

REQUEST FOR PROPOSALS

Procurement Number:	WDN2024LAC01o
Open Date:	July 30/2024
Questions Deadline:	August 3/2024
Closing Deadline:	August 12/2024
Geographical Area Restrictions:	NA
Point of Contact:	Fatoumata Diallo, Program Associate; fdiallo@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.

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IRI's *Strengthening Women's Political Leadership in Bolivia, Colombia, and Ecuador* project aims to increase the participation and leadership of women in rural communities across Boliva, Colombia, and Ecuador by enhancing their political agency, fostering effective relationships (including with male allies), and addressing systemic barriers. This includes realizing solutions to the three cross-cutting issues of natural resource governance, Indigenous/Afro-descendant peoples' rights, and gender-based violence, all of which impede rural women's political leadership and involvement in decision-making.

As part of this project, IRI will be hosting a three-day regional exchange for subnational legislators/rural women community leaders and CSO partner representatives from Bolivia, Colombia, and Ecuador in Cali, Colombia. The regional exchange's contents and agenda will be organized by IRI and will **not** be the Contractor's responsibility. See **Table 1** for a sample exchange agenda; final exchange dates will be determined by IRI and shared with the Contractor as soon as possible.

Date (Tentative)	Description
Sunday, November 10, 2024	Travel Day 1 (ARRIVAL – IRI staff)
Monday, November 11, 2024	Travel Day 1 (ARRIVAL – Participants)
Tuesday, November 12, 2024	Day 1 of the Regional Exchange
Wednesday, November 13, 2024	Day 2 of the Regional Exchange
Thursday, November 14, 2024	Day 3 of the Regional Exchange
Friday, November 15, 2024	Travel Day 2 (DEPARTURE)

To this end, IRI is seeking the services of a local contractor to assist in arranging/managing the lodging, venue spaces, catering and interpretation services for its regional exchange participants.

Period of Performance

August 26,2024 to November 25,2024

Eligibility:

- **Based in Colombia**
- **Full professional proficiency in Spanish**
- **Professional working proficiency in English**
- **Previous experience organizing logistics for multistakeholder events**

Statement of Work

The Contractor will arrange/book hotel rooms for participants’ lodging, venue spaces, catering and interpretation services for a maximum of 38 individuals as outlined in **Table 2**. IRI will provide the Contractor with the necessary information (full names, IDs, travel itineraries, etc.) no later than four (4) weeks prior to Day 1 of the regional exchange.

Type	Description
Hotel (Lodging)*	<p>The Contractor will book individual hotel rooms to accommodate a maximum of 11 Bolivian attendees 11 Colombian attendees and 11 Ecuadorian attendees) for a duration of four (4) nights. Ideally the hotel booking will also be inclusive of breakfast and airport pick-up/drop-off. Any additional charges beyond the hotel booking (e.g., room service, etc.) are to be the responsibility of the attendee and not the Contractor nor IRI.</p> <p>The Contractor will book individual hotel rooms for five IRI staff for the duration of five (5) nights. Ideally the hotel booking will also be inclusive of breakfast</p>

	and airport pick-up/drop-off. Any additional charges beyond the hotel booking (e.g., room service, etc.) are to be the responsibility the IRI staff and not the Contractor nor IRI.
Venue Space(s)	The Contractor will secure a venue (e.g., hotel conference/event space) for four (4) days, inclusive of one (1) preparation day and three (3) days of the regional exchange. IRI will need to provide prior approval of the venue space before the Contractor can finalize the booking. The venue must be equipped with audiovisual capabilities and accessible to all, including persons with disabilities. IRI also encourages the Contractor to select a venue that holds a fire safety certification from local authorities. The exact number of venues as well as their locations will be determined in consultation with IRI staff no later than one month prior to Day 1 of the regional exchange.
Catering Services	The Contractor is responsible for arranging meals and coffee/tea stations for approximately 40 individuals during the regional exchange; there should be adequate flexibility to account for guest speakers/facilitators. The Contractor shall work with IRI to gather information regarding any dietary restrictions and accommodate for them as appropriate. Exact catering needs are as follows: <ul style="list-style-type: none"> • Day 1 of the Regional Exchange: breakfast (ONLY IF not included in hotel accommodation), lunch and dinner; coffee/tea station throughout the morning and afternoon • Day 2 of the Regional Exchange: breakfast (ONLY IF not included in hotel accommodation), lunch and dinner; coffee/tea station throughout the morning and afternoon Day 3 of the Regional Exchange: breakfast (ONLY IF not included in hotel accommodation) and lunch; coffee/tea station throughout the morning
Interpretation Services	The Contractor will arrange professional simultaneous/consecutive interpretation services from/to English and Spanish for three days . The Contractor is responsible for ensuring that the interpreters have high-quality equipment, including wireless receivers, headphones, and all other necessary audio equipment, to guarantee accurate and undisruptive interpretations.

