

## INVITATION FOR BIDS

<b>Procurement Number:</b>	EURASIA2020U08o
<b>Open Date:</b>	March 18, 2020
<b>Questions Deadline:</b>	March 23, 2020
<b>Closing Deadline:</b>	March 26, 2020
<b>Geographical Area Restrictions:</b>	Region 110,
<b>Point of Contact:</b>	Ganna Velykotska ( <a href="mailto:gvelykotska@iri.org">gvelykotska@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.

For the upcoming election in Ukraine IRI Ukraine will need to host a number of long- and short-term observers in Kyiv as well as to provide conference facilities and catering.

Hotel services may also be needed to hold other IRI Ukraine events of national level.

### Period of Performance:

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.

### Technical Bid:

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

IRI Ukraine is seeking proposals from 4 and 5-star hotels located in the center of Kyiv to identify preferred vendor for ~~lodging and~~ conference services. IRI will not accept bids from Offerors who are not able to provide all of the services required and do not meet technical criteria outlined below:

Hotel location should be convenient and accessible to transfer transportation (car, bus etc.)

### Parking:

- Secured on-site parking services. Complimentary parking strongly preferred.

Upon IRI's requests, in each conference room the Offeror must provide:

- Projectors
- Clickers/projector remote controls
- Flipcharts and markers
- Stage
- Podium
- Notebooks
- Pens
- Bottled water for each event guest
- Refreshments and tissue boxes at each table during events
- Trash bins
- Stationary microphones
- Radio microphones
- Speakers
- Mixer
- High speed internet service for unlimited number of devices
- Booth for simultaneous translation
- Headphones for simultaneous translation

Interpreting:

- Professional simultaneous interpreter from English to Ukrainian/Russian and vice versa

Catering services:

- Buffet coffee break
- Buffet breakfast
- Buffet lunch
- Buffet dinner service

Conference rooms:

- 1 room with capacity maximum for 300 people and possibility to be divided into multiple rooms for 100-200 people
- 2 or more rooms with capacity for 100 people
- 2 or more rooms with capacity for 50 people
- 2 or more rooms with capacity for 20-25 people

All conference rooms must be equipped with air-conditioning and good lighting system.

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 US Dollars excluding VAT due to IRI Ukraine tax exemption status; payments under any resulting contract will be made in this currency. Offeror should clearly state the percentage of prepayment preferred. Post payment, however, is strongly preferred. Offerors shall provide proposals listing a unit cost of each item included in the table below. Should Offeror have any daily package proposals per person for conference services, it is welcomed to provide such in addition to the below table (attached). If Bidder proposes to use Bidder's agreement, IRI termination and payment terms must be incorporated in the proposed agreement.

Unit/Deliverable	Item	Price with VAT, USD	Price without VAT, USD
Conference room with capacity for 300 people	hour		
Conference room with capacity for 300 people	day		
Conference room with capacity for 200 people	hour		
Conference room with capacity for 200 people	day		
Conference room with capacity for 100 people	hour		
Conference room with capacity for 100 people	day		
Conference room with capacity for 50 people	hour		
Conference room with capacity for 50 people	day		
Conference room with capacity for 25 people	hour		
Conference room with capacity for 25 people	day		
Projector	hour		
Projector	day		
Clickers/projector remote controls	hour		
Clickers/projector remote controls	day		
Flipcharts and markers	hour		
Flipcharts and markers	day		
Stage	hour		
Stage	day		
Podium	hour		
Podium	day		
Notebooks	Notebook		
Pen	Pen		
Stationary microphone	hour		
Stationary microphone	day		
Radio microphone	hour		

Radio microphone	day		
Speaker	hour		
Speaker	day		
Mixer	hour		
Mixer	day		
Booth for simultaneous translation	hour		
Booth for simultaneous translation	day		
Headphones for simultaneous translation	hour		
Headphones for simultaneous translation	day		
Simultaneous interpreter	hour		
Simultaneous interpreter	day		
Coffee break per person			
Lunch per person			
Dinner per person			
Reception per person			
Breakfast per person			
Parking per car			
Special daily rate 1: <ul style="list-style-type: none"> <li>• Meeting room</li> <li>• Equipment (screen, projector)</li> <li>• Flipchart with markers</li> <li>• High speed Wi-Fi connection</li> <li>• Pads and pens</li> <li>• Bottled still and sparkling mineral water in the meeting room</li> <li>• 1 Coffee break</li> <li>• 1 Lunch</li> </ul>			
Special daily rate 2: <ul style="list-style-type: none"> <li>• Meeting room</li> <li>• Equipment (screen, projector)</li> </ul>			

<ul style="list-style-type: none"> <li>• Flipchart with markers</li> <li>• High speed Wi-Fi connection</li> <li>• Pads and pens</li> <li>• Bottled still and sparkling mineral water in the meeting room</li> <li>• 2 Coffee breaks</li> <li>• 1 Lunch</li> </ul>			
<p>Special daily rate 3:</p> <ul style="list-style-type: none"> <li>• Meeting room</li> <li>• Equipment (screen, projector)</li> <li>• Flipchart with markers</li> <li>• High speed Wi-Fi connection</li> <li>• Pads and pens</li> <li>• Bottled still and sparkling mineral water in the meeting room</li> <li>• 3 Coffee breaks</li> <li>• 1 Lunch</li> </ul>			
<p>Special daily rate 4:</p> <ul style="list-style-type: none"> <li>• Meeting room</li> <li>• Equipment (screen, projector)</li> <li>• Flipchart with markers</li> <li>• High speed Wi-Fi connection</li> <li>• Pads and pens</li> <li>• Bottled still and sparkling mineral water</li> </ul>			

in the meeting room <ul style="list-style-type: none"> <li>• 2 Coffee breaks</li> <li>• 1 Lunch</li> <li>• 1 Dinner</li> </ul>			
Special daily rate 5: <ul style="list-style-type: none"> <li>• Meeting room</li> <li>• Equipment (screen, projector)</li> <li>• Flipchart with markers</li> <li>• High speed Wi-Fi connection</li> <li>• Pads and pens</li> <li>• Bottled still and sparkling mineral water in the meeting room</li> <li>• 1 Coffee break</li> <li>• 1 Lunch</li> <li>• 1 Dinner</li> </ul>			

**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. 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.
  10. Proposals should contain at least 10 color photos of the facilities.
  11. If the Offeror would like to use a contract other than IRI's contract, proposals should contain the proposed contract template.
  12. All proposals must be in English using Word or PDF format.

#### **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) – **50 percent**
  - Central location and accessibility for transfers
  - Amenities and facilities
- b) Compliance with security and other administrative requirements – **20 percent**

- Contractual terms and conditions (VAT exemption, 50/70 percent pre-payment etc.)
- c) 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 Ganna Velykotska, at [gvelykotska@iri.org](mailto:gvelykotska@iri.org) with the subject line “EURASIA2020U08o IFB” 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.