

## INVITATION FOR BIDS

<b>Procurement Number:</b>	EURASIA2024KZ04o
<b>Open Date:</b>	November 19, 2024
<b>Questions Deadline:</b>	November 22, 2024
<b>Closing Deadline:</b>	December 05, 2024
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Catherine Cata, Program Associate, Ccata@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 conducts various programming throughout Kazakhstan for civil society actors. Through this solicitation, IRI is seeking applications from organizations based in Kazakhstan, that can provide travel logistics for participants, trainers, and staff in Kazakhstan.

### Period of Performance:

Date of Signature – August 31, 2025, with the option to extend for an additional year up to August 31, 2026, if additional funding becomes available.

### Technical Bid:

Interested bidders must present the technical bids outlining the following information:  
The Contractor will provide the following services for IRI activities across Kazakhstan:

- Book and issue tickets for domestic air, bus, car, and train transportation, including advance seat assignments and ticket delivery.
- Clearly outline applicable taxes and fees on all bookings.
- Provide detailed itineraries with confirmation numbers and 24/7 support for itinerary changes or emergencies.
- Deliver detailed billing summaries and reconciliation reports for all travel charges.
- The Contractor must ensure timely, accurate domestic travel arrangements, maintain high customer service standards, and fully comply with IRI travel policies and Kazakh travel regulations.
- Book lodging for participants, trainers, and IRI staff for IRI-conducted activities. This includes identifying appropriate hotels in the town, city, or region that IRI would like

to conduct programming in as well as ensuring the hotel is under U.S. State Department foreign per diem rates.

- Organize conference services for IRI-conducted activities in Kazakhstan at the pre-identified town, city, or region by IRI staff. The conference services should include reservation of the hall rental, coffee breaks, lunch.

*\*\* The bidder/s must possess the ability and resources to be able to reconfirm and/or rebook tickets due to unforeseen circumstances, or in the event of flight delays and/or cancellation during regular business hours. Bidders must explain how they handle cancellations and required rebooking.*

**Eligibility:**

- Legal registration in Kazakhstan
- Professional fluency in English
- Two year of experience in providing similar services in Kazakhstan.
- Bidder can provide services in all of Kazakhstan
- provide 24/7 customer support

**Bids should include information on:**

- All bids must be prepared in English.
- Bidders must include a copy of their company registration
- If the Offeror would like to use other than IRI's contract template, proposals should contain the proposed contract template.

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.

Bids must be submitted in USD VAT exclusive.

<b>Deliverable/Service</b>	<b>Unit</b>	<b>Unit Cost USD</b>
Air Ticket Booking (Domestic)	Per purchase of ticket	
Train Ticket Booking	Per purchase of ticket	
Bus Ticket Booking	Per purchase of ticket	
Car with driver booking	Per car transfer arranged	

Hotel Accommodation Booking	Per room booked	
Conference Hall Reservation	Per reservation/booking	
Organization of coffee-breaks	Per coffee-break booked	
Organization of breakfast	Per breakfast booked	
Organization of lunch	Per lunch booked	
Organization of dinner	Per dinner booked	

**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 2 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:

- (i) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
- (ii) Prior Experience – 30 Percent
- (iii) Price – 40 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 Catherine Cata, at [ccata@iri.org](mailto:ccata@iri.org) with the subject line “EURASIA2024KZ04o” by the deadline listed above.

**IRI Obligations**

Issuance of this IFB does not constitute and 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.