

INVITATION FOR BIDS

Procurement Number:	MENA2024GULF01o
Open Date:	May 3, 2024
Questions Deadline:	May 15, 2024 May 25, 2024
Closing Deadline:	May 20, 2024 May 28, 2024
Geographical Area Restrictions:	None
Point of Contact:	Shayna Kushner skushner@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.

The Gulf Regional team is seeking bids for conference services (conference room, catering) and airport transportation service (if available) based in London, England

Period of Performance:

One year from the date of signature with the option to extend for a total duration of up to 4 years in three one-year increments.

Technical Bid:

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

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:

- Up to 25 people
- 25-50 people
- 50-100 people
- 100+ 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:

- High-speed internet for attendees
- Flip charts, notebooks and/or pens
- Water
- Extension power cords
- Trash bins

Preference will be given to Offers able to provide:

- Audio-visual equipment, to include:
 - Projection screens, projectors and remote controls
 - Microphones, preferably wireless
 - Speakers

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

CATERING SERVICES:

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

- Buffet lunch
- Light lunch (including but not limited to: sandwiches and drinks)
- Rich coffee break (Pastries, tea sandwiches, cookies, coffee, tea, juice and water)
- Light coffee breaks (Coffee, tea, juice, water and cookies)
- Buffet Dinner
- Set Menu Dinner / Lunch

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

Preference will be given to bidders providing daily delegate rate (DDR) packages combining venue rental and catering.

Please note that IRI will not be paying for alcoholic beverages or tobacco products.

Accessibility:

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

Parking:

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

Airport Transfers:

- Secured, 24-hour ground transportation to and from Heathrow International Airport (LHR), Gatwick International Airport (LGW), and King's Cross Train Station. Complimentary airport transfer strongly preferred.

Security:

Bidders must provide proof of minimum-security measures including but not limited to 24/7 surveillance capabilities and onsite security guards .

Additional contract terms and conditions:

- Offeror must agree to use translation and AV equipment provided by a third party.
- 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.
- If the Offeror proposes to use Offeror's agreement, IRI termination and payment terms must be incorporated in the proposed agreement.
- Bids must be submitted in English and must contain the following:
 - 5 pages, Times New Roman 12-point font
 - Must contain:
 - company's background
 - full description of conference spaces available, including how they may be configured, preferably with photos or links to a website with photos.
 - List of three past clients/organizations they have provided services for.
- If the Bidder would like to use their contract template, proposals should contain the proposed contract template. The contract template is not included in the above page limit.
- For catering services, Offerors that provide multiple menu options must list cost per person for each available menu/option.
- Offeror must meet the minimum mandatory evaluation criteria to be considered for further review as follows:
 - Can accommodate at least 2 configurable and temperature-controlled conference spaces for 1-100 people
 - *Legal registration in target country*
 - 24/7 surveillance system
 - Located in central London.

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	Number of available rooms	Price per day (USD)
Conference room/event space (up to 25 people)		
Conference room/event space (25-50 people)		
Conference room/event space (50-100 people)		
Conference room/event space (100+ people)		
<i>If space is complimentary with specific catering packages, please outline which packages qualify</i>		
Service	Unit	Price
Buffet lunch	Per person/day	
Light lunch (Sandwiches)	Per person/day	
One coffee break	Per person/day	
Two coffee breaks	Per person/day	
One coffee break and buffet lunch	Per person/day	
Two coffee breaks and buffet lunch	Per person/day	
Continuous coffee and tea and cookies	Per person/day	
Buffet Dinner at the main restaurant	Per person/day	
Set menu lunch/ dinner service	Per person/day	
<i>If other catering options are available, please add lines</i>		
Additional Services		

Service/Deliverable	Unit	Price
Airport/Train station pick up/drop off	One-way or roundtrip	
On-site parking for non-hotel guests	Per hour	

Price Applications should include information about:

- Additional pricing/charges not included in the charts above
- Tax withholding information (if applicable)
- VAT withholding (if applicable)
- Local taxes and fees
- Cancellation fees
- Deposit and refund policy.
 - IRI is requesting information about the bidders ability to provide flexible payment terms, including (as examples):
 - Accepting payment after the event
 - Deposits prior to the event followed with the remaining amount to be paid after the event after a specified period of time.
 - Cancellation policy allows for maximum refund within 7 to 14 days prior to the event.

- Willingness to accept a reduced number of participants after an initial payment has been made or willingness to refund unused amounts.

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.

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: best Value

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

Experience hosting conferences for large scale events	30
<i>Previous experience hosting similar events with similar clients (sample of previous work)</i>	15
<i>Variety of menu options for catering services (varied pricing and dietary considerations)</i>	15
Price	70
<i>Flexible payment schedule</i>	20
<i>Complimentary services provided (wifi, water, notebooks, etc.) and DDR rates</i>	20
<i>Evaluation of price competitiveness</i>	30
Total	100

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 Shayna Kushner at skushner@iri.org with the subject line IFB-MENA2024GULF01o 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.