The Contractor will arrange/book hotel rooms for participants’ lodging, venue spaces, catering and interpretation services for a maximum of 38 individuals as outlined in **Table 2**.

IRI will provide the Contractor with the necessary information (full names, IDs, travel itineraries, etc.) no later than four (4) weeks prior to Day 1 of the regional exchange.

TABLE 2: Arrangements Required for the Regional Exchange in Cali, Colombia	
Type	Description
Hotel (Lodging)*	<p>The Contractor will book individual hotel rooms to accommodate a maximum of 11 Bolivian attendees 11 Colombian attendees and 11 Ecuadorian attendees) for a duration of four (4) nights. Ideally the hotel booking will also be inclusive of breakfast and airport pick-up/drop-off. Any additional charges beyond the hotel booking (e.g., room service, etc.) are to be the responsibility of the attendee and not the Contractor nor IRI.</p> <p>The Contractor will book individual hotel rooms for five IRI staff for the duration of five (5) nights. Ideally the hotel booking will also be inclusive of breakfast and airport pick-up/drop-off. Any additional charges beyond the hotel booking (e.g., room service, etc.) are to be the responsibility the IRI staff and not the Contractor nor IRI.</p>
Venue Space(s)	<p>The Contractor will secure a venue (e.g., hotel conference/event space) for four (4) days, inclusive of one (1) preparation day and three (3) days of the regional exchange. IRI will need to provide prior approval of the venue space before the Contractor can finalize the booking. The venue must be equipped with audiovisual capabilities and accessible to all, including persons with disabilities. IRI also encourages the Contractor to select a venue that holds a fire safety certification from local authorities. The exact number of venues as well as their locations will be determined in consultation with IRI staff no later than one month prior to Day 1 of the regional exchange.</p>
Catering Services	<p>The Contractor is responsible for arranging meals and coffee/tea stations for approximately 40 individuals during the regional exchange; there should be adequate flexibility to account for guest speakers/facilitators. The Contractor shall work with IRI to gather information regarding any dietary restrictions and accommodate for them as appropriate. Exact catering needs are as follows:</p> <ul style="list-style-type: none"> • Day 1 of the Regional Exchange: breakfast (ONLY IF not included in hotel accommodation), lunch and dinner; coffee/tea station throughout the morning and afternoon • Day 2 of the Regional Exchange: breakfast (ONLY IF not included in hotel

	accommodation), lunch and dinner; coffee/tea station throughout the morning and afternoon Day 3 of the Regional Exchange: breakfast (ONLY IF not included in hotel accommodation) and lunch; coffee/tea station throughout the morning
Interpretation Services	The Contractor will arrange professional simultaneous/consecutive interpretation services from/to English and Spanish for three days . The Contractor is responsible for ensuring that the interpreters have high-quality equipment, including wireless receivers, headphones, and all other necessary audio equipment, to guarantee accurate and undisruptive interpretations.

* The Contractor will ensure accommodations for all attendees are in the same property. The contractor may either sign a hotel contract for a block of rooms or book rooms individually. Regardless, the total cost per room per night must not exceed the U.S. Department of State's [lodging rate](#). IRI will need to provide prior approval of the hotel option before the Contractor can finalize the bookings.

