



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2016L12o
Open Date:	Friday, August 11, 2017
Questions Deadline:	Friday, August 18, 2017
Closing Deadline:	Monday, August 21, 2017
Geographical Area Restrictions:	935
Point of Contact:	Alexandria Abikhaled, Senior Program Associate, aabikhaled@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 currently works with municipal councils to bridge the divide between communities and municipal elected officials, while mitigating the effects of the population's distrust of Libya's fragile central government. To support this, IRI has assisted the Libyan Ministry of Local Government (MLG) to develop its own capacity to support nascent municipal councils. However, given the political division at the national level, which has begun to affect the MLG's operation, IRI has focused its efforts on directly supporting the municipal councils through training and consultation. Additionally, IRI supports the political engagement of Libyan youth in democratic governance by providing them the necessary skills and opportunities to effectively communicate with local leaders to achieve common goals.

Period of Performance:

September 1, 2017 through August 31, 2018

Statement of Work:

IRI requires a Libya-based travel agent who can provide services to book and procure air tickets on internal flights within Libya, and on international flights originating from Libya. Tickets will be required for multiple participants traveling from and returning to locations within Libya.

The travel agent must possess the ability and resources to be able to reconfirm and/or rebook tickets due to unforeseen circumstances, or in the event of flight delays and/or

cancellation during regular business hours in Libya. The travel agent may also be required to book car and/or van transport for participants between locations in Libya and the airport.

Offeror must possess ability to invoice and receive payment via wire in US dollars, after tickets have been purchased.

In addition, the offeror must have experience (past or present) working with USAID, an international NGO, an Embassy/High Commission or on a foreign funded project, and at least one of the three required references must be from one of these four parties.

Technical Bid:

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

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.
3. The name, address, 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. Must include three references; IRI will contact references to verify previous work experience.
6. Bids will not exceed 3 pages and must be printed on Offerors' official letterhead.

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 must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below in US dollars. The Offeror's 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 flight booking. It is understood that flight costs are time dependent but Offerors are obliged to include all costs and any other add-ons per ticket procured including but not limited to cancellation charges, taxes, rebooking fees and commission per ticket. Offeror must present credit terms (# of days) for ticket fees once purchased. Regarding car and / or van transport, a per trip charge should be shown.

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

Unit/Deliverable	Unit Price
Booking Fee (per ticket)	
Cancellation Fee (per ticket)	
Rebooking Fee (per ticket)	
Commission (per ticket)	
Taxes (per ticket)	
Car/Van Airport Transport (roundtrip)	

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.
4. IRI intends to make an award to the responsible Bidder based on the following evaluation factors:
 - a) Past performance and experience in performing similar projects – 40 percent
 - a. List of references
 - b) Billing policy and credit terms – 40 percent
 - a. Must be flexible for cancelations and provide refundable tickets
 - c) Price – 20 percent

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 Alexandria Abikhaled, at aabikhaled@iri.org with the subject line “MENA2017L21o” 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.