



**International  
Republican Institute**  
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## REQUEST FOR QUOTES

<b>Procurement Number:</b>	AFRICA2020Ethiopia1o
<b>Open Date:</b>	February 13, 2020
<b>Questions Deadline:</b>	February 18, 2020
<b>Closing Deadline:</b>	Rolling basis
<b>Geographical Area Restrictions:</b>	935
<b>Point of Contact:</b>	Rachel Baranowski, Senior Program Associate, Email: <a href="mailto:rbaranowski@iri.org">rbaranowski@iri.org</a>

### 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 will provide training on organizational management, and guidance on voter and civic education initiatives to Ethiopian CSOs who will conduct activities around national elections. IRI will assist Ethiopian CSO's to implement a robust citizen engagement effort leading up to the 2020 national election, including supporting campaigns and activities tailored to reach diverse segments of the Ethiopian electorate, specifically targeting youth, women, and other marginalized groups. To reinforce the responsibilities of citizens throughout the election cycle, IRI will support Ethiopian CSOs in their efforts to inform citizens on the role they can and should play in a participatory democracy.

### Period of Performance:

Date of signature to September 30, 2020.

### Statement of Work:

- Serve as IRI liaison to regional leaders and CSOs in a given region e.g. Oromia, SNNPR, Somali, Amhara, and Tigray
- Conduct meetings with regional leaders, CSOs and other pertinent individuals in the region to assess programmatic and community needs
- Supervise logistics of IRI events in given region

- Submit weekly written reports on key events and meetings, including IRI program activities, in a given region. Reports should include local political developments that could impact IRI programming and provide recommendations for activities. Reports are due by Thursday close-of-business each week to IRI's Resident Program Officer.
- Responsible for data collection against IRI's monitoring and evaluation performance plans. This includes program activity reporting, as well as reporting on activity results based on follow-up with CSOs and community members.
- Responsible for long-term data collection on program impact in given region.
- Coordinate logistics and provide other assistance as needed for any IRI program/activity in given region under the oversight of IRI's Resident Program Officer.
- Provide translation support for IRI staff travelling to the region.
- Travel locally and regionally to carry out their work.
- Submit weekly report (up to 4 per month)

**Technical Bid:**

All bids submitted to IRI must include:

1. Information addressing your 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. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
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 technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 2-3 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
  - CV/resume, written sample, contact list identifying key regional leaders and CSO representatives.
  - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all travel related expenses including transportation and lodging for the contractors' participation in IRI activities and events. IRI will not reimburse for other travel expenses (ground transportation, etc.) within Ethiopia. The rates submitted should, therefore, include an assumption of costs incurred by the contractor for local travel and meal related expenses. All other expenses should be included

within the rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in Ethiopian Birr, payments under any resulting contract will be made in this currency.

<b>Unit</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Total</b>
Daily Rate			

**RFQ 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 bids if such is within IRI’s interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. 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.
5. The Bidder’s initial bid should contain the Bidder’s best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI’s best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. 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.
9. 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.
10. 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.
11. 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. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications

of the personnel for the project, and price. 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 Offeror based on the following evaluation factors:
  - a) Physical presence in a given region (*must reside or have a continuous to identified region as demonstrate by physical address*), 20- percent
  - b) Demonstrated contact list identifying key regional leaders and CSO representatives Past performance and experience in performing similar projects –30 percent
  - c) Ability to draft substantive reports on weekly activities, conversations, and relevant political developments in a given region (*as demonstrated in submitted writing sample*) 30- percent
  - d) Price – 20 percent

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.

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 POC: Rachel Baranowski, Senior Program Associate  
Email: [rbaranowski@iri.org](mailto:rbaranowski@iri.org) "RFQ AFRICA2020Ethiopia01o" by the deadline listed above.

#### **IRI Obligations**

Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

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

IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement 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 Bidder 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 "the Bidder". 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.

**EXPERT RATE INFORMATION**

Name ( <i>Last, First, Middle</i> )	Proposed Rate:	Daily	Hourly
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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 <sup>1</sup> U.S. Dollars
		From	To	

**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 <sup>2</sup> In U.S. Dollars
		From	To		

**CERTIFICATION:** To the best of my knowledge, the above facts as stated are true and correct.

Signature	Date
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<sup>1</sup> 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.

<sup>2</sup> 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.