



**International
Republican Institute**
1225 Eye St. NW, Suite 700
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

REQUEST FOR QUOTES

Procurement Number:	AFRICA2018GMB01o
Open Date:	April 13, 2018
Questions Deadline:	April 25, 2018
Closing Deadline:	April 29, 2018
Geographical Area Restrictions:	None
Point of Contact:	Robina Namusisi, Resident Country Director, rnamusisi@iri.org

Background:

The International Republican Institute (IRI) is a Washington, D.C. based nonpartisan, nongovernmental organization dedicated to advancing democracy worldwide by developing political parties, civic institutions, open elections, democratic governance, and the rule of law. IRI encourages democracy in places where it is absent, helps democracy become more effective where it is in danger and shares best practices where democracy is flourishing.

The first democratically elected National Assembly (NA) of The Gambia faces several challenges as it begins its new term. The NA, inaugurated in June 2017, has 53 first time members out of the 58. It also needs to strengthen its staff and structures to make it a more effective institution that embodies the principle of the separation of powers vis-à-vis the executive branch of government. There are nine standing committees, nine select committees, and the National Assembly Authority.

In The Gambia, IRI is supporting the NA committees, specifically oversight committee to understand their roles and responsibilities adequately. IRI's program is designed to provide technical assistance, capacity building and resources to committees' and their staff and aims to

- Strengthen key committees' internal and external communications and citizen-responsive policy-making; the committee members' negotiation, coalition building and compromise skills
- Build the capacity of selected committees and staff to fulfill their mandate
- Build capacity to organize and undertake public hearings
- Build technical capacity on budgeting and legal matters

In consultation with the National Assembly leadership, IRI has identified, and will work with the following committees:

- Public Accounts Committee (PAC)
- Public Enterprises Committee (PEC)

- Select Committee on Health, Women, Children, Refugees, Disaster and Humanitarian Relief
- Select Committee on Local Government and Lands, Ombudsman and Independent Election Commission
- Select Committee to Monitor the Implementation of Government Projects
- Standing Committee on Defense and Security

Period of Performance:

May 2018

Statement of Work:

Selected bidder will be required to provide the following services:

- Design and prepare presentations and interactive sessions
- Design a committee staff manual
- Conduct training (two days training per topic) for The Gambia National Assembly Committees on one or more of the following topics:
 - How to Effectively Scrutinize reports and financial reports of government agencies
 - How to conduct effective oversight over sub-national governments
 - How to effectively perform oversight over defense and security matters
 - Research and drafting legislation
 - Planning, organizing and implementing outreach activities
- Conduct supplementary skills training on one or more of the following topics, including coalition building; lobbying and issue advocacy; creating public policy; constituency outreach; personal networking; time management; public speaking and presentation skills
- Conduct supplementary skills training for Committees' staff on topics that may include reporting, communication, basic administrative skills, such as minutes taking, agenda setting, planning and note writing.
- Travel locally and internationally on behalf of IRI as part of the above statement of work.

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. Please use Times New Roman, 12-point font. Proposals should be no longer than five (5) pages, with 1.0-line spacing, including appendixes (if necessary).
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.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all travel related expenses including transportation, lodging, and visas for the contractors' participation in IRI activities and events. The daily rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in US Dollars, payments under any resulting contract will be made in this currency.

Unit	Rate
Daily Rate (Domestic)	
Daily Rate (International)	

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:
 - Reasonable Price – 50%
 - Consultant's Experience – 50%

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 Robina Namusisi, at rnamusisi@iri.org with the subject line "AFRICA2018GMB01o 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
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 (<i>M/D/Y</i>)		Annual Salary ¹ U.S. Dollars	
		From	To		
SPECIFIC EXPERT SERVICES					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (<i>M/D/Y</i>)		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	

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.