The Contractor will submit these deliverables to IRI in a timely manner:

- Room assignment list and hotel booking confirmations for each participant's entire stay, inclusive of the nightly rate that does not exceed the U.S. Department of State's [lodging rate](#), inclusive of any and all taxes. If available, the Contractor shall also share the signed contract that includes room assignments for each participant
- A detailed transportation pick-up/drop-off matrix. Upon IRI's review and approval, the Contractor shall provide this to the hotel to help organize shuttles between the airport and hotel.
- Booking confirmation(s) of the venue(s) to be used during the regional exchange.
- A detailed catering reservation and invoice, inclusive of the menu aligned with attendees' dietary requirements, service schedules, and the availability of a coffee/tea station throughout the duration of the regional exchange.
- A copy of the signed contract or agreement with the interpretation service provider

All deliverables outlined above must be submitted to IRI no later than 10 days prior to Day 1 of the regional exchange.

Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.

3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. 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 information submitted must contain Bidder's Taxpayer Identification Number.
5. Proposals will not exceed 10 pages (not including cover page).

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder's 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. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in USD, payments under any resulting contract will be made in this currency.

The total amount of the resulting contract must not exceed USD 47,000.

Service/Deliverable	Unit Type	Unit Price	Payment Amount in USD
Contractors' booking fee		# percent of reservation costs	
Contractors' commission fee		# percent of reservation costs	
Hotel booking - the Contractor shall provide the room assignment list, hotel booking confirmation for each participant's stay, and airport pick-up/drop-off matrix (38 individuals total) no later than ten (10) business days prior to Day 1 of the regional exchange	Per Reservation	Charged based on actual hotel reservation costs	Payments to the Contractor will be made based on the actual costs charged by the hotel. The contractor will provide a detailed invoice and booking confirmation as proof of payment to the hotel.
Venue booking - the Contractor shall provide a copy of the venue booking confirmation(s) no later than ten (10) business days prior to Day 1 of the regional exchange	Per Reservation	Charged based on actual Venue reservation costs	*Payments to the Contractor will be made based on the actual costs charged by the venue/hotel. The contractor will provide a detailed invoice and receipt as proof of payment to the venue/hotel.
Catering - the Contractor must provide a detailed catering reservation and invoice to IRI no later than ten (10) business days prior to Day 1 of the regional exchange	Per reservation	Charged based on actual catering costs	*Payments to the Contractor will be made based on the actual costs charged by the caterer(s). The contractor will provide a detailed invoice, a copy of the ticket and/or receipt

			as proof of payment to the catering service provider.
Interpretation services – the Contractor must provide a copy of the signed contract or agreement with the interpretation service provider	Per reservation		*Payments to the Contractor will be made based on the actual costs charged by the interpretation service provider. The contractor will provide a copy of the signed contract and a detailed invoice as proof of payment to the interpretation service provider.

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 proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. 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 is 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 proposal 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 proposal 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:
or “best value”

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

- a) Compliance with content requested: The extent to which the firm’s/individuals proposed solution fulfills IRI’s stated objectives as set out in this RFA. – 15 percent
- b) Past Performance: The applicant’s stability, experience and record of past performance. – 35 percent
- c) Organizational Capacity: An assessment of the organizational capacity to achieve the proposed activity set out in the application. – 15 percent
- d) Cost efficiency: Cost, flexibility and transparency of applicant’s financial application. – 35 percent

IRI intends to evaluate Bidders' proposals 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 Fatoumata Diallo, Program Associate; fdiallo@iri.org with the subject line "WDN2024LAC01o " by the deadline listed above.

RFP Terms and Conditions

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".
2. IRI may reject any or all proposals if such is within IRI's interest.
3. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents, may be requested during and for up to three years after the end of the contract period.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror 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.
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 Bidder or competitor for the purpose of restricting competition.
12. By applying to this RFP, 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](#)).
13. Bidders agree to disclose as part of the proposal submission:
- 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.
 - Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
 - Any other action that might be interpreted as potential conflict of interest.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate 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 applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor." Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

IRI Obligations

Issuance of this RFP 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 proposal or quotation.

Required Certifications

The following certificates need to be signed by all Bidders. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Authorized Individuals

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C.”

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a

person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____

Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____