



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2017J03o
Open Date:	February 23, 2017
Questions Deadline:	March 06, 2017
Closing Deadline:	February 28, 2017
Geographical Area Restrictions:	937
Point of Contact:	Saria Haddadin, Office Manager, shaddadin@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.

Since 2005, IRI's program in Jordan has focused on connecting citizens with government by promoting democratic governance practices, strengthening political parties, and building the political skills of women through IRI's Empower Initiative. At the local level, IRI supports citizen committees and develops citizens' advocacy skills as well as working closely with elected municipal officials to increase their responsiveness to constituents through conducting outreach activities like town hall meetings, city clean-up days, and participatory planning/budgeting sessions.

Period of Performance:

February 20, 2017 – February 20, 2018, with options to extend for one year at a time for up to four years.

Technical Bid:

IRI Jordan is seeking proposals from professional health insurance companies. IRI will not accept bids from Offerors who are not able to provide all of the services required and do not meet technical criteria outlined below:

1. Bids should contain complete details of plan coverage and group policy information, including:
 - Network coverage
 - Coverage of hospital and outpatient care (services received outside of a hospital)

- Number of covered doctor visits per year
 - Annual premium costs per person by age group
 - Dental insurance
 - Which diagnostic tests are covered, including: Lab testing, X-Ray, MRI, Scans
 - Coverage of pharmaceuticals
 - Coverage of physiotherapy
 - Exclusions to the policy
2. Bids must contain a cancellation clause that would be incorporated into any resulting contract. The cancellation clause will allow the policy holder to formally request the cancelation of the insurance policy from the insurer.
 3. Offeror must have an excellent command of the English Language, both written and spoken.
 4. All bids should not exceed 20 pages, and must be in English and contain a background or history of the company.

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.

Offerors shall provide proposals listing a unit cost of Annual fees divided into monthly payments for their services. Proposed prices should exclude service tax due to IRI Jordan tax exemption status. Any other governmental fees will be paid upon delivering governmental invoice to IRI. Pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission.

Bids should include the following cost information:

- Annual premium costs per person by age group
- Costs of using an out-of-network provider
- Rate for coverage in Hospital per year and per case (including surgery) and comprising all medical costs incurred while in hospital.
- Rate for Dental insurance
- Proposed terms of payment (such as advance, installments, etc.) should be outlined clearly

The proposed prices should be fixed and inclusive of all costs to perform, including inspection services, transportation, import duties (if any), and other levies. If there are any additional fees not reflected proposed prices, such pricing must be fully described in the bid. Bids must be submitted in Jordanian Dinars; payments under any resulting contract will be made in this currency.

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:

IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

- a. Services Provided – 25%
 - i. *Hospital Care - 10%*
 - ii. *Outpatient Care – 10%*
 - iii. *Dental Coverage – 5%*
- b. Network Coverage – 25%
 - i. *Quality of Hospital and Outpatient Care – 15%*
 - ii. *Quality of Dental Care – 10%*
- c. Flexibility of Contractual Terms – 25%
 - i. *Exclusions to policy – 15%*
 - ii. *Ability to modify/terminate policy – 10%*
- d. Price - 25%

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 Saria Haddadin, at shaddadin@iri.org with the subject line “MENA2017J03o” by the deadline listed above.

IRI Obligations

Issuance of this IFB does not constitute and 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.