

INVITATION FOR BIDS

Procurement Number:	LAC2024E13o
Open Date:	October 23, 2024
Questions Deadline:	October 30, 2024
Closing Deadline:	November 08, 2024
Geographical Area Restrictions:	N/A
Point of Contact:	Mauricio Delgado; mdelgado@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.

IRI works with local governments and civil society organizations to promote accountable and good governance as well as to create a more robust democratic society. As part of this work, it often hosts events and workshops and is looking for organizations with the space to host and cater events as needed.

Period of Performance:

Date of signature through December 31, 2025, with the option to extend for a total duration of up to 5 years up in four one-year increments.

Scope of Work:

Interested bidders may present the technical bids outlining any of the following applicable information:

Additional contract terms and conditions:

- Bidder must agree to use translation and AV equipment provided by a third party
- Bidder must agree to maintain the proposed prices for the initial contract period of at least 1 year.
- Bidder acknowledges that execution of the contract does not require IRI to utilize the services of the Offeror.
- The Bidder acknowledges that payments will be made for individual order placed by IRI upon satisfactory completion of each order
- If the Bidder proposes to use Offeror's agreement, IRI termination and payment terms must be incorporated in the proposed agreement.

Services:

Rooms for rent as provided within the bidders normal service offerings.

Bidders that can provide Business Center or executive meeting rooms will be preferred.

Bidders that can provide full-day and half-day conference room packages will be preferred.

Bidders that can provide the following services for conferences will be preferred:

- Projectors
- Clickers/projector remote controls
- Flipcharts and markers
- Podium
- Notebooks
- Pens
- Bottled water for each event guest
- Refreshments and tissue boxes at each table during events
- Trash bins boxes at each table during events
- Stationary microphones
- Wireless microphones
- Radio microphones
- Speakers
- High speed internet service for unlimited number of devices
- Graphic or sound cards
- Photocopies
- Provides complimentary parking on premises

Bidders should provide full day, and half day conference packages rates per person inclusive of catering services listed below:

Catering services:

- Simple brunch (Main course, fruit juice and coffee)
- Buffet breakfast
- Half breakfast no buffet (Main course, fruit juice and desert)
- Buffet lunch
- Half lunch no buffet (Main course, fruit juice and desert)
- Buffet dinner
- Half Dinner no buffet (Main course, fruit juice and desert)

Conference rooms:

All conference rooms must be equipped with a good lighting system.

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

Technical Bid:

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

- Hotel has available conference space
- Hotel has available business center or executive meeting rooms
- Hotel can provide catering services

Bids should be limited to 10 pages, inclusive of financial offer. Bids should be submitted in English.

- List of different conference services available (participant capacity)

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.

Bidders shall provide proposals listing a unit cost of each item included in the table below. Bidders can also include any terms and conditions concerning reservations, cancellations, or other policies with conference services/lodging. The number of units is the maximum number of units available at the time of the bid submission.

All costs must be in USD and include any additional taxes, fees, surcharges, or other costs associated with providing the requested services. Bidders should also indicate any seasonal variations in rates, or any discounts related to group size, pre-payment, or booking multiple conference days. For catering services, bidders that provide multiple menu options must list cost per person for each available menu.

Service/Deliverables	Unit	Number of Units	Total
Single rooms for rent	Per Room/ Day		
Double rooms for rent	Per Room /Day		
Business Center or executive meeting rooms	Per Hour		
Business Center or executive meeting rooms	Per Half Day – four hours		
Business Center or executive meeting rooms	Per Full Day – Eight Hours		
Full day conference room package (Inclusive of two coffee breaks, <each one must have two kinds of meals and fruit juice>, water, and event stationeries). Up to 30 people.	Per Person		

Full day conference room package (Inclusive of two coffee breaks, <each one must have two kinds of meals and fruit juice>, water, and event stationeries). From 31 people onwards.	Per Person		
Half day Conference room package (Inclusive of one coffee break, <must have two kinds of meals and fruit juice>, water, and event stationeries). Up to 30 people.	Per Person		
Half day Conference room package (Inclusive of one coffee break, <must have two kinds of meals and fruit juice>, water, and event stationeries). From 31 people onwards.	Per Person		
Simple Brunch (Main course, fruit juice, and coffee)	Per Person		
Buffet Breakfast	Per Person		
Half Breakfast no Buffet (Main course, fruit juice, and desert) * For meetings non-conference format	Per Person		
Buffet Lunch	Per Person		
Half Lunch no Buffet (Main course, fruit juice, and desert) * For meetings non-conference format	Per Person		
Buffet Dinner	Per Person		
Half Dinner no Buffet (Main course, fruit juice, and desert) * For meetings non-conference format	Per Person		
Projector and including TV screen	For half Day Conference Usage		
Projector and including TV screen	For Full Day Conference Usage		
Sound Sytems	For Half Day Conference Usage		
Sound Sytems	For Full Day Conference Usage		
Podium	Per Day		
Stationary microphones	Per Person/Day		
Wireless microphones	Per Person/Day		
Dedicated Internet	Per Day		
Graphic or sound cards (for teleconferences)	Per Day		

Photocopies	Per Paper		
Any additional services/charges			

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) Hotel provides services in-line with IRI's needs – 20 percent
- b) Location – 10 percent
- c) Bidder provides complimentary services (Wi-Fi, water etc.) – 15 percent
- d) Compliance with administrative requirements listed in the RFP – 15 percent
- e) Favorable cancellation rates – 15 percent
- f) Price – 25 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 Mauricio Delgado at mdelgado@iri.org with the subject line "LAC2024E13o – Hotel 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.