



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	LAC2017EL01o
Open Date:	August 18, 2017
Questions Deadline:	August 30, 2017
Closing Deadline:	September 1, 2017
Geographical Area Restrictions:	N/A
Point of Contact:	Laura Boyette, lboyette@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.

Electoral disputes and new policies that complicate ballot design and the voting process are posing significant risks to El Salvador's scheduled March 2018 legislative elections. These complications, set against a backdrop of high levels of income inequality, a poorly performing economy, high levels of crime and violence, corruption, and weak rule of law, have created a challenging environment for democratic processes to function. The 2014 presidential and 2015 congressional and gubernatorial elections fueled tensions among political parties and social sectors still recovering from the country's civil war. Despite these setbacks, meaningful opportunities still exist to engage civil society and voters in the run-up to the 2018 legislative elections to yield a smoother election process and greater civic engagement through education and training. IRI is working in El Salvador to improve voter understanding of the electoral process, increase civil society participation and capacity, and increase marginalized groups' access to electoral processes. Through this program, IRI and its local partners will support the electoral process ahead of the 2018 presidential elections, provide feedback and recommendations on the cross-ballot to be used again in 2021 legislative elections, and increase public understanding and feedback regarding the electoral process. IRI seeks to contract a Local Facilitator to provide support in the implementation and monitoring of this program in El Salvador.

Eligible respondents to this solicitation will meet the following criteria:

- Demonstrated communications skills in English and Spanish and the ability to work on a team
- Ability to draft substantive reports (Spanish and/or English) of weekly activities, meetings, conversations, and relevant political developments in the States

- Previous experience performing work in political sector
- Previous experience in event organization and logistics
- Based in El Salvador
- Complies with administrative requirements

Period of Performance:

September 1, 2017 through April 31, 2018.

Statement of Work:

- General Administrative Assistance, including management of schedules, agendas and phone calls, and other administrative tasks.
- Logistical support of IRI staff to organize trips, trainings, meetings workshops, conferences, seminars and other events.
- Support IRI staff to develop presentations and training material for workshops and events; provide support in drafting reports, publications, texts, work plans, correspondence, agendas and other documentations as required by Employer.
- Traveling to other departments of El Salvador to accompany and support activities of partners, consultants, contractors, participants, and guests, among others as requested by the Employer.
- Submit weekly written reports on key events and meetings, including IRI program activities, in El Salvador. Reports should document indicator targets after each event or meeting the contractor attends to include in monthly report
- The contractor will work up to 175 days between the beginning of the contract through April 31, 2018

Deliverable: Monthly report describing execution of the scope of work. IRI reserves the right to hire multiple contractors within the budget.

Technical Bid:

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
4. 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.
5. Bids will not exceed two (2) pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume

- Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
- Cover letter
- Writing sample of an activity or event report in Spanish and/or English

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved expenses related to travel within El Salvador, including transportation, lodging, and meals for the contractors' participation in IRI activities and events. If it is more feasible for the contractor to use his/her own vehicle for travel to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. The daily and hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses, except per diem. All other expenses, including per diem, bank fees, office supplies, and other operating expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in U.S. Dollars (USD), payments under any resulting contract will be made in this currency.

Unit	Unit Price	Number of Units	Total
Daily Rate			

RFQ 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 bids if such is within IRI's interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. 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.
5. The Bidder's initial bid should contain the Bidder's best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI's best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. 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.
9. 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.
10. 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.

11. 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. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. 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 based on the following evaluation factors:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 35 percent
- b) Past performance and experience in performing similar projects – 30 percent
- c) Compliance with administrative requirements – 10 percent
- d) Price – 25 percent

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror 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 Laura Boyette, at lboyette@iri.org with the subject line "LAC2017EL01o RFQ" by the deadline listed above.

IRI Obligations

Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement 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 Bidder 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 "the Bidder". 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.

EXPERT RATE INFORMATION

Name (<i>Last, First, Middle</i>)	Proposed Rate:	Daily	Hourly
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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
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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.