



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	ASIA2018SRL03o
Open Date:	November 26, 2018
Questions Deadline:	December 06, 2018
Closing Deadline:	December 12, 2018
Geographical Area Restrictions:	n/a
Point of Contact:	Sanjendra Vignaraja, Program Manager at svignaraja@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 recently opened an office in Colombo, Sri Lanka. To carry out activities for IRI's Sri Lanka program, it is highly beneficial for IRI to contract an organization on the ground to coordinate the logistics of vehicular services in compliance with local laws. IRI Sri Lanka has found that it is more cost-effective and convenient for an outside agency to facilitate both a driver and vehicle for the frequent travel undertaken by field staff in and around Colombo, as well as elsewhere in Sri Lanka.

Period of Performance:

Signing the agreement through September 30, 2019

Technical Bid:

The bidders will provide driving services in Sri Lanka. Throughout this Agreement, IRI will determine the utilization of driving services per day based on financial and programing needs.

- Vehicles and drivers shall be available five (5) days a week for unlimited hours and mileage per day. Bidders will be informed of weekend transportation needs at least 3 business days prior unless urgently required for unforeseen circumstances.

- Provision of one vehicle, to be used only by the drivers assigned to IRI's driver pool or their substitutes approved by IRI's resident country director.
- The vehicle must be a full size sedan not older than 2015. All vehicles should be in good condition: cleanliness, maintenance, etc.
- All costs incurred while traveling for official IRI business outside of Colombo will be borne by the bidders.
- English proficiency preferred.

The bidders will need to agree to:

- Arriving punctually at designated pick-up and drop-off locations. If for some reason a vehicle or driver is indisposed, IRI expects an equivalent driver and vehicle to be provided no more than six hours after the request;
- Strictly obey traffic rules and regulations as per the Government of Sri Lanka;
- Paying for fuel, oil and water and ensuring the vehicles have an adequate amount of fuel at all times;
- Maintaining vehicles: regularly cleaning the vehicles, keeping outside and interiors clean and professional in appearance; properly maintaining the vehicles' air-conditioning systems so that heating and cooling both fully function;
- Not transport unauthorized persons or items in the vehicle while on duty;
- Bearing responsibility for paying maintenance and insurance charges or fees in case of any damages;
- Be well-disposed at all times: bidders will be fit for duty and openly communicative with members of staff, and will not consume alcoholic beverages while on, or reporting for, duty
- IRI expects that drivers will possess the relevant licenses and certifications and be paying relevant taxes, duties and fees for vehicles in accordance with the laws of Sri Lanka.
- Time is of the essence in the performance of the obligations created by this Agreement.

Price Application

- A daily rate for the dedicated driver that includes car rent, driver salaries, drivers benefits and any applicable taxes required by local labor law.
- Daily rate per trip for outside of Colombo with unlimited number of hours per trip.
- A flat rate stipend for hotel room and food per overnight stays.
- An overtime-hourly rate if the drivers are asked by IRI to provide services exceeding 60 hours per workweek or on public holidays.
- All costs should be quoted in USD.

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. 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.
 8. Bids must also contain references of similar work provided to clients.
 9. Bids must be no more than 5 pages and should outline the contracting process understood by the Bidder. Please use Times New Roman, font size 12. Attachments, Business license, Driver license for each driver, Detailed information on each vehicle, and documents proving that vehicles are under full coverage insurance.
 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.

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

- Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) 50- percent
 - *Detailed proposal*
 - *Ability to perform duties per Scope of Work*
- Past performance and experience in performing similar projects 15 percent
- Compliance with security and other administrative requirements 15 percent
- Price 20- percent

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 Sanjendra Vignaraja, Program Manager, at svignaraja@iri.org with the subject “ASIA2018SRL03” 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 contractor subject to the clauses of the prime award. This contract 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 contractor 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.