



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	MENA201501o
<b>Open Date:</b>	October 27, 2015
<b>Questions Deadline:</b>	Accepted on a Rolling Basis
<b>Closing Deadline:</b>	Accepted on a Rolling Basis
<b>Geographical Area Restrictions:</b>	None
<b>Point of Contact:</b>	Darren Cunningham, dcunningham@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 conducts a variety of workshops, trainings, conferences, and meetings at which Arabic and English language is spoken and written. In other situations, the French language is spoken and written as well. In these cases, the participants and the trainers and/or IRI staff do not speak a common language and, therefore, professional, simultaneous translation is required. IRI is accepting offers from professional language interpreters to provide translations services.

### Period of Performance

IRI may choose to sign short term contracts for specific events or IRI may choose to sign a long-term contract with one or several contractors.

### Statement of Work

Contractor will provide:

- Professional interpretation and simultaneous translation services (English to Arabic and Arabic to English, English to French and French to English, French to Arabic and Arabic to French) for all the meetings, events, conferences, workshops and trainings that IRI holds throughout the Middle East North Africa region. IRI may require more than one translator at each event.

- High quality Equipment for the translation including, but not limited to, wireless receivers and headphones, sound proof translation booth, and all other necessary audio equipment
- Transportation for all equipment and translators to and from each event.
- Transcription of videos and/or written translation of documents, including legal documents.

### **Technical Proposals**

All proposals submitted to IRI must include:

1. Information addressing your firm's 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. A statement confirming your firm's agreement with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, specifically identifying any disagreement with or exceptions to the terms, conditions, and provisions.
3. The name, address, and telephone and facsimile numbers of the Offeror (and electronic address if available);
4. Names, titles, and telephone and facsimile numbers, and electronic addresses of persons authorized to negotiate and act on the Offeror's behalf with IRI in connection with this RFP and the resulting contract award.
5. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
6. Offerors may provide a list of up to three previously executed contracts of a similar nature during the last three years, along with contact details. IRI may contact the firm as reference check.
7. Proposals will not exceed 5 pages (not including cover page).
8. Proposals must be presented as a menu of services IRI can request with 5 days' notice. Contractors will only be paid upon completion of service.
9. Proposals must indicate if they are able to provide translation and interpretation between Arabic and English only or if they are able to provide translation between Arabic, English and French.
10. Proposals must specify in which countries in the region Offeror is able to perform the scope of work. Note that IRI will pay directly to the hotel/airline/travel agent for lodging and flights in case of travel outside of the country in which the Offeror resides. No other travel expenses will be covered by IRI.

### **Price Proposals**

Offerors must propose a firm-fixed Unit Price for each of the deliverables identified below. The Offeror's pricing must be valid for at least 60 (sixty) calendar days after the 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. To the extent that an Offeror proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. IRI will pay directly to the

hotel/airline/travel agent for lodging and flights in case of travel. No other travel expenses will be covered by IRI.

- Rate for Document Translation (word document) per page (max 500 words/page)
- Rate for Express/Urgent Document Translation
- Rate for Translation of PowerPoint (per slide)
- Rate per/day for Simultaneous/Consecutive Interpretation Service
- Rate for interpretation equipment and sound system (including transportation of equipment)/Region
- Rate for interpretation equipment according to the following categories:
  - 30 participants or below:
  - 31 – 70 participants:
  - 71 – 100 participants:
  - 101 – 200 participants:
  - 201 – 300 participants:
  - above 300 participants:
- Rent rate/day and rent rate /hour for extra equipment (screen, data show, laptop)
- Fees for cancellations
- Rate for Video / Audio transcription
- Rate for Video / Audio translation
- Rate for Subtitling

### **Evaluation and Award Process**

1. IRI may contact any Offeror for clarification or additional information, but Offerors are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Offerors prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Offerors.
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 is a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Offeror does not accept the correction, the offer will be rejected.
3. IRI may determine that a proposal 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 proposal 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:

Past Performance and years of experience: 50%

Price: 40%

Quality of provided equipment: 10%

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.

6. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

### **Submission Instructions**

Proposals must be submitted via email to Darren Cunningham at [dcunningham@iri.org](mailto:dcunningham@iri.org) with the subject line "MENA201501o". Faxed proposals will not be considered.

### **RFP Terms and Conditions**

1. Prospective Offerors 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 proposals if such is within IRI's interest.
3. Proposals must be submitted in English.
4. Payment will be made upon receipt of invoices after service has been provided.
5. 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.
6. The Offeror's initial proposal should contain the Offeror's best offer.
7. Discussions with Offerors following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
8. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
9. For any currency conversion, the exchange rate to US Dollars listed on [oanda.com](http://oanda.com) on the closing date of this solicitation shall be used.
10. Every contract will contain provisions governing termination for cause and termination for convenience.

### **Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate 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 contractor is applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor." Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

### **IRI Obligations**

Issuance of this RFP 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 proposal or quotation.

### **Required Certifications**

The following certificates need to be signed by all Offerors. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Narcotics offenses and drug trafficking- key individual certification
- Conflict of interest statement
- Authorized Individuals
- Taxpayer Identification Number

**NARCOTICS OFFENSES AND DRUG TRAFFICKING- KEY INDIVIDUAL  
CERTIFICATION**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assister, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

## CONFLICT OF INTEREST STATEMENT

IRI is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical capacity.

IRI does not tolerate fraud, collusion among Offerors, falsified proposals/proposals, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the U.S. Office of the Inspector General.

IRI employees and agents are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. IRI employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the U.S. Office of the Inspector General. In addition, IRI will inform USAID and the U.S. Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

By signing this certification, the Offeror agrees to:

- Disclose as part of the proposal submission any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if a Offeror's mother conducts volunteer trainings for IRI.
- Disclose as part of the proposal submission any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror must state this.
- Certify that the prices in the proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to IRI' prohibitions against fraud, bribery and kickbacks.

Please contact IRI Procurement Manager Halina Manno at [hmanno@iri.org](mailto:hmanno@iri.org) for any questions or concerns regarding the above information or to report any potential violations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

## Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_



## **Taxpayer Identification Number (TIN)**

If the offeror/bidder/applicant is a U.S. organization, or a foreign organization 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., please indicate the recipient's TIN:

TIN: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_