

REQUEST FOR PROPOSALS

| | |
|--|--|
| Procurement Number: | MENA2021MOR04o |
| Open Date: | January 13, 2022 |
| Questions Deadline: | January 21, 2022 |
| Closing Deadline: | March 10, 2022 |
| Geographical Area Restrictions: | N/A |
| Point of Contact: | El-Mahdi Bakkari, ebakkari@iri.org |

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 seeks bids from 3 to 5-star hotels in Agadir and Taghazout for lodging, conference and catering services. IRI will select two contractors in Agadir and one in Taghazout based on the cost effectiveness of the components requested, quality of services offered, variety of services offered and compliance with the RFP's instructions. Through mutual agreement, there may be an option to extend the contract period as long as vendors are able to maintain the same prices, and the service costs remain within the local market norms.

Period of Performance

One year from date of signature, with option to extend for up to three years by two 1-year increments

Statement of Work

IRI seeks bids from 3 to 5-star hotels in Agadir and Taghazout for lodging, conference and catering services. IRI will select two contractors in Agadir and one in Taghazout based on the cost effectiveness of the components requested, quality of services offered, variety of services offered and compliance with the RFP's instructions. Through mutual agreement, there may be an option to extend the contract period as long as vendors are able to maintain the same prices, and the service costs remain within the local market norms. Interested bidders must present the technical bids outlining the following information:

Meeting Rooms/Event Spaces

Offerors must have at least three (3) meeting rooms that can accommodate up to 30 people **AND** at least one (1) plenary/conference room that can accommodate up to 100 people.

All meeting rooms must be equipped with air-conditioning.

Upon IRI's requests, each meeting room rate **must** provide the following equipment:

- Projectors with HDMI and VGA cables
- Clickers/projector remote controls
- Podium
- Notebooks, pens, flipcharts and markers
- Bottled water for each event guest
- High speed internet service for unlimited number of devices
- Personal Protective Equipment (masks and hand sanitizer)
- Meeting room staff available for the duration of the event

In addition to the requirements listed above, the large plenary/conference room must provide:

- Stage
- Stationary microphones
- Radio microphones
- Speakers
- AV technician present for the duration of the event

Lodging Services

The Offeror must be able to provide the following lodging services during IRI scheduled events.

- Minimum 25 rooms with single occupancy.

Catering Services

The Offeror must be able to provide the following catering services that are available upon request during IRI scheduled use of the meeting rooms and conference/plenary room

- Private buffet coffee break
- Private buffet lunch
- Private buffet dinner

Security

Bidders must be able to provide the following level of security:

- The hotel should be able to provide a doctor in case of emergency
- Constant front desk monitoring of entry into hotel and internal security personnel
- Metal detector at the entrance 24/7/365

Accessibility

Bidders must be able to provide access for individuals with disabilities.

COVID-19 Measures

Bidders must be able to follow the following health and hygiene measures:

- The hotel should be regulated and sanitized
- The hotel follows the COVID-19 measures set by the Government of Morocco
- The hotel takes extra health and hygiene measures to ensure that the customers safety is their priority

Parking

- Complimentary, secured on-site parking.

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 throughout the length of the contract (up to five years)
- 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.

Bidders agree to accommodate IRI's request to view the lodging and conference facilities in person.

Packages

IRI is looking for Offerors who can supply up to three meeting rooms and one conference/plenary room for half-day, single day and multi-day events. In addition, IRI is also looking for Offerors who can supply at minimum 25 single-occupancy rooms. In addition to the desired packages, IRI requests that Offerors can provide a combination of coffee breaks, breakfast, lunch and dinner during the activity's duration and upon prior notice before the event. **Examples of desired packages can be found in the Price Application Requirements.**

Preference will be given if catering packages offer volume discounts for combinations of coffee breaks and meals.

Bidders shall provide proposals listing a unit cost of each item included in the table below. The number of units is the maximum number of units available at the time of the bid submission. For catering services, Bidders that provide multiple menu options must list cost per person for each available menu. For packages that include lodging, please keep lodging packages separate from conference spaces, as IRI will require the Offeror to submit

separate invoices for conference spaces (equipment and coffee break included) and lodging.

Prices provided must include any applicable service charges and/or gratuity at the discretion of the vendor. **Any additional pricing/charges that is/are not included in the chart above should be mentioned in the bid.** This may include, but is not limited to, pricing for additional services, deposits, cancellation policy, VAT and stamp fees, etc. No reimbursements will be allowed. Contracts awarded under this solicitation will be in Moroccan Dirhams (MAD).

