

INVITATION FOR BIDS

Procurement Number:	LAC2024HN01o
Open Date:	March 14, 2024
Questions Deadline:	March 16, 2024
Closing Deadline:	March 20, 2024
Geographical Area Restrictions:	N/A
Point of Contact:	Sarai Valladares (svalladares@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 Honduras seeks to identify needed vendors for transportation services in Honduras. On an as-needed basis, the selected vendor(s) will be responsible for safely and efficiently transporting IRI staff and participants in all regions of Honduras.

Period of Performance:

Date of signature – March 8, 2025 with the option to extend for a total duration of up to 5 years up in four one-year increments.

Eligibility:

- Contractor is registered in Honduras.
- Vehicles are in sound and safe condition and free of known faults or defects which would affect their operation under normal use.

Technical Bid:

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

Contractors will provide IRI the following services.

1. Driver must agree to IRI's code of ethics.
2. Transportation as need needed as described below:

Per day:

- Transportation services in Sedan, SUV 4x4, SUV (5-7 people), or Van (7-11 people) vehicle inclusive of gas and driver within San Pedro Sula.

- Transportation services in Sedan, SUV 4x4, SUV (5-7 people), or Van (7-11 people) vehicle inclusive of gas and driver within Tegucigalpa.
- Transportation services in Sedan, SUV 4x4, SUV (5-7 people), or Van (7-11 people) vehicles inclusive of gas and driver within different departments of the country.

Per hour:

- Transportation services in Sedan, SUV 4x4, SUV (5-7 people), or Van (7-11 people) vehicle inclusive of gas and driver within San Pedro Sula.
- Transportation services in Sedan, SUV 4x4, SUV (5-7 people), or Van (7-11 people) vehicle inclusive of gas and driver within Tegucigalpa.

Per trip:

- Transportation services in in Sedan, SUV 4x4, SUV (5-7 people), or Van (7-11 people) vehicle inclusive of gas and driver from/to airport.
- Assuming the trip starts and ends within a shift, no additional charge will be made of IRI as the trip will be deemed within the terms of the contract.
- Full maintenance of vehicles is under the care of the drivers.
- Vehicle and passenger insurance will be kept at all times by the contractor.
- Contractor is responsible for all local taxes.
- Contractor is responsible for any parking charges.
- Contractor guarantees that all drivers have valid license ID and any needed documentation up to date.

Conditions:

- Contractors must be responsible for any maintenance, insurance, fuel and parking costs for each vehicle.
- All vehicles should be in good condition: cleanliness, heating, air conditioning, maintenance etc.
- Have a capacity to provide service to IRI within 48-hour notice.
- Have the capacity to provide services outlined in the deliverables table.

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.

If your company does not have any of the services described below, please leave blank.

Services	Unit	Rate
Price per sedan vehicle (including gas and driver) per day within San Pedro Sula.	Per day	
Price per SUV 4x4 vehicle (including gas and driver) per day within San Pedro Sula.	Per day	
Price per SUV for 5-7 people (including gas and driver) per day within San Pedro Sula.	Per day	
Price per van for 7-11 people (including gas and driver) per day within San Pedro Sula.	Per day	
Price per sedan vehicle (including gas and driver) per day within Tegucigalpa.	Per day	
Price per vehicle 4x4 (including gas and driver) per day within Tegucigalpa.	Per day	
Price per SUV vehicle for 5 -7 people (including gas and driver) per day within Tegucigalpa.	Per day	
Price per van for 7-11 people (including gas and driver) per day within Tegucigalpa.	Per day	
Price per sedan vehicle (including gas and driver) per day within different departments of the country.	Per day	
Price per vehicle 4x4 (including gas and driver) per day within different departments of the country.	Per day	
Price per SUV vehicle for 5-7 people (including gas and driver) per day within different departments of the country.	Per day	
Price per Van type vehicle for 7-11 people (including gas and driver) per day within different departments of the country.	Per day	
Price per sedan vehicle (including gas and driver) per single transfer from/to the airport.	Per trip	
Price per vehicle 4x4 SUV (including gas and driver) for a single transfer from/to the airport.	Per trip	
Price per SUV for 5 -7 people (including gas and driver) for a single transfer to/from the airport.	Per trip	
Price per van for 7-11 people (including gas and driver) for a single transfer to/from the airport.	Per trip	
SERVICES AVAILABLE PER HOUR (SERVICES PREFERRED BUT NOT REQUIRED)		
Price per Sedan vehicle (including gas and driver) per hour within San Pedro Sula.	Per hour	

Price per vehicle 4x4 (including gas and driver) per hour within San Pedro Sula.	Per hour	
Price per SUV vehicle for 5 -7 people (including gas and driver) per hour within San Pedro Sula.	Per hour	
Price per Van type vehicle for 7-11 people (including gas and driver) per hour within San Pedro Sula.	Per hour	
Price per sedan vehicle (including gas and driver) per hour within Tegucigalpa.	Per hour	
Price per vehicle 4x4 (including gas and driver) per hour within Tegucigalpa.	Per hour	
Price per SUV vehicle for 5 -7 people (including gas and driver) per hour within Tegucigalpa.	Per hour	
Price per van for 7-11 people (including gas and driver) per hour within Tegucigalpa.	Per hour	
ANY ADDITIONAL FEES, AS APPLICABLE		

Note any additional fees, e.g. **VAT or tax withholdings and any cancelation fees.

No reimbursement allowed

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.
11. Applications must be no longer than 10 pages in 12 pt Times New Roman font and contain the following:
 - a. Letter of Presentation by the company expressing its interest in participating in the bidding.
 - b. The legal registration of the company in Honduras.
 - c. Catalog of available vehicles including mileage, vehicle characteristics, model, photos of each vehicle and year.
 - d. Tariff of services that we reviewed in the solicitation process call, with the price in USD Dollars.

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:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	50
<i>1. Cars in good condition, secure and can withstand long-distance travel between regions</i>	<i>50</i>
Price	50
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.

Submission Instructions:

Bids must be submitted via email to Sarai Valladares, at svalladares@iri.org with the subject line "LAC2024HN01o IFB" 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.