

INVITATION FOR BIDS

Procurement Number:	Europe2023BiH01o
Open Date:	April 12, 2023
Questions Deadline:	April 17 ,2023
Closing Deadline:	April 26 ,2023
Geographical Area Restrictions:	Bosnia and Herzegovina, conference venue/services
Point of Contact:	Harrison Weinberg hweinberg@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.

Through the following Invitation for bids , IRI Bosnia and Herzegovina seeks to identify needed vendors for lodging and conference services in east/central Republika Srpska, BiH. IRI BiH plans to establish an ongoing contractual relationship with the selected vendor.

Period of Performance:

May 1, 2023 – April 30, 2024, with options to extend for four additional years in one-year increments

Technical Bid:

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

IRI BiH is seeking proposals from hotels in east/central Republika Srpska, BiH.

IRI will not accept bids that do not meet the technical criteria outlined below. The bidder will provide written confirmation that it can provide the following services:

Services:

Lodging:

- Minimum 20 room with single (or higher) occupancy
- Early check-in (if extra fees are required for this, bidder must state those fees)
- Late check-out (if extra fees are required for this, bidder must state those fees)
- Bidder should state whether there are cancellation fees, and if so describe them and the circumstances when they are applied.

Catering services for conferences:

- Coffee break
- Breakfast
- Lunch service (bidder should specify which is offered, buffet and/or individually served meal)
- Dinner service (bidder should specify which is offered, buffet and/or individually served meal)

Conference rooms:

- 1 or more rooms with capacity for 20 or more people. IRI prefers hotels with medium (30-50 guests) and large conference rooms (51+ guests).
- All conference rooms must be equipped with air-conditioning and good lighting system.
- If discounts are available with the purchase of lodging, bidder should specify these discounts.
- Bidders must specify what additional conference services/products are available, as well as any additional costs associated with them. Specifically, bidders should list availability and any associated costs for the following:
 - Projectors
 - Clickers/projector remote controls
 - Flipcharts and markers
 - Stage
 - Podium
 - Bottled water for each event guest
 - Stationary microphones
 - Speakers
 - High speed internet service for unlimited number of devices
 - additional microphones (non-stationary)
 - translation booths
 - LCD monitors.

If bidders cannot provide any of the above items, they must agree to use of this equipment provided by a third party.

Interested bidders must also present bids that meet the following **technical criteria**:

Bidders must describe the following level of security:

- Security of the hotel
- COVID-19 safety measures

Accessibility:

- Access for individuals with disabilities for all sites and amenities (not including pools and fitness rooms)

Parking and transportation:

- Bidders must describe parking availability on-site or nearby. If parking is not complementary, bidder should state price.

- Bidder must describe availability of airport transportation, and price if available.

Each guest room must have:

- Individually controlled climate control and air conditioning
- Bathroom amenities
- High speed Wi-Fi internet available for multiple devices, preferably complimentary
- Complimentary water
- Daily cleaning service

Additional contract terms and conditions:

- Offeror must agree to allow use of translation and AV equipment provided by a third party
- Offeror must agree to maintain the proposed prices for at least one year after effective date of contract.
- 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 the individual order placed by IRI upon satisfactory completion of each order.
- Other terms and conditions 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.

IRI reserves the right to issue one or more contracts to different vendors to cover the SOW described to better ensure capacity and availability to host IRI activities.

Please note the following regarding PAYMENT:

- IRI will make payments after receiving services
- IRI will not pay for extra services that were not requested by IRI staff
- IRI will not pay for alcohol beverages
- IRI will not pay for items in advance

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 **BAM**; payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price Regular	Unit Price High Season*
Single room daily rate		
Double room daily rate		
Prices for groups over 10 guests		
Unit/Deliverable	Unit Price Regular	Unit Price High Season*
Single room daily rate		
Double room daily rate		
Catering, Meeting, and Other Services		
Transportation to/from airport		
Parking cost (if applicable)		
Breakfast Buffet (*or, if included with rooms, state that)		
Coffee Break		
Lunch (state whether buffet or individual service; state whether non-alcoholic drinks are included)		
Dinner (state whether buffet or individual service; state whether non-alcoholic drinks are included)		
Water bottle (please specify if different sizes are available)		
Other soft drinks (again specify sizes and any variation in price)		
Large Conference room (51+ guests) (if different rooms within this range have different prices, please specify price for each room) FULL DAY		
Medium Conference room (31-50 guests) (if different rooms within this range have different prices, please specify price for each room) FULL DAY		
Small Conference room (1-29 guests) (if different rooms within this range have different prices, please specify price for each room) FULL DAY		
Large Conference room (51+ guests) (if different rooms within this range have different prices, please specify price for each room) HALF DAY		
Medium Conference room (31-50 guests) (if different rooms within this range have different prices, please specify price for each room)		

HALF DAY		
Small Conference room (1-29 guests) (if different rooms within this range have different prices, please specify price for each room)		
HALF DAY		
Projectors		
Clickers/projector remote controls		
Flipcharts and markers		
Stage (price per square meter)		
Podium		
Stationary microphones		
Speakers		
High speed internet service for unlimited number of devices		
additional microphones (non-stationary)		
translation booths		
LCD monitors.		

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) Technical bid assessing SOW requirements – **60** percent
- e) 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 Harrison Weinberg hweinberg@iri.org with the subject line “Europe2023BiH01o ” 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.