Technical Proposals

Bids shall not exceed 10 pages, 12-point font and must contain:

- Company's background, including any detailed experience hosting international and/or national conferences and online reviews
- Full description of meeting spaces available, including how they may be configured, preferably with photos or links to a website with photos
- Complete Price Application Requirements table that outlines individual prices for requested items and packages
 - In your application, please state your agreement to provide IRI with estimates for the requested services before the start of the event.
- Contact information for at least three references (preferably to other NGOs) to whom the Offeror provided services in the past 12 months. IRI reserves the right to contact the references
- Please provide copies of the following legal and financial documents:
 - Government-issued identification for the hotel manager(s)
 - Moroccan-issued legal registration for the hotel
 - Bank account information

1. Please also note that the selected Offerors will be vetted.

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder's 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. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in Moroccan Dirhams (MAD), payments under any resulting contract will be made in this currency.

| Services | Unit | Events for up to 30 people: Price per unit with taxes and service charges in MAD | Events for up to 100 people: Price per unit with taxes and service charges in MAD |
|---|-----------------|--|--|
| Meeting room and equipment | Half day | | |
| | Full day | | |
| Conference/plenary room and equipment | Half day | | |
| | Full day | | |
| Coffee break | Per person | | |
| Lodging (single occupancy room) | Per person/day | | |
| Lodging and breakfast | Per person/day | | |
| Lodging plus breakfast plus dinner | Per person/day | | |
| Private buffet lunch (as part of a conference) | Per person | | |
| Lunch in a public restaurant in the hotel | Per person | | |
| Private buffet dinner (as part of a conference) | Per person | | |
| Dinner in a public restaurant in the hotel | Per person | | |
| Private coffee break (as part of a conference) | Per person | | |
| Packages | Unit | Events for up to 30 people: Price per unit with taxes and service charges in MAD | Events for up to 100 people: Price per unit with taxes and service charges in MAD |
| <i>Meeting Package A - One coffee break</i> | <i>Half day</i> | | |

| | | | |
|--|-----------------|--|--|
| - <i>Three meeting rooms</i> - <i>One conference/plenary room</i> - <i>Equipment</i> | <i>Full day</i> | | |
| <i>Meeting Package B</i> - <i>One coffee break</i> - <i>One meeting room</i> - <i>Equipment</i> | <i>Half day</i> | | |
| | <i>Full day</i> | | |
| <i>Meeting Package C</i> - <i>Two coffee breaks</i> - <i>Two meeting rooms</i> - <i>One conference/plenary room</i> - <i>Equipment</i> | <i>Half day</i> | | |
| | <i>Full day</i> | | |

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 proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. 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 is 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 proposal 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 proposal 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:

Best Value based on the following evaluation factors:

| Evaluation Factor | Score |
|--|-------|
| <p>Quality of Service</p> <ul style="list-style-type: none"> - Ratings and/or reviews that can be easily obtained on the company’s website, social media page, and provided references - Two to three references from organizations that held similar events at the hotel with similar services | 40 |
| <p>Compliance with security and other administrative requirements</p> <ul style="list-style-type: none"> - Two to three references from organizations that held similar events at the hotel that can speak to the consistency of security and administrative requirements, as stated in the Scope of Work | 10 |
| <p>Location</p> <ul style="list-style-type: none"> - Agadir <ul style="list-style-type: none"> o Accessible to Near public transportation, o Near the Corniche and/or tourist areas o Two to three references can speak to the hotel’s location - Taghazout <ul style="list-style-type: none"> o Accessible to public transportation, o Near tourist areas o Two to three references that can speak to the hotel’s location | 30 |
| <p>Price</p> <ul style="list-style-type: none"> - Prices must be competitive as compared to local pricing of similar hotels. | 20 |
| <p>Total</p> | 100 |

IRI intends to evaluate Bidders’ proposals 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 El-Mahdi Bakkari, ebakkari@iri.org with the subject line “RFP MENA2021MOR04o” by the deadline listed above.

RFP Terms and Conditions

1. Prospective Bidders are requested to review clauses incorporated by reference in the section “Notice Listing Contract Clauses Incorporated by Reference”.
2. IRI may reject any or all proposals if such is within IRI’s interest.

3. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents, may be requested during and for up to three years after the end of the contract period.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror 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.
11. 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 Bidder or competitor for the purpose of restricting competition.
12. 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.
13. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
 - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of

Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

14. Bidders agree to disclose as part of the proposal submission:

- 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.
- Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
- Any other action that might be interpreted as potential conflict of interest.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate 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 applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor." Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

IRI Obligations

Issuance of this RFP 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 proposal or quotation.

Required Certifications

The following certificates need to be signed by all Bidders. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Authorized Individuals
- Certification Regarding Lobbying

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C."

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____

Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

| Name | Title | Telephone | Email |
|------|-------|-----------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____

EXPERT RATE INFORMATION

| | | | |
|----------------------------|----------------|-------|--------|
| Name (Last, First, Middle) | Proposed Rate: | Daily | Hourly |
|----------------------------|----------------|-------|--------|

Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.

EMPLOYMENT HISTORY - SALARY

| POSITION TITLE | EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE # | Employment Period (M/D/Y) | | Annual Salary ¹ U.S. Dollars |
|----------------|---|---------------------------|----|--|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |

SPECIFIC EXPERT SERVICES

| SERVICES PERFORMED/TITLE | CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE # | Service Period (M/D/Y) | | Units at Rate | Daily/Hourly Rate ² In U.S. Dollars |
|--------------------------|--|------------------------|----|------------------|--|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

¹ Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

² A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.