



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	AFRICA2017GMB07o
Open Date:	September 27, 2017
Questions Deadline:	October 2, 2017
Closing Deadline:	October 7, 2017
Geographical Area Restrictions:	None
Point of Contact:	Mark Kearney, Senior Program Associate, mkearney@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 is opening a field office in Banjul, The Gambia, and the staff require full time transportation to conduct program activities. It will be necessary for staff to regularly travel to and from the office for business purposes to meet with funders, partners, or contractors both in Banjul and in the rest of the country.

Period of Performance:

Date of Signature-May 31, 2018, with option of extension for an additional year.

Technical Bid:

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

1. Bids must show that the bidder has the ability to provide the following:
 - a. One vehicle, to be used either by the contractor's drivers assigned to IRI or their substitutes approved by IRI's Resident Program Director.
 - b. Option of a driver who can speak English and agrees to IRI's code of ethics. Should the primary driver be unavailable for service for any reason, the Contractor is to provide a substitute driver and a car until the primary driver is able to resume service. IRI must approve any change in the full-time driver, but not substitute drivers. All drivers (full-time and substitutes) must have a minimum of three years of experience and a valid driver's license.
 - c. A vehicle/s must be a 4-wheel drive vehicle no older than 2010, of 5-passenger capacity. The vehicle/s should be in good condition: cleanliness, maintenance, and have full AC system, FM radio, seat belts, head rest, Automated Brake

System (ABS) and all standard safety devices approved by the Motor Traffic Department, spare wheel, jack, new battery, and new radial tubeless tires. Should the vehicle be unavailable for any reason, the Contractor is to provide a substitute vehicle of comparable quality until the primary vehicle is able to resume service.

- d. A certification from the Contractor that the vehicle/s are in sound and safe condition and free of any known faults or defects, which would affect their safe operation under normal use.
 - e. Transportation on an as needed basis, which will be inclusive of all areas of Banjul/Serekunda region. Assuming the trip starts and ends within a shift, no additional charge will be made to IRI as the trip will be deemed within the terms of the contract. Rates will be on a monthly basis.
 - f. A monthly rate for travels within The Gambia that includes car rent, driver salaries, drivers benefits and any applicable taxes required by local law.
 - g. Full maintenance and repair of the vehicle as needed
 - h. Additional vehicles available within 24 hours upon request
 - i. Comprehensive vehicle insurance and third-party coverage from a reputable insurance company for all vehicles used. Vehicle and passenger insurance will be kept at all time by the Contractor.
2. Bids will not exceed 5 pages (not including cover page) and are to be submitted in English with contact information for a representative able to discuss bid details.
 3. Bids should include:
 - a. vehicle descriptions;
 - b. any additional terms/conditions should be clearly defined and marked;
 - c. general information about bidder history and experience;
 - d. detailed description of past experiences providing similar services to international NGOs funded by the United States Government if any;
 - e. contact information for at least three former clients who can discuss similar services provided.
 4. Attachments should include:
 - a. Detailed information and pictures on each vehicle
 - b. Documents proving that vehicles are under full coverage insurance
 - c. Business license
 - d. Driver license for each driver
 5. IRI will be responsible for all fuel and parking charges, resulting from IRI's business.
 6. Contractor will be responsible for all local taxes, insurances, emission tests, licensing, or any other related cost for the vehicles offered and ensure such requirements are fulfilled through the period of contract. 11. Drivers will work a shift schedule as detailed by IRI's Resident Country Director.

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

Unit	Unit Cost	Number of Units	Total
Monthly Rate for travel within The Gambia			

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. 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.
9. 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.
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:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	40
<i>Demonstrated past experience with international non-profit organizations</i>	20
<i>Reference feedback concerning performance and responsiveness</i>	20
Price	60
<i>Rates proposed are reasonable.</i>	60
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 Mark Kearney, at mkearney@iri.org with the subject line “AFRICA2017GMB07o IFB” 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 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.