

INVITATION FOR BIDS – LTO APARTMENTS LEASES

Procurement Number:	EURASIA2020U22o – LTO Apartments Lease Agreements
Open Date:	August 11, 2020
Questions Deadline:	August 14, 2020
Closing Deadline:	August 17, 2020
Point of Contact:	Halyna Saltan, Finance and Administrative Assistant hsaltan@iri.org +38-044-289-77-40

Lease Period:

August 24, 2020 – November 25, 2020 for Kyiv

September 17, 2020 – November 16, 2020 for Mykolaiv, Dnipro, Slavyansk, Odesa, Kherson and Kharkiv

Criteria for Selection:

IRI is in need of eight (8) total apartments [*two (2) one-bedroom apartments in Kyiv and six (6) two-bedroom apartments in total for two residents per apartment in the following cities: one two-bedroom in Mykolaiv, one two-bedroom in Dnipro, one two-bedroom in Slavyansk, one two-bedroom in Odesa, one two-bedroom in Kherson and one two-bedroom in Kharkiv*].

- Applicants can apply to provide all eight apartments, some apartments or only one apartment
- Apartments are preferred to have the following:
 - o central location within or as close to 5km of the city center (e.g. city council building)
 - o Internet and wi-fi connection already setup and operational
 - o Square footage – no less than 33 sq. m.
 - o Kyiv: number of rooms – no less than 1 bedroom and 1 separate kitchen
 - o Other cities: 2 bedrooms and 1 separate kitchen per apartment
 - o Floor – second and upper
 - o Availability of elevator preferred
 - o Landlord should be in possession of registration documents, as an entrepreneur.
 - o Fully equipped with home appliances in working condition
 - Washing machine available
 - All the necessary utensils and dishes in the kitchen
 - Linens provided
 - Clothes – washer, dryer also preferred

- Stove
- Sink
- Refrigerator
- Hot and cold running water
 - In kitchen and in bathroom
- Fully equipped bathroom and toilette
 - Running water
 - Shower
 - Sink
 - Bathtub highly preferred

Cost Bids must be presented according to the following format:

City	Number of units	Unit	Per month, UAH
		Monthly Rate*	

**Monthly rate cost should include rent fee, utilities, etc. (note that cleaning services will not be required).*

Bidders should provide information on the monthly costs of rent, security deposit amount, and terms and conditions on termination, utility costs, and any liabilities to IRI. Bidders should also provide photos of each room, from multiple angles if needed, to show that all required equipment and amenities are in place. IRI highly encourages also providing a floorplan of the apartment.

Bidders should indicate for which city they are applying and list the different housing options provided in each city. Bidders can send in applications starting from one apartment in one city, IRI will also accept bids that provide apartments in all the above-mentioned cities.

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.

If the apartment is offered by real estate agency, then the amount of agency fee shall be specified clearly.

Payments under future Agreement will be made in Ukrainian Hryvnia by wire transfer to the account of vendor.

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 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.
12. 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.
13. 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.
14. Offerors shall provide a copy of legal registration documents (for organizations) or one form of legal ID (individuals). An English translation should be attached if necessary.

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) Location- 30 percent
- b) Conditions of the living space and furnishing - 40 percent
- c) Price – 30 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 "EURASIA2020U22o - LTO Apartments 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.