

INVITATION FOR BIDS

Procurement Number:	CENTER202301o
Open Date:	February 14, 2023
Questions Deadline:	February 18, 2023
Closing Deadline:	February 24, 2023
Geographical Area Restrictions:	NA
Point of Contact:	Jenna Ruffoni; jruffoni@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's Center for Global Impact frequently receives high profile visitors in Washington, DC and needs efficient, reliable, and comfortable transportation in these circumstances. We are looking for a long term contract with a transportation company to make the process of organizing this travel easier. The transportation required could involve anything from airport pickups, cultural sight visits, and visits to government buildings. Group sizes range from 1 – 80 passengers.

Period of Performance:

Date of signature to December 31, 2024, with the option to extend for a total duration of up to five years in four one-year increments.

Scope of Work:

The interested bidders should submit hourly and daily price estimates for the following services:

- 4 – 6 passenger SUV
- 12 – 14 passenger sprinter van
- 25 – 30 passenger coach bus
- 30 – 55 passenger larger bus

The contractor should submit estimates for the below complete services:

- Airport pickup Dulles International Airport (drop off in Washington, DC)
- Airport pickup Ronald Reagan National Washington Airport (drop off in Washington, DC)

- Airport drop off Dulles International Airport (drop off in Washington, DC)
- Airport drop off Ronald Reagan National Washington Airport (drop off in Washington, DC)
- On-call passenger vehicles

The bidders should also provide proof of insurance, age and milage of vehicles in fleet, and the experience level of all potential drivers. The provided driver must have a minimum of three years of experience and a valid commercial driver's license.

- Full maintenance of the vehicle is under the care of the drivers.
- Vehicle and passenger insurance will be kept at all times by the Contractor. The Contractor certifies that vehicles are in sound and safe condition and free of any known faults or defects which would affect their safe operation under normal use
- Assuming the trip starts and ends within a shift, no additional charge will be made of IRI as the trip will be deemed within the terms of the contract.
- Full maintenance of the vehicle is under the care of the drivers.
- Vehicle and passenger insurance will be kept at all times by the Contractor
- Drivers will keep a log detailing all trips, including starting and ending point, date, time, person(s) being driven, a meter reading at the start and end of each trip, and the total kilometers of the trip. Each trip must be signed by the passenger in the vehicle.
- IRI will give Contractor adequate notice of the need for driving service.
- The cost of travel is inclusive of all costs to perform.

Technical Bid:

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

Please submit your proposal in PDF format with no more than 10 pages. Please include your pricing in the table provided.

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 Proposal Table: 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.

Vehicle	Daily Price <small>*if different</small>	Hourly Price
4 – 6 passenger SUV		
12 – 14 passenger sprinter van		
25 – 30 passenger coach bus		

30 – 55 passenger larger bus		
Airport	Pick up/Drop Off*	Price
Dulles International Airport	Pick up	
Dulles International Airport	Drop off	
Ronald Reagan National Washington Airport	Pick up	
Ronald Reagan National Washington Airport	Drop off	

*Drop off location will be in central Washington, DC

The offeror must submit a mileage log with any invoice submitted for payment. The mileage log must include the following:

- Date/time
- Person
- Purpose
- Destination
- Meter reading at the start and end of the trip
- Total miles of the trip

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 a 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:
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 with the subject line "IFB- CENTER202301o" 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.