



**International  
Republican Institute**  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	ASIA2015MG05r
<b>Open Date:</b>	February 1, 2016
<b>Questions Deadline:</b>	N/A (rolling)
<b>Closing Deadline:</b>	N/A (rolling)
<b>Geographical Area Restrictions:</b>	USAID Geocode 937
<b>Point of Contact:</b>	Undrakh Dashjamts, <a href="mailto:undrakh@iri.org">undrakh@iri.org</a>

### 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 is in need of a translator to provide written translation and verbal interpretation services in both English and Mongolian. For written translations, the translator will be responsible for translating program, communication and training materials on demand for IRI. Verbal translation conducted by the translator will be either consecutive or simultaneous depending upon task at hand. These needs will be on a varying basis, with as much notice as possible given to contractors, who will be able to advise regarding their availability for the specific task requested.

Selected Contractor(s) will perform the following tasks for written translation:

- Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained;
- Use appropriate software for presentation and delivery;
- Research legal, technical and scientific phraseology to find the correct translation;
- Liaise with clients to discuss any unclear points;
- Proofread and editing final translated versions;
- Provide clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- Consult with experts in specialist areas;
- Retain and develop specialist knowledge on specialist areas of translation;

For verbal interpretation, selected Contractor(s) will:

- Advise on the style of translation most appropriate to the event;

- Read through any preparatory/background information provided by IRI or speakers;
- Research legal, technical and scientific phraseology to find the correct translation;
- Travel to countryside with IRI team members if necessary;
- Liaise with clients to discuss any unclear points.

**Period of Performance:**

Signing of agreement through 31 March 2017.

**Technical Bid:**

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

- CV/resume with relevant credentials
- Cover letter explaining qualifications for scope of work described above

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.

Pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed rates 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 Mongolian Tugrik (MNT); payments under any resulting contract will be made in this currency.

Price should be broken down by hourly rate for verbal translation in Ulaanbaatar (UB), differentiated by consecutive and simultaneous rates and by daily rate for verbal translation while travelling outside of UB city overnight by a per page rate for written translation, differentiated, if needed, from English to Mongolian and Mongolian to English. For daily rate while travelling outside of UB city overnight, the maximum duration for the service will be 8 hours. For written translation, a page is counted as 2,200 characters without space.

During travel, IRI will be responsible for paying lodging/hotel and transportation for the translator and the translator him/herself must pay for their meal.

In case of daily rates, during the travel in the countryside, total hours of service shall be counted from the date and time of departure to the date and time of arrival in UB, the number of days will be rounded as a whole day if number of hours is from 12 to 24 hours and as half day if the hours within 12 hours. For instance, if the whole travel is 75 hours, then it will be counted as 3.5 days and if the whole travel is 85 hours, then it will be counted as 4 whole days.

<b>Unit</b>	<b>Unit Cost</b>	<b>Number of Units</b>	<b>Total</b>
Hourly rate for verbal interpretation (consecutive)			

Hourly rate for verbal interpretation (simultaneous)			
Written translation (per page)			

**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. 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.
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. 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.

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:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
- b) Past performance and experience in performing similar projects – 40 percent
- c) Price – 30 percent

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.

4. 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 Undrakh Dashjamts, at [undrakh@iri.org](mailto:undrakh@iri.org) with the subject line "IFB ASIA2015MG05r."

#### **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 subcontractor subject to the clauses of the prime award. This subcontract 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 subcontractor 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.

