

## INVITATION FOR BIDS

<b>Procurement Number:</b>	AFRICA2020SUDAN5o
<b>Open Date:</b>	August 1, 2020
<b>Questions Deadline:</b>	August 07, 2020
<b>Closing Deadline:</b>	September 30, 2020
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Katy Sheridan; <a href="mailto:ksheridan@iri.org">ksheridan@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.

IRI Sudan is seeking bids from 4 and 5-star hotels located in the center of Khartoum to identify three preferred vendors for lodging and conference services.

### Period of Performance:

From date of Signature through December 31, 2020 with the option to extend for a total duration of up to 4 years up in three one-year increments.

### Statement of Work:

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

Bidders must provide the following level of security:

- Metal detector at the entrance 24/7/365
- Vehicle security check 24/7/365
- Ability to increase level of security per IRI's request. Complimentary service preferred

Accessibility:

- Access for individuals with disabilities for all sites and amenities not including pools and fitness rooms

Parking:

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

Each guest room must have:

- Bathroom amenities
- Individually controlled climate control and air-conditioning
- Toiletries (shampoo, shower gel, lotion, conditioner, slippers, soap, shower cap per request, toothbrush and toothpaste preferred)

- In room safe
- Iron & ironing board on request
- Multi-line telephone
- High speed wifi internet available for multiple devices, preferably complimentary
- Daily cleaning service
- Individually controlled climate control and air-conditioning

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 until December 31, 2020
- 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
- Other terms and condition outlined in the enclosed agreement template. If the Offeror proposes to use Offeror's agreement, IRI termination and payment terms must be incorporated in the proposed agreement.

**Services:**

Lodging:

- Minimum 50 room occupancy with single occupancy
- Minimum 25 room occupancy with double occupancy
- Late check-in
- Early check-out

Upon IRI's requests, each conference room rate must provide:

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

Catering services:

- Buffet coffee break
- Buffet breakfast
- Buffet lunch
- Buffet service must be provided with one line per 50 people
- Buffet dinner service

Conference rooms:

- 1 room with capacity for 300 people.
- 1 room with capacity for 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 25 people

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

Bidders agree to accommodate IRI’s request to view the lodging and conference facilities in person. IRI favors Bidders willing to provide food samples.

For catering services, Bidders that provide multiple menu options must list cost per person for each available menu.

**Technical Bid:**

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

Hotel address, point of contact, submission of the bidder’s current cancellation policy, submission of the bidders’ current deposit policy, and a Microsoft Word copy of the bidder’s contract template, if applicable.

Applications must use Times New Roman, 12-point font. Proposals should be no longer than twenty (20) pages, with 1.0 line spacing. Any proposals that exceed the page requirement will not be considered.

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 USD; payments under any resulting contract will be made in this currency.

<b>Unit/Deliverable</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Amount in USD</b>
1-10 Single room daily rate			
1-10 double room daily rate			
11-25 single room daily rate			
11-25 double room daily rate			

26-50 single room daily rate			
26-50 double room daily rate			
51- full hotel capacity Single room daily rate			
51-full capacity Double room daily rate			
Buffet Coffee Break (per person)			
Buffet Breakfast (per person)			
Buffet Lunch (per person)			
Buffet Dinner (per person)			
Early check-in fees (if applicable)			
Conference room with capacity for 300 people			
Conference room with capacity for 200 people			
Conference room with capacity for 100 people			
Conference room with capacity for 50 people			
Conference room with capacity for 25 people			
Projector rental			
Flipchart			
Podium rental			
Notebook			
Pen			
Speaker rental			
Microphone rental			

Stationery			
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**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.

**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) Complimentary Services (wifi, water, tea, flipcharts, etc.) – 25 percent
  - b) Ability to provide the security services as outlined in the Scope of Work –40 percent
  - c) Location in relation to airports and public transport – 15 percent
  - d) Price – 20 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 Katy Sheridan; [ksheridan@iri.org](mailto:ksheridan@iri.org) with the subject line “AFRICA2020SUDAN5o” 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.