INVITATION FOR BIDS

**Procurement Number:** ASIA2020BRM40

**Open Date:** June 1, 2020

**Questions Deadline:** June 10, 2020

**Closing Deadline:** June 18, 2020

**Geographical Area Restrictions:** 937

**Point of Contact:** Jack Needles, Program Associate, 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 in need of an organization to print various materials including books, booklets, business cards, pamphlets, etc. with varying types and quantity to be printed based on IRI’s programmatic needs.

IRI is seeking applications from qualified domestic, non-partisan organizations with experience printing various publications and other materials with high quality.

**Period of Performance:**
Date of signature through June 30, 2021. with the option to extend for a total duration of up to 4 years up in four one-year increments.

**Technical Bid:**
Interested bidders must present the technical bids outlining the following information:

**Ability to fulfill the following scope of work:**

- Prepare the design/layout of materials using an IRI-provided InDesign, Adobe, or Word template or using verbal/written guidance from IRI
- Submit design and layout for IRI’s approval
- Print materials upon IRI’s approval of designed materials
- Printed materials are preferred to be ready within 3-7 working days after the approved order is made
- Printed materials should be delivered to the destination IRI appoints (within Yangon)

Bidders should propose costs for the following items and specifications:
<table>
<thead>
<tr>
<th>Type of material</th>
<th>Size</th>
<th>Paper type</th>
<th>Color requirements</th>
<th>Number of copies to be printed</th>
<th>Unit price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book (Glue Binding)</td>
<td>(A4) 60 pages</td>
<td>Cover (Art Card) (350g) (4 Color), Dim-Lamination. Inside pages (Max 128g paper) (4 color), both sided. (glued)</td>
<td>Color</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Map (Calendar Size)</td>
<td>(15 inches x 20 inches) (Calendar Size)</td>
<td>Paper type (Art Paper)</td>
<td>Color</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>IRI Folder</td>
<td>(9 inches x 12 inches)</td>
<td>Art Card (300 gsm), lamination included.</td>
<td>Color</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>IRI Writing Pad with IRI Logo</td>
<td>A4 Size</td>
<td>A4 paper (80 gsm)</td>
<td>Color</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Map Poster Size</td>
<td>Poster Size (21.5 inches / 31 inches)</td>
<td>Art Card (210 gsm)</td>
<td>Color</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>
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.

Applications in English and Burmese are preferred but will be accepted in one of the languages if the applicant prefers. Attachments should include the following:

- Company introduction, including previous experience and financial capacity information showing income for the last three years.
- Copy of State Registration Certificate
- Selection of previous works preferred to send print but some online examples will be accepted

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.

Applicants are encouraged to submit price quotations for other formats and types of printing services.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Cost</th>
<th>Number of Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price per item for items listed above</td>
<td></td>
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<td></td>
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<tr>
<td>Hourly fee for design work</td>
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</table>
**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, the 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, the 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. 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 training 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 a 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 before 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 intends to make an award to the responsible Bidder based on the following evaluation factors:

   a) Past performance: the applicant’s stability, experience, and record of past performance. – 30 percent
   b) Other factors
      - Organizational Capacity: An assessment of the organizational capacity to achieve the proposed activity set out in the application. – 30 percent
      - Cost efficiency: Cost, flexibility, and transparency of applicant’s financial application. – 10 percent
   c) 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 “ASIA2020BRM4o -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 the 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.