



**International
Republican Institute**
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REQUEST FOR PROPOSALS

Procurement Number:	MENA2018T01o
Open Date:	January 31, 2018
Questions Deadline:	February 8, 2018
Closing Deadline:	February 11, 2018
Geographical Area Restrictions:	937
Point of Contact:	Francesca Gortzounian, Program Officer, fgortzounian@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.

In compliance with Tunisian Decree 88 of September 24, 2011, Chapter 6, Article 43 related to associations with incomes higher than 100,000 Tunisian Dinars (TND) per year, IRI's Tunisia office is required to hire 2 Commissaire aux Comptes to conduct a legal audit and ensure compliance with Tunisian law.

Period of Performance

February 15, 2018 – September 9, 2018

Statement of Work

IRI is seeking to hire two Commissaire Aux Comptes: one for the years 2012-2014 and one for the years 2015-2017. These individuals would conduct audits according to the standards set by Tunisian accounting experts and ensure IRI's compliance with Tunisian law as a non-profit organization. IRI will enter into separate contracts with each selected Contractor.

For each fiscal year, each contractor will ensure IRI Tunisia's full compliance with Tunisian accounting, social security, labor and tax statutes by performing the following services in accordance with Tunisian law:

Audit

The Contractor will:

- Verify the efficiency and effectiveness of IRI Tunisia's accounting practices through the annual legal audit;

- Verify IRI Tunisia’s compliance with the necessary accounting practices, accounting nomenclature, labor laws and tax legislation of Tunisia on an annual basis.

Deliverables

- Annual legal audit report for each year as stated in the SOW above.

Deliverables may be submitted in their original language (French or English)

Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder’s experience in providing each of the services identified in the above Statement of Work and Bidder’s 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 numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
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 information submitted must contain Bidder’s Taxpayer Identification Number.
5. Proposals must be no more than 5 pages and include contact information for 2 references. Please use Times New Roman, font size 12. Attachments, including certifications, will not count against the 5-page limit.
6. Proposals will be accepted from audit firms as well as individuals. However, the proposals from the firms must clearly state the name of the individual who will be performing the SOW.
7. Proposals must highlight the following for the individual performing the SOW:
 - a. Professional fluency in English, French and Arabic.
 - b. At least 5 years’ experience in accounting in Tunisia.
 - c. Registered with the Tunisian Association of Accountant Auditors
8. Proposals must contain the attached Expert Service Rate Form completed by or on behalf of the individual performing the SOW.

Price Proposals

The fees payable to the Contractor will be calculated based on the order of 12 May 2012 amending the Order of the Ministers of Finance dated 28 February 2003 approving the scale of fees for the independent auditors (as amended by the decree of 24 September 2003 and by the order of 4 July 2006).

To the extent that a Bidder proposed to include other fees or costs to perform the scope of work that is not covered under the above scale of fees, such pricing must be fully described in the proposal. Proposals must be submitted in Tunisian Dinars, payments under any resulting contract will be made in this currency.

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 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 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 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 Bidder 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 Bidder based on the following evaluation factors:

Relevant experience and skills (determined by CV)	50 pts
<i>Experience providing accounting and tax compliance services for international non-profit organizations in Tunisia</i>	50 pts
Customer service (determined by references)	50 pts
<i>Displays integrity and professionalism</i>	20 pts
<i>Completes work thoroughly and in a timely fashion</i>	20 pts
<i>Responds promptly to questions</i>	10 pts
Total	100

IRI intends to evaluate Bidders' proposals 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 Francesca Gortzounian, at fgortzounian@iri.org with the subject line "MENA2018T01o RFP" by the deadline listed above.

RFP 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 proposals if such is within IRI's interest.
3. 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.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. 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.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror 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.
11. Offerors confirm that the prices in the proposal/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.
12. Bidders agree to disclose as part of the proposal submission:
 - Any close, familial, or financial relationships with IRI staff and agents. For example, the Bidder must disclose if an Bidder's mother conducts volunteer trainings for IRI.
 - Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
 - Any other action that might be interpreted as potential conflict of interest.

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.

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	

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.

SPECIFIC EXPERT SERVICES					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (M/D/Y)		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	

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.