

INVITATION FOR BIDS –OFFICE LEASES

Procurement Number:	EURASIA2020U05o - Kyiv Office Lease Agreement
Open Date:	March 6, 2020
Questions Deadline:	March 11, 2020
Closing Deadline:	March 16, 2020
Point of Contact:	Halyna Saltan, Finance and Administrative Assistant hsaltan@iri.org +38-044-289-77-40

Lease Period:

April 1, 2020 – March 31, 2021 with the option to extend for a total duration of up to 5 years up in four one-year increments.

Criteria for Selection:

- location in the center of Kyiv city – within walking distance (no more than 5-7 minutes to metro station Palace of Sport and Lva Tolstoho);
- square footage – no less than 340 sq.m. and up to 400 sq.m.;
- number of rooms – no less 8;
- floor – second and upper;
- availability of elevator and parking places (minimum three).

Cost Bids must be presented according to the following format:

Unit	Square footage	Cost per sq.m.	Total
Monthly Rate			
Additional fees, as appropriate			

Bidders should provide information on the monthly costs of rent (prices to be quoted per square meter), security deposit amount, and terms and conditions on termination, utility costs, and any liabilities to IRI.

Prices must be provided in local currency (UAH) including VAT if applicable (or stated clearly the vendor is not subject to VAT). The Offeror must explicitly agree that the proposed prices are effective for the duration of the contract.

Payments under future Agreement will be made in Ukrainian Hryvnia based on the average monthly exchange rate established by IRI's bank by way of a wire transfer.

IFB Terms and Conditions:

1. IRI may reject any or all bids if such is within IRI's interest.
2. Payment will be made on a monthly basis by way of electronic transfer in UAH.
3. The Bidder's initial bid should contain the Bidder's best offer.
4. Bidders should provide information on the monthly costs of rent (prices to be quoted per square meter), security deposit amount, and terms and conditions on termination, utility costs, and any liabilities to IRI.
5. The Offeror shall indicate payment terms (exchange rate peg, the breakdown of payment, exchange clause).
6. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
7. 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.
8. Bids/proposed contracts must include an early termination clause that provides at least 30 days' notice and full refund of any advance rent payments.
9. A clause applying the security deposit to the payment for the last month's rent should be included in the bid/proposed contract.
10. Bids must include pictures of the exterior and each room of the space.
11. If IRI continues to require the leased property and the price remains reasonable and within market norms, lease agreement may be renewed each year for up to 5 years with 30 days' notice to the landlord. Landlord must establish any price increase for each renewal year in the initial bid.
12. If the Offeror 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 proposals must contain Offeror's Taxpayer Identification Number.
13. 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 Offeror or competitor for the purpose of restricting competition.
14. Offerors agree to disclose as part of the proposal submission:
 - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if an Offeror's mother conducts volunteer trainings for IRI.
 - b. Any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror must state this.
 - c. Any other action that might be interpreted as potential conflict of interest.

Evaluation of Bids:

IRI will conduct a source selection based on the full bid including renewal periods as follows:

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.

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

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications i.e. size) – 20 percent
- b) Compliance with location and other administrative requirements – 40 percent
- d) Price – 40 percent

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror whose proposal is most advantageous to the program.

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 Halyna Saltan, at hsaltan@iri.org with the subject line "EURASIA2020U05o - Kyiv Office Lease Agreement" 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.