

INVITATION FOR BIDS

Procurement Number:	EURASIA2024KZ05o
Open Date:	November 12, 2024
Questions Deadline:	November 18, 2024
Closing Deadline:	November 28, 2024
Geographical Area Restrictions:	N/A
Point of Contact:	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, which include in-country trainings and events of various sizes which often require overnight accommodation and working room facilities. Therefore, IRI-Kazakhstan is seeking to secure lodging rates and conference service terms for its staff and activities' participants in different regions of Kazakhstan, to include Almaty, Astana, Shymkent, Aktau, Atyrau, Turkestan, Semey, and Pavlodar.

Period of Performance:

Date of Signature – August 31, 2025, with the option to extend for an additional year up to 2 years up to August 31, 2026, if additional funding becomes available.

Technical Bid:

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

IRI Kazakhstan is seeking bids from 3–5-star hotels located in the following cities of Kazakhstan (Almaty, Astana, Shymkent, Aktau, Atyrau, Turkestan, Semey, and Pavlodar) to identify multiple vendors to provide well-priced and well-appointed lodging and conference services.

IRI is looking to issue separate contracts for each city.

Technical bid:

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

Bidders' ability to provide the following

a) Guest room Amenities:

1. Individually controlled climate control and air-conditioning
2. Bathroom amenities
3. Toiletries (shampoo, shower gel, lotion, conditioner, slippers, soap, shower cap per request, toothbrush and toothpaste preferred)
4. Multi-line telephone
5. Refrigerator emptied per IRI's request unless mini-bar is complimentary
6. Flat screen tv
7. High speed Wi-Fi internet available for multiple devices, preferably complimentary
8. Daily Cleaning service

b) Lodging:

1. Minimum 15 room occupancy with single occupancy
2. Minimum 10 room occupancy with double occupancy

c) Catering services:

1. Buffet coffee break
2. Buffet breakfast
3. Buffet lunch
4. Buffet dinner services

d) Conference rooms:

1. Small conference room for up to 30 participants
2. Large conference room for 30 participants and more
3. Upon IRI's requests, each conference room should provide:
 - Projector/screen
 - Flipcharts and markers
 - Podium
 - Notebooks
 - Pens
 - Bottled water for each event guest
 - Microphone
 - High speed internet service for unlimited number of devices
4. All conference rooms must be equipped with air-conditioning and good lighting system

What is the availability of secured on-site parking services. Complimentary parking strongly preferred. If parking is not complimentary provide applicable rates.

Additional Services Availability:

1. Printer for printing documents, certificates, etc. For events
2. Airport/train station transfers
3. Interpretation booth/headsets with technician when required

Bidder is advised to include all its applicable terms and conditions on the bid, which should include cancellation terms, deposit terms, group rates etc.

All eligible bids must demonstrate that they are in compliance with Hotel and Motel Fire Safety Act of 1990, meaning hard-wired smoke alarms in each guest room and an automatic sprinkler system in each guest room if the property is more than three stories in height.

Additional contract terms and conditions:

- Offeror must agree to use translation and AV equipment provided by a third party
- Offeror must agree to maintain the proposed prices 120 days (about 4 months) after the submission of the bid
- 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 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.

Proposals should contain contact information for at least three references to whom the Offeror provided services in the past 24 months. IRI reserves the right to contact the references or have to provide three top reviews.

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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.

Deliverable	Availability Yes/No	Unit	Unit Cost (USD)
Buffet Breakfast (please indicate if it is included in the room price		Per person/per day	
Buffet Coffee Break		Per person/per day	
Buffet Lunch		Per person/per day	
Buffet Dinner		Per person/per day	
Conference room for up to 30 participants		Half day	

Conference room for up to 30 participants		Full day	
Conference room for over 30 participants		Half day	
Conference room for over 30 participants		Full day	
Projector/Screen		Day	
Flipcharts and markers		Day	
Notepads, pens		Per person/per day	
Podium		day	
Microphone		day	
Bottled water		Per person/per day	
Interpretation booth/headsets with technician when required		day	
Lodging			
Single room rate		Day	
Twin room rate		Day	
Additional Service			
Printer		Per page	
Airport/Train transfer		One way- minibus - up to 15 people	
Airport/Train transfer		One way - vehicle - up to 4 people	
Interpretation booth/headsets with technician		Half day	
Interpretation booth/headsets with technician		Full day	

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.
8. 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.
9. 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.
 10. 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](#)).
 11. 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.
 12. Bids should include information on:
 - Room amenities for both single and twin rooms
 - Types of conference/venue space options
 - WIFI capacities and other technical capacities offered
 - Memo or documentation confirming the hotel's fire safety and security compliance
 - Cancellation Policy
 - List of any additional complementary services and/or amenities available for conference space renters/guests (e.g., parking, complimentary water)

- Bidders are requested to provide a sample contract template for review. If no template is available, IRI will use our template. The bidder is advised to include all its applicable terms and conditions in the bid.

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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 40 percent
 - *technical capacity of the hotel (Wifi) – 20 percent*
 - *Complimentary services – 10 percent*
 - *Room amenities, conference room space and amenities – 10 percent*
 - e) Price – 60 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 with the subject line “EURASIA2024KZ05o” 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.