

INVITATION FOR BIDS

Procurement Number:	EURASIA2020U14o
Open Date:	April 21, 2020
Questions Deadline:	April 24, 2020
Closing Deadline:	April 29, 2020
Geographical Area Restrictions:	110
Point of Contact:	Halyna Saltan (HSaltan@iri.org) +38-044-289-77-40

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 staff regularly conduct programming activities throughout Ukraine and are in need of regular travel bookings for transportation and lodging, to be within IRI per diem rates. IRI Ukraine is looking to contract a travel company for the purchasing of bus, railway and airline tickets, as well as assisting in visa and health insurance preparation process.

Period of Performance:

May 1, 2020 – April 30, 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:

The Contractor shall provide corporate travel services for official domestic travel of IRI-Ukraine. The corporate travel services that the Contractor shall provide include: ·

- Travel reservations, issuance and delivery of tickets for air or ground transportation (bus, train), with advance seat assignments; ·
- All applicable taxes and fees should be clearly outlined; ·
- Assistance in obtaining visas, and health insurance for abroad trips;
- Detailed travelers' itineraries and confirmation numbers · Management information and billing reports derived from the booking database;
- Reconciliation of travel charges incurred;
- Information pamphlets for IRI Ukraine travelers who use the contract;
- A dedicated point of contact for all reservations, including necessary changes.

The Contractor shall comply with mandatory Ukrainian regulations for air travel in part concerning tickets reservation and buying. With the exception of the constraints of such guidelines, the Contractor shall book the lowest available fare that satisfies IRI Ukraine travel policy.

Contract fares shall not be used for any personal travel, including those instances where portions of personal travel are substituted for a leg of an officially authorized trip. However, it should be noted that any restricted fare, which provides for a monetary penalty for itinerary changes or flight cancellations shall not be used without the written consent of IRI – Ukraine.

The Contractor shall provide IRI- Ukraine with the reservation and ticketing services which industry practice normally accords corporate or private travelers, to include new and improved reservation and ticketing technologies. These shall include a 24-hour phone number available to travelers to perform emergency itinerary changes and emergency services outside regular business hours.

The Offeror shall state the amount of time needed as advanced notice before any of above services can be submitted and confirmed. Offeror should provide minimum two recommendation letters.

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. Bids should include clearly outlined prices for cancellations, no-shows, force majeure and refunds. If there are any additional fees not reflected in the table below, such pricing must be fully described in the bid. Bidders are free to include prices for additional services, but please clearly separate these from the services specifically desired. Bids must be submitted in UAH; payments under any resulting contract will be made in this currency.

Service	Unit	Price, UAH/percentage
Train tickets	Price per purchase of ticket	
Airline tickets	Price per purchase of domestic ticket	
Bus tickets	Price per purchase of a ticket	
Health insurance for abroad trips	Price per person	

Entry visa support	Price per person	
Urgent visa support	Price per person	

In case IRI Ukraine may need any other related services, the price should be negotiated due to market value price at the time. Prices should be provided in UAH. Payments will be made in UAH only via bank transfer.

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. Please specify if bidder guarantees the prices throughout the period of performance including option periods (write this explicitly in your application).
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. Format all proposals on official letterhead in English, with a clear point of contact for additional questions. Please use Times New Roman, 11. Page limit, font, font size, attachment requirements, graphics, etc. point font, and include a list of any attachments; clearly label all attachments.
10. Proposals should not exceed 10 pages, including two reference letters (recommendations) from bidders’ clients who can speak to the bidder’s recent work.
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. Bidders must have at least three years' experience in tourist market.
13. Bidders should state how much time is required in advance to book or schedule travel.

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) – 20 percent
 - Need of advance notice before services can be rendered
- b) Past performance and experience in performing similar projects – 40 percent
 - Recommendations
- c) 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 Halyna Saltan, at HSaltan@iri.org with the subject line "EURASIA2020U14o 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.