9. If IRI continues to require the leased property and the price remains reasonable and within market norms, lease agreement may be renewed each year for up to 5 years with 30 days' notice to the landlord. Landlord must establish any price increase for each renewal year in the initial bid.
10. 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.
11. 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.
12. 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](#)).
13. 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 potential conflict of interest.

Evaluation of Bids:

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

IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

- a) Technical evaluation, including quality of features as described/pictured and additional amenities available – 40 percent
- b) Security – 20 percent
- c) Location (within Panama City, preferably near *Calle 50*) – 20 percent
- d) Price – 20 percent

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

If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

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.