



International Foundation for Electoral Systems

Date: **October 11, 2018**

Ref.: **RFQ-19-004**

Subject: Request for Quotations for Lodging Services in Baghdad, Iraq

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Baghdad, Iraq. IFES reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, we advance good governance and democratic rights by providing technical assistance to election officials, empowering the underrepresented to participate in the political process and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF SERVICES

In support of the Iraqi Provincial Elections program, IFES will be deploying 2 long-term international personnel to Baghdad, Iraq for a period of one year. IFES also anticipates deploying 3 to 5 short-term international consultants over that same period. IFES is seeking a company to provide secure lodging for its international staff and consultants as below:

In your quotes, please provide pricing for lodging services as described in the below tables with any applicable taxes or fees listed in a separate line item(s).

1. Provide secure living accommodations for two international program personnel including full life-support in the International Zone in Baghdad; must provide at a minimum:

- 24/7 static guard security
 - Single room suites with ensuite bathroom
 - Wireless internet access
 - Office desk and chair
 - Refrigerator
 - Back-up power generator
 - 3 x meals per day
 - Daily drinking water
 - Gym/ fitness center
- Laundry service (paid by the guest)

Pricing for long-term accommodations

	Services	Unit	Unit Cost (USD) Per-Month*
1	Single room - Price must include all the required amenities/services listed above	Per room	
2	Taxes/Fees	%	

*If the room was occupied for part of the month, IFES will only pay the prorated rate for actual number of nights based on 30-days/month.

2. Provide secure office accommodation in the International Zone in Baghdad for four (4) staff and one (1) short-term consultant; must provide at a minimum:
 - 24/7 static guard security
 - Bathroom
 - Wireless internet access
 - Office desk and chair for four (4) staff and one (1) short-term consultant
 - Refrigerator
 - Daily drinking water
 - Back-up power generator

Pricing for Secure Office accommodations

	Services	Descriptions	Unit Cost (USD) Per-Month*
1	Secure Office		
2	Taxes/Fees		

*If the room was occupied for part of the month, IFES will only pay the prorated rate for actual number of days based on 30-days/month.

3. Provide secure living accommodations for all short-term international consultants and home office personnel during their short-term stays including full life-support in the International Zone in Baghdad; must provide at a minimum:
 - 24/7 static guard security
 - Single room / Double room suites with ensuite bathroom
 - Wireless internet access

- Office desk and chair
- Refrigerator
- UPS or back-up power
- 3 x meals per day
- Daily drinking water
- Gym/ fitness center
- Laundry service (paid by the guest)

Pricing for short-term accommodations

	Services	Unit	Unit Cost (USD) Per-Day
1.	Double room – with breakfast	Per room	
2.	Single room – with breakfast	Per room	
3.	Breakfast – Please provide menu options	Per Person	
4.	Lunch – Please provide menu options	Per Person	
5.	Dinner – Please provide menu options	Per Person	
6.	Taxes/Fees	%	

Notes:

- Include reservation, no-show and cancellation policy for lodging.
- Bidders need to state check-in and check-out times and the availability of late check-out and early check-in. Bidders also need to specify associated costs, if any.

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor’s history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor’s offer being removed from consideration.
4. A brief outline of the company, including:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed services on unit price basis.
7. Contain detailed cost in USD, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.

8. Detailed description of past experiences providing similar services to international NGOs.
9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
10. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.
11. All Responses shall be in the English language and submitted via email.

EVALUATION

IFES will evaluate bids based on the following criteria:

- 1. Price: 40%**
The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.
- 2. Technical Proposal 30%**
The offer must meet the technical requirements as described above. The offer should outline a comprehensive solution, including the extent to which it provides effective solutions for the services required.
- 3. Past Performance and References 30%**
IFES will consider vendor’s experience in the implementation of similar work in the past. IFES will also consider vendor’s experience working with international organizations and contact provided references. Finally, vendors must have existing presence operating in Iraq.

Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	October 11, 2018
Questions Due	October 16, 2018 (by 4:00 PM Local Baghdad Time)
Answers from IFES	October 18, 2018
RFQ Closes – Responses Due	October 25, 2018 (by 4:00 PM Local Baghdad Time)

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Mr. Najeebullah Yousef at nyousef@ifes.org and Mr. Ragheed Al Ameen at ralameen@ifes.org. All communication and quotes must reference “RFQ-19-004”; and include the RFQ subject i.e. **Lodging Services in Baghdad, Iraq** in the subject line.

Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notices.

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for entire period of contract (12 months).
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts or activities, please contact IFES' Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.