



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	AFRICA2015DRC01o
Open Date:	December 24, 2015
Questions Deadline:	December 30, 2015 18:00 Eastern Standard Time
Closing Deadline:	January 5, 2016 18:00 Eastern Standard Time
Geographical Area Restrictions:	None
Point of Contact:	Julie Guillaume; Program Assistant, jguillaume@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-DRC requires the expertise of a local attorney for the review of several legal documents and for other legal assistance (i.e. finalization of the registration process, tax requirements, compliance with labor law).

Period of Performance:

January 7 – August 31, 2016

Technical Bid:

Interested bidders must present the technical bids outlining the following information: Bidders must be fluent in English and provide all services listed below in English.

Contractor must be able to provide the following specific legal services:

- Assistance with finalization of the legal registration process;
- Assistance with immigration matters (i.e. advising on how to secure an employee work permit); and

- Review and legal guidance on legal documents to ensure compliance with the law of the Country (i.e. labor law; taxes requirements and obligations; vendor contracts).

Additionally, bidders must provide a certificate as the proof of their ability to perform legal services in DRC. They must be able to also provide consultations throughout the duration of the agreement on a case-by-case basis to include:

- Consultation on instances where the Client is confronted with situations that need immediate legal advice;
- Attendances in the event that the Client requires the Firm to attend meetings and negotiations on the Client’s behalf;
- Preparation, negotiation, conclusion and witnessing basic Agreements;
- Correspondences in instances where the Firm render services in as far as letters, telephone, faxes; and
- Legal opinions rendered according to the law of the Country on controversial matters.

All bids must be provided in English on official letterhead, with contact information for a representative able to discuss bid details. Attachments should be clearly labeled and include:

- Any documents containing terms, conditions, or policies relevant to the services solicited.
- Statement that they can provide legal services in DRC in accordance with local law as an attachment.
- List of at least 3 references that can speak to the bidder’s experience conducting similar work within the last three years.

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

All costs should be presented in at an hourly rate with a maximum number of hours expected to complete the work. For example, if providing legal guidance on how to secure an employee work permit is expected to require 30 hours work, please write out the total cost as: 30 hours x XXXX per hour = \$XXXX. No other costs will be reimbursed above this rate, whether they be hourly costs, or excessive time to complete the project.

Unit	Unit Cost	Number of Units	Total
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Hourly rate to fulfill the scope of work defined above			

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. Cost Effectiveness (30 pts)
- b. Proof of ability to perform legal services in DRC (35 points)
- c. Response times and expected levels of effort are reasonable and appropriate (35 points)

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.

6. 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 Julie Guillaume at jguillaume@iri.org with the subject line "AFRICA2015DRC01o".

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.

