

INVITATION FOR BIDS

Procurement Number:	MENA2023MOR02o
Open Date:	June 30, 2023
Questions Deadline:	July 25, 2023
Closing Deadline:	July 30, 2023
Geographical Area Restrictions:	937
Point of Contact:	Karrakchou, ykarrakchou@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, Taghazout, or Tetouan for lodging, conference, and catering services. IRI will select contractors in Agadir/Taghazout and in Tetouan/Tangier based on the cost effectiveness of the components requested, quality of services offered, variety of services offered and compliance with the IFB'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. with the option to extend for a total duration of up to 3 years up in four one-year increments.

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

Services:

Lodging:

- Minimum 25 single occupancy rooms
- 25 double occupancy rooms
- Late check-in
- Early check-out

Each guest room must have:

- Individually controlled climate control and air-conditioning
- Bathroom amenities
- 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
- Refrigerator emptied per IRI's request unless mini bar is complimentary.
- Satellite Television
- High speed Wi-Fi internet available for multiple devices, preferably complimentary
- Complimentary water
- Daily cleaning service

Conference rooms:

Offerors must have at least three or more configurable and temperature-controlled conference spaces that accommodate a range of event sizes, illustratively:

- Up to 30 people
- 31-50 people
- 50-100 people

Minimum Requirement: at least three meeting rooms for up to 30 people and one conference/plenary room for up to 100 people.

Upon IRI's requests, each conference room should include:

- 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 boxes at each table during events
- Stationary microphones
- Radio microphones
- Speakers
- Mixer
- High speed internet service for unlimited number of devices

Bids should outline whether the items above are included in the pricing or separate.

Catering services:

- Buffet coffee break (coffee, tea, juice, water and cookies)
- Buffet breakfast
- Private Buffet lunch
- Private Buffet dinner service

- Set Menu Lunch / Dinner
- Water bottles (unit cost)

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

Security:

Bidders should 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.

Additional contract terms and conditions:

- Offeror must agree to use translation and AV equipment provided by a third party.
- 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 orders placed by IRI upon satisfactory completion of each order.
- Other terms and conditions 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.

Cancellation Policy

The following policies will be included in all contracts with IRI.

“Penalty to IRI will be waived for last minute reduction in size of the group by 10% or for any guest unable to arrive at the last minute due to medical emergencies, any visa problems or other extenuating circumstances, such as sickness or death in the family, et cetera.

Financial penalties to IRI will be waived for a last-minute cancellation or postponement due to force majeure circumstances such as civil disorder/strife; airlines/transportation strike; wars, etc.; terrorists threats or actions; acts of God - such as weather, sandstorm and/or natural disaster; and other unavoidable circumstances that require the cancellation or postponement of the activities in the city or cities where the hotel or hotels is/are located.”

The Offeror must specify their deposit and cancellation policy within the bid. Otherwise, IRI will assume that deposits do not apply, and cancellations can be made at any time without penalty.

Technical Bid:

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

- Registered organization
- Accepts payment via wire transfer or check.
- Can accommodate at least three meeting rooms for up to 30 people and one conference/plenary room for up to 100 people.
- Can provide at minimum 25 single occupancy rooms.
- Provided copy of banking information.
- Company is legally registered to do business in Morocco.

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

Service/Deliverable	Number of available rooms	Price per day (MAD)
Conference room/event space (up to 30 people)		
Conference room/event space (31-50 people)		
Conference room/event space (51-100 people)		
<i>If rooms have a different capacities then detailed above, please modify or add lines as needed. Pricing should be inclusive of conference services (i.e. flip charts, notebooks and podiums). If services/items are provided at a separate cost, bids should list pricing as a separate line item.</i>		
Service/Deliverable	Unit	Price (MAD)
Coffee Break Buffet	Per person/ break	
Buffet Breakfast	Per person/day	
Private Buffet Lunch (as part of conference)	Per person/day	
Buffet Dinner (as part of conference)	Per person/day	
Set Menu Lunch	Per person/day	
Set Menu Dinner	Per person/day	
Bottle of Water	Per unit	
<i>If other catering options are available, please add lines</i>		
Service/Deliverable	Unit	Price (MAD)

Lodging (single occupancy room)	Per person/day	
Lodging and breakfast	Per person/day	
Lodging plus breakfast plus dinner	Per person/day	

If other meeting packages are available, please add lines.

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 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. 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.
8. 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:

Best Value IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

Price	
<i>Prices must be competitive as compared to local pricing of similar hotels.</i>	<i>30</i>
Location	
<ul style="list-style-type: none"> • <i>Accessible to public transportation</i> • <i>Near tourist areas</i> 	<i>30</i>
Availability of conference and catering services	
<i>Evaluation of available conference rooms and services</i>	<i>20</i>
<i>Evaluation of available catering services</i>	<i>20</i>
Total	100

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.
- 6.

Submission Instructions:

Bids must be submitted via email to POC, at [Karrakchou, ykarrakchou@iri.org](mailto:Karrakchou.ykarrakchou@iri.org) . by the deadline listed above.

IRI Obligations

Issuance of this IFB does not constitute and 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.