

**INVITATION FOR BIDS – RESIDENTIAL and OFFICE LEASES**

<b>Procurement Number:</b>	LAC2023G01o
<b>Point of Contact:</b>	Diego Palma, Local Program Manager; Dpalma@iri.org

**Lease Period:**

12 months from signature with the option to extend for a total duration of up to 5 years up in four one-year increments.

**Criteria for Selection:**

IRI seeks a secure and accessible office space to accommodate at least eight people, with access to meeting rooms. Leases must include

- Building located in a secure zone of the city, preferably Zones 10 and 14. Good access to the airport and hospitals from the location is preferred.
- Location should be close to one or more of the following: business centers, hotels, USAID Mission, US Embassy, US Ambassador’s residence, other embassies, and international and local NGOs
- Preference for a location with restaurants in close proximity (walking distance), for security reasons
- Building must have 24/7 secure access for tenants, 24/7 private security, closed circuit, and secure access to parking lots.
- Security provisions – controlled building access; locking private office space; surveillance system
- Building with two or more access points for vehicles.
- Access to at least six parking spots (indicate if included in rent or if any additional fees apply).
- Office needs to be between 120 and 200 meters
- Office is required to have internal offices with locking doors (with space for at least eight staff) and one conference room that fits at least 10 people.
- Access to kitchenette or space for water/coffee facilities - indicate amenity.
- Access to additional meeting rooms/private rooms is preferred (indicate if included in rent or if additional fees apply)
- Access to local phone and internet services (high speed) – indicate if included in rent.
- Utilities (e.g., water, electricity) – indicate if included in rent.
- Furnished with standard office furnishings – storage cabinets, between six to eight staff desks, and chairs; conference table and chairs for at least eight people – please indicate if furnished and what is included.

- Please include the office’s floor plan and office total square footage.
- Please provide the cleaning plan/schedule of the ventilation systems/air conditioning in the office as well as the emergency/security/evacuation plan.

Cost Bids must be presented according to the following format:

<b>Unit</b>	<b>Unit Cost</b>	<b>Number of Units</b>	<b>Total</b>
Monthly Rate (inclusive of administrative costs)			
Additional amenity costs (to be paid directly to the vendor) – specify per amenity			
Additional taxes to be paid directly to the vendor			

Total amount to not exceed \$54,000.00 USD.

**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 technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent**
  - Suitability of office space to IRI needs (size, availability internal office and conference spaces) -15 percent
  - Availability and suitability of building and in-office amenities (kitchen facilities, parking, etc.) - 15 percent
- b) Compliance with security and other administrative requirements – 20 percent**
  - Suitability of physical security and accessibility to IRI needs – 20 percent
- c) Location – 20 percent**
  - Convenience of location (proximity to business centers, hotels, USAID Mission, US Embassy, US Ambassador’s residence, other embassies, and international and local NGOs) – 20 percent
- d) Price – 30 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.