



**International
Republican Institute**
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REQUEST FOR PROPOSALS

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| Procurement Number: | MENA2017T09r |
| Open Date: | October 1, 2017 |
| Questions Deadline: | October 25, 2017 5 pm Eastern Time |
| Closing Deadline: | November 1, 2017 5 pm Eastern Time |
| Geographical Area Restrictions: | N/A |
| Point of Contact: | Eddie Grove, egrove@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 between 100,000 Tunisian Dinars (TND) and 1,000,000 TND per year, IRI's Tunisia office is required to hire an expert accountant registered with the Tunisian Association of Accountant Auditors to regularly verify IRI Tunisia's compliance with Tunisian accounting, social security and tax requirements for non-profit organizations.

Period of Performance

November 1, 2017 – October 31, 2018 with the option to extend for a total duration of up to 5 years up in four one-year increments.

Statement of Work

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:

Accounting

The Contractor will:

- Verify the office ledger (Quicken);
- Assist with bank financial statements and sub-ledger account reconciliations in Tunisia;
- Develop the annual balance sheet and profit and loss account at the end of each year;
- Prepare monthly pay slips;
- Verify invoices and checks to ensure they match bank statements and the office ledger.

- Prepare monthly accounting reports based on Tunisian nomenclature (example SAP, CIEL), as well as yearly financial reports based on Tunisian nomenclature.

Social Security

The Contractor will:

- Consult IRI on a quarterly basis to ensure IRI's full compliance with Tunisian social security regulations;
- Prepare staff records and health care cards for the National Social Security Fund (CNSS) as needed;
- Update CNSS statuses for employees as needed;
- Prepare CNSS quarterly returns and submit them to the appropriate office.

Taxes

The Contractor will:

- Attain tax exemption for IRI;
- Calculate and track taxes paid on monthly and quarterly bases
- File employee taxes with Tunisian tax administration on a quarterly basis;
- Prepare annual tax filings and deposit them at the relevant tax office;
- Consult IRI on tax returns and submit the required documents to the relevant tax office;
- Consult IRI on tax law and obligations on a quarterly basis;
- Assist in registration of at most three non-Tunisian IRI staff with the Ministry of Employment.

Audit

The Contractor will:

- Verify the efficiency and effectiveness of IRI Tunisia's accounting practices through quarterly site visits of the IRI Tunisia office;
- Verify IRI Tunisia's compliance with the necessary accounting practices, accounting nomenclature, labor laws and tax legislation of Tunisia on a quarterly basis.

Deliverables

Deliverables may be submitted in their original language.

- Monthly:
 - Tax administration receipts submitted to IRI by the 10th of each month
 - Submit documentation (receipts, written correspondence, or reports of correspondence) verifying progress toward attaining tax exemption for IRI
 - Submit documentation (receipts, written correspondence, or reports of correspondence) verifying progress toward updating CNSS status of IRI employees
 - Submit documentation (receipts, written correspondence, or reports of correspondence) verifying progress toward registering IRI staff with the Ministry of Employment
 - Submit monthly accounting reports based on Tunisian nomenclature
- Quarterly:
 - CNSS receipts submitted to IRI January 31, 2018, April 30, 2018, July 31, 2018
- Yearly:
 - Annual tax filing receipt submitted to IRI March 31, 2018

- Yearly financial reports based on Tunisian nomenclature

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 and facsimile 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, but not less than 2 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 will not exceed 5 pages (not including cover page). Attachments, including certifications, will not count against the 5-page limit. Please use Times New Roman, font size 12.

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder'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, including inspection services, transportation, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in USD, payments under any resulting contract will be made in this currency.

| Unit/Deliverable | Unit Price | Number of Units | Total |
|---|-------------------|------------------------|--------------|
| Tax administration receipts submitted to IRI by the 10th of each month | | | |
| Submit documentation (receipts, written correspondence, or reports of correspondence) verifying progress toward attaining tax exemption for IRI | | | |
| Submit documentation (receipts, written correspondence, or reports of correspondence) verifying progress toward | | | |

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|---|--|--|--|
| updating CNSS status of IRI employees | | | |
| Submit documentation (receipts, written correspondence, or reports of correspondence) verifying progress toward registering IRI staff with the Ministry of Employment | | | |
| CNSS receipts submitted to IRI January 31, 2018, April 30, 2018, July 31, 2018 | | | |
| Annual tax filing receipt submitted to IRI March 31, 2018 | | | |

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:

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|---|---------------|
| <i>Relevant experience and skills (determined by CV)</i> | <i>30 pts</i> |
| Familiarity with Quicken | 15 pts |
| Experience providing accounting and tax compliance services for international non-profit organizations in Tunisia | 15 pts |
| <i>Customer service (determined by references)</i> | <i>40 pts</i> |
| Displays integrity and professionalism | 15 pts |
| Completes work thoroughly and in a timely fashion | 15 pts |
| Responds promptly to questions | 10 pts |

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| Price | <i>30 pts</i> |
| 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 Eddie Grove, at egrove@iri.org with the subject line "Candidature: Auditeur Comptable, l'IRI" 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. 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.
13. Bidders agree to disclose as part of the proposal submission:
 - o 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.

- 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

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|----------------------------|----------------|-------|--------|
| Name (Last, First, Middle) | 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 (M/D/Y) | | Annual Salary ¹ U.S. Dollars |
|----------------|--|---------------------------|----|--|
| | | From | To | |
| | | | | |
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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 | | |
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CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

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| 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.