

INVITATION FOR BIDS

Procurement Number:	ASIS2020BRM16o
Open Date:	October 1, 2020
Questions Deadline:	October 7, 2020
Closing Deadline:	October 10, 2020
Geographical Area Restrictions:	937
Point of Contact:	Jack Needles, jneedles@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 is seeking applications from qualified regional, non-partisan vendors to produce and deliver high quality, 3-ply face masks and 75ml bottles of hand sanitizer. These products are to be sourced locally through vendors within the Asia region or within Myanmar/Burma and cannot be intended for the U.S. market. Time is of the essence in delivering this service; vendors must be able to deliver materials on or about October 30, 2020.

Period of Performance:

Date of signature-December 1, 2020

Technical Bid:

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

IRI is seeking to contract one or more vendor(s) to produce and deliver health and safety supplies in October and November 2020. Vendors must have the capacity to produce and deliver bulk quantities of high-quality 3-ply face masks and 75ml plastic bottles of hand sanitizer. Vendors should have the capacity to handle large-scale orders of both items, including a total of 161,500 face masks and 120,012 75ml plastic bottles of hand sanitizer.

Manufacturing and Use Requirements

Items must be manufactured locally or within the Asia region. Additionally, items must not be meant for, and could not reasonably be meant for, the U.S. market.

Short-listed vendor(s) must submit a letter confirming that the materials procured under this contract are not intended for the U.S. market and will be manufactured within the Asia region or within Myanmar/Burma.

Quality Control

The requested 75ml plastic bottles of hand sanitizer must meet World Health Organization (WHO) standards:

- Final products must adhere to one of the following concentration formulations:
 - Formulation 1:
 - Ethanol 80% (v/v)
 - Glycerol 1.45% (v/v)
 - Hydrogen peroxide 0.125% (v/v)
 - Formulation 2:
 - Isopropyl alcohol 75% (v/v)
 - Glycerol 1.45% (v/v)
 - Hydrogen peroxide 0.125% (v/v)
- Labeling on bottles should be in accordance with Myanmar national guidelines and should include the following in Burmese language:
 - Name of manufacturing institution
 - WHO-recommended handrub formulation
 - For external use only
 - Avoid contact with eyes
 - Keep out of the reach of children
 - Date of production and batch number
 - Use: Apply a palmful of alcohol-based handrub and cover all surfaces of the hands. Rub hands until dry.
 - Composition: ethanol or isopropanol, glycerol and hydrogen peroxide
 - Flammable: keep away from flame and heat

The requested face masks must meet the following standards:

- Masks must be at least three layers (3-ply) and pass performance requirements of standardized test methods (ASTM F2100, EN 14683, or equivalent) and balance high filtration, adequate breathability and optionally, fluid penetration resistance.
- Initial filtration must be at least 95% droplet filtration and must block droplets 3 micrometres in size and particles 0.1 micrometre in size.
- The masks must block droplets and particles while at the same time they must also be breathable by allowing air to pass.

Short-listed vendor(s) must submit at least two (2) samples of each requested item to IRI's office in Yangon. The office address will be provided to short-listed vendors only.

Delivery and Packaging

Time is of the essence in delivering this service. Vendors must be able to deliver materials to IRI's office in Yangon on or about October 30, 2020, on a schedule agreed upon by the vendor and IRI. The vendor must include a single gross total of all shipping, freight and delivery costs in its price proposal.

License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

IRI reserves the right to award multiple vendors portions of the solicited services.

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.

Price information should be presented as a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. 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. 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.

Deliverable/Unit	Unit Cost	Number of Unit	Shipping/freight and delivery costs	Total
Disposal 3-ply face masks		1		
Disposal 3-ply face masks		1,000		
Disposal 3-ply face masks		161,500		
Shipping, freight and delivery costs		1		

The Contractor's price proposal for face masks and shipping shall not exceed **\$41,990.00 USD**.

Deliverable/Unit	Unit Cost	Number of Unit	Shipping/freight and delivery costs	Total
75ml bottles (plastic) of hand sanitizer		1		
75ml bottles (plastic) of hand sanitizer		1,000		
75ml bottles (plastic) of hand sanitizer		120,012		
Shipping, freight and delivery costs		1		

The Contractor's price proposal for 75ml bottles (plastic) of hand sanitizer and shipping shall not exceed **\$249,625.00 USD**.

No reimbursement allowed.

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. 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.
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. By applying to this IFB, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
 - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of

Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2.CFR 200.216](#)).

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.
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:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
- b) Past performance and experience in performing similar projects – 20 percent
- c) Other factors – 20 percent
 - i. Delivery time-the time specified between order and delivery of requested products.
- d) Price – 30 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 Jack Needles, at jneedles@iri.org with the subject line "ASIS2020BRM16o IFB" 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.