

INVITATION FOR BIDS

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| Procurement Number: | EURASIA2024K03o |
| Open Date: | June 10, 2024 |
| Questions Deadline: | June 17, 2024 |
| Closing Deadline: | June 24, 2024 |
| Geographical Area Restrictions: | 611 |
| Point of Contact: | Iazilia Khusnutdinova, ikhusnutdinova@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 has worked in the Kyrgyz Republic since 2004 with the overarching objective of supporting the development of political parties interested in strategic development.

IRI Kyrgyzstan office, located in Bishkek, conducts a variety of events to which IRI brings up to 50 participants from the regions. IRI Kyrgyzstan requires travel company(ies) that can provide travel services (air tickets) for IRI staff, activities participants, and official delegations. Through this solicitation, IRI Kyrgyzstan is seeking proposals from travel companies located in Bishkek to identify preferred vendors for long-term cooperation.

Period of Performance:

Date of signature – September 30, 2024, with option to extend through September 30, 2027 in one-year increments.

Technical Bid:

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

The Contractor/s shall provide corporate travel services for official domestic travel services as well as flights to Kazakhstan. The domestic air travel services flights to Kazakhstan that the Contractor/s provide should include:

Air travel booking services:

- Travel reservations, issuance of tickets for air transportation; ·
- All applicable taxes and fees should be clearly outlined; ·

*** The bidder/s must possess the ability and resources to be able to reconfirm and/or rebook tickets due to unforeseen circumstances, or in the event of flight delays and/or cancellation during regular business hours. Bidders must explain how they handle cancellations and required rebooking.*

For air travel services:

- Price quotes as per the table below;

Scope of Work:

- Provide travel services as requested by IRI office
- Payment will include all costs
- Offer quick online flights search, booking and redemption.
- Allow exchange and/or refund airline tickets.

Interested bidders must present the technical bids outlining an ability to fulfil the tasks listed above.

Attachment and Formatting:

- The documents should be submitted in Word in Russian and/or in English.
- Bidders must include their (company) registration (copy).
- Bidders must confirm that they will be able to submit an electronic invoice (or substitute document) in accordance with the rules of the Tax Code of the Kyrgyz Republic.
- If the Offeror would like to use other than IRI's contract template, proposals should contain the proposed contract template.

Bidder must meet the following Technical criteria:

- Quick flight search online, booking and redemption
- Two years previous experience providing similar services in Kyrgyzstan and Kazakhstan
- Certification of State Registration
- Ability to submit an electronic invoice (or substitute document)

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.

For any agreements resulting from this solicitation, IRI Kyrgyzstan will pay only upon receipt and acceptance of services (no advance payments). Further, IRI Kyrgyzstan will not pay for additional services not requested by an IRI Kyrgyzstan representative.

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

| Unit | Price, KGS (Price per purchase of a ticket) |
|-------------------------|--|
| Service fee for booking | |

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. By applying to this IFB, 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](#)).
10. 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 Offeror whose proposal is fully responsive to the requirements of this RFP, and whose overall price is the lowest.
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 Iazilia Khusnutdinova at ikhusnutdinova@iri.org with the subject line "EURASIA2024K03o" 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.