

## INVITATION FOR BIDS

<b>Procurement Number:</b>	LAC2024MEX03o
<b>Open Date:</b>	August 1, 2024
<b>Questions Deadline:</b>	September 4, 2024
<b>Closing Deadline:</b>	September 9, 2024
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Alex Green, <a href="mailto:agreen@iri.org">agreen@iri.org</a>

### 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 frequently hosts guests from other cities and countries for activities in Mexico City, Mexico and therefore requires lodging services as well as conference and meeting services.

### Period of Performance:

From Date of Signature through August 20, 2025, with the option to extend for a total duration of up to 5 years up in four one-year increments.

### Scope of Work

Upon IRI's requests, the hotel must provide conference rooms to be used as event spaces at an agreed upon rate. The bidder should provide their conference room rates.

- Projectors
- Screen
- Clickers/projector remote controls
- Flipcharts and markers
- Stage
- Podium
- Bottled water (individual, per guest)
- Carafe of water (on table, per unit)
- Pens
- Writing paper or notepad
- Tissue box
- Stationary (table or podium) microphones

- Handheld wireless microphones
- Lapel microphone
- Audio system, including speakers
- High speed internet service for unlimited number of devices (per day)

Catering services (Menus should be provided in bid along with food pricing):

- Coffee break (for 4 and 8 hours, include pricing for 2-hour coffee break if available)
- Non-alcoholic drink service
- Breakfast Service (Buffet and Plated)
- Lunch Service (Buffet and Plated)
- Dinner service (Buffet and Plated)

Conference rooms (Bids should include the hourly rate, half day and full day pricing):

- 1 room with capacity for 200 people.
- 1 or more rooms with capacity for 100 people
- 1 or more rooms with capacity for 50 people
- 1 or more rooms with capacity for 25 people
- 1 or more rooms with capacity for 15 people
- 1 or more rooms with capacity for 7 people

All conference rooms must be equipped with air conditioning and a good lighting system. Please specify all available conference rooms and their capacity.

IRI may ask for food samples for large events.

Certify that spaces are in sound and safe condition and free of any known faults or defects which would affect their safe operation under normal use.

Bidders agree to accommodate IRI's request to view the lodging and conference facilities in person.

Bidders are requested to provide a sample contract template for review. If no template is available, IRI will use our template.

Bidder is advised to include all its applicable terms and conditions on the bid, which should include cancellation terms, deposit terms, group rates etc. Bidder should provide the specific proportions and timelines required for deposits and balance payments by the hotel.

Bidder must agree to use translation and AV equipment provided by a third party.

Offeror must agree to maintain the proposed prices 120 days after the submission of the bid.

Bidder acknowledges that execution of the contract does not require IRI to utilize the services of the Bidder.

The Bidder acknowledges that payments will be made for individual orders placed by IRI upon satisfactory completion of each order.

If the Bidder proposes to use Bidder's agreement, IRI termination and payment terms must be incorporated in the proposed agreement.

All eligible bids must demonstrate that they are in compliance with fire safety measures in Mexico.

**Technical Bid:**

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

All bids must be submitted in English or Spanish with contact information for a representative able to discuss bid details. All bids should include photos of the conference spaces.

Upon IRI's requests, each conference room rate should be provided (marking N/A in the pricing table for any that are unavailable)

The bid document should be PDF formats, single spaced, Times New Roman 12 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 MXN; payments under any resulting contract will be made in this currency.

Service/Deliverables	Unit	Number of Units	Unit Cost
	If space is complimentary with specific catering packages, please outline which packages qualify		
Conference room with capacity for 200 people	Hour		
Conference room with capacity for 200 people	Half-Day		
Conference room with capacity for 200 people	Day		
Conference room with capacity for 100 people	Hour		
Conference room with capacity for 100 people	Half-day		
Conference room with capacity for 100 people	Day		
Conference room with capacity for 50 people	Hour		
Conference room with capacity for 50 people	Half-day		
Conference room with capacity for 50 people	Day		

Conference room with capacity for 25 people	Hour		
Conference room with capacity for 25 people	Half-day		
Conference room with capacity for 25 people	Day		
Conference room with capacity for 15 people	Hour		
Conference room with capacity for 15 people	Half-Day		
Conference room with capacity for 15 people	Day		
Conference room with capacity for 7 people	Hour		
Conference room with capacity for 7 people	Half-day		
Conference room with capacity for 7 people	Day		
Projector	Hour		
Projector	Half-day		
Projector	Day		
Clickers/projector remote controls	Hour		
Clickers/projector remote controls	Half-day		
Clickers/projector remote controls	Day		
Flipcharts with markers	Hour		
Flipcharts with markers	Half-day		
Flipcharts with markers	Day		
Stage	Hour		
Stage	Half-day		
Stage	Day		
Podium	Hour		
Podium	Half-day		
Podium	Day		
Bottled Water	Per Guest		
Stationary microphone	Hour		
Stationary microphone	Half-day		
Stationary microphone	Day		
Handheld microphone	Hour		
Handheld microphone	Half-day		
Handheld microphone	Day		
Lapel microphone	Hour		
Lapel microphone	Half-day		
Lapel microphone	Day		
Speaker	Hour		
Speaker	Half-day		
Speaker	Day		
High speed internet service	Hour		
High speed internet service	Half-day		
High speed internet service	Day		

	<i>If other catering options are available, please add lines</i>		
Buffet lunch	Per person/day		
Buffet breakfast	Per person/day		
Buffet dinner	Per person/day		
3 course plated breakfast	Per person/day		
3 course plated lunch	Per person/day		
3 course plated dinner	Per person/day		
Two-hour coffee break	Per person		
Four-hour coffee break	Per person		
8-hour coffee break	Per person/day		
One-hour non-alcoholic drinks	Per person		
	<i>Additional Services (optional)</i>		
Airport transfers	Per person/per vehicle		
Translation booth	Per booth/day/hour		
Translation headsets	Per headset/day/hour		
Black and White Printing	Per page		
Color printing	Per page		
Parking per vehicle	Day		
Parking per vehicle	Half-day		
Parking per vehicle	Hour		

No reimbursement allowed

Hotel must be located near the Reforma Plaza or Polanco District (Mexico City, Mexico)

**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) Location – 40 percent
- b) Security and/or biosecurity protocol – 10 percent
- c) Variety of event spaces and amenities provided – 20 percent
- d) Other factors – xxx percent
- e) Price – 30 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 **Alex Green**, at [agreen@iri.org](mailto:agreen@iri.org) with the subject line “**LAC2024MEX03o - Hotel Event Services**” 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.