

INVITATION FOR BIDS

Procurement Number:	ASIA2024BD03o
Open Date:	April 8, 2024
Questions Deadline:	April 19, 2024
Closing Deadline:	April 24, 2024
Geographical Area Restrictions:	937
Point of Contact:	Anika Tahsin atahsin@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.

In order to continue its programming in Bangladesh, IRI is seeking bids from 4- star and 5- star hotels in Dhaka for catering and conference services. IRI will only accept bids from bidders who are able to provide all the services required and meet the technical criteria.

Period of Performance:

One year from the date of signature with options to extend for a total duration of up to 5 years in one-year increments.

Eligibility:

- One years' experience providing similar services
- One years' experience working with international organizations
- Based in Dhaka

Scope of Work:

Conference Rooms/Event Spaces:

Offerors must have at least one, but preferably more than one, configurable and temperature-controlled conference spaces that accommodate a range of event sizes, illustratively:

- 10 people
- 25 people
- 50 people

“Configurable spaces” means that conference rooms must be able to accommodate a range of setup styles, including but not limited to: U-shape, round tables, classroom and theater-style, and come with tables and chairs.

Required Services

As part of the conference room package, the Offeror **must** be able to provide:

- Audio-visual equipment, to include:
 - Projection screens, projectors and remote controls
 - Microphones, preferably wireless
 - Speakers
- High-speed internet for attendees
- Flip charts, notebooks and/or pens
- Stationaries/Office Supplies
- Extension power cords
- Trash bins
- Air conditioning
- Lighting systems

Preference will be given if the conference room package includes these above items free of charge.

In addition, preference will be given to Offerors that can provide, ideally free of charge:

- A/V equipment sufficient to handle translation booths
- Secure space for IRI staff to store IRI materials (banners, laptops etc.)

CATERING SERVICES:

IRI prefers that Offerors provide catering services during events including, but not limited to:

- Tea, coffee, and snacks
- Mineral water
- Lunch
- Dinner

Preference will be given if catering packages offer volume discounts for combinations of coffee breaks and meals.

Preference will be given to qualified Offerors that are able to provide the following:

Accessibility:

- Access for individuals with disabilities

Parking:

- Secured on-site parking services. Complimentary parking strongly preferred.

Offerors can provide some or all services requested. Offerors agree to accommodate IRI's request to view conference facilities in person.

Cancellation Policy

The following policies will be included in all contracts with IRI.

“Penalty to IRI will be waived for last minute reduction in size of the group by 10% or for any guest unable to arrive at the last minute due to medical emergencies, any visa problems or other extenuating circumstances, such as sickness or death in the family, et cetera.

Financial penalties to IRI will be waived for a last-minute cancellation or postponement due to force majeure circumstances such as civil disorder/strife; airlines/transportation strike; wars, etc.; terrorists threats or actions; acts of God - such as weather, sandstorm and/or natural disaster; and other unavoidable circumstances that require the cancellation or postponement of the activities in the city or cities where the hotel or hotels is/are located.”

The Offeror must specify their deposit and cancellation policy within the bid. Otherwise, IRI will assume that deposits do not apply, and cancellations can be made at any time without penalty.

Additional contract terms and conditions:

- Offeror must agree to allow IRI to use translation and associated AV equipment provided by a third party in their conference facilities
- Offeror must agree to use a third-party photographer
- Offeror should accept IRI VAT exemption coupon
- IRI is VAT Exempt. IRI does not pay VAT
- Offeror must agree to maintain the proposed prices for the total duration of the agreement (up to 5 years)
 - Offeror must be willing to provide hours of management coverage as required
 - 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 individual order placed by IRI upon satisfactory completion of each order
 - Bidders agree to accommodate IRI’s request to view the conference facilities in person

Bidders can propose additional deliverables related to the above scope of work.

Technical Bid:

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

- Proposals must be in English and contain the company’s background and a full description of conference spaces available, including how they may be configured, preferably with photos or links to a website with photos
- Business Registration
- Proposals should use 12-point Times New Roman font.

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

Service/Deliverable	Units	Price (USD)
Conference room/event space (10 people) - full day		
Conference room/event space (25 people) - full day		
Conference room/event space (50 people) - full day		
Audio/Video equipment - full day		
Conference room/event space (10 people) - half day		
Conference room/event space (25 people) - half day		
Conference room/event space (50 people) - half day		
Audio/Video equipment - half day		
<i>If rooms have different capacities, than detailed above, please modify or add lines as needed. Pricing should be inclusive of conference services (i.e., flip charts, notebooks, and podiums). If services/items are provided at a separate cost, bids should list pricing as a separate line item.</i>		
Service	Unit	Price
Tea, coffee, and snacks	Per person per day	
Mineral water	Per person per day	
Lunch	Per person per day	
Dinner	Per person per day	
<i>If other catering options are available, please add lines</i>		
Additional Services		
Vat Exemption		
	Yes	No
Do you offer VAT Exemption?		

If rooms have a different capacity than detailed above, please modify or add lines as needed. Pricing should be inclusive of conference services (i.e. flip charts, notebooks, and podiums). If services/items are provided at a separate cost, bids should list pricing as a separate line item.

Price information should be presented as a firm fixed Unit Price for each of the deliverables identified above and in the format of the table above. Pricing must be valid for at least 60 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 but **the price should exclude VAT as IRI is exempt**. 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.

All payments will be made by wire transfer in USD. No reimbursement allowed.

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 evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
 - b) Past performance and experience in performing similar projects – 30 percent
 - c) Compliance with security and other administrative requirements – 20 percent
 - d) Price – 20 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 Anika Tahsin, at atahsin@iri.org with the subject line "ASIA2024BD03o - Activity Venue" 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.