

REQUEST FOR QUOTES

Procurement Number:	ASIA2020MAL07o
Open Date:	May 15, 2020
Questions Deadline:	June 13, 2020
Closing Deadline:	June 25, 2020
Geographical Area Restrictions:	N/A
Point of Contact:	Dan Keesey dkeesey@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 has worked in Malaysia consistently since 2002 to strengthen the ability of political parties to democratically compete in elections and adhere to practices of citizen-centered governance, to increase youth participation within political and civic spheres, and to strengthen the capacity of Malaysian's civil society organizations. As IRI continues its programming in-country for the foreseeable future, a consultant is needed to provide much needed administrative assistance as well as local insight and non-governmental organization (NGO) connections and expertise.

Period of Performance:

July 1, 2020 through June 30, 2021

Statement of Work:

The Contractor will work with IRI in the position of Local Consultant based in Kuala Lumpur, Malaysia. The Contractor will be required to regularly do the following:

- Submit a semi-monthly deliverable report, up to two pages in length, detailing the services provided within the Scope of Work. If services are completed, the report will be submitted every 15th of the month and on the last day of the month. In order to receive payment, the report must include a detailed summary of services provided to IRI. These services could include:
- Manage logistics and provide administrative support for IRI activities. This includes:

- Communicate with potential participants to deconflict schedules and confirm attendance;
- Finalize activity dates;
- Draft and deliver invitations to participants;
- Reserve training sites and arrange catering and audio/visual support;
- Ensuring all training material and literature needed is available;
- Distribute and collect participant sign-in sheet;
- Take notes of the activities;
- Take no less than 10 photos of events for IRI records.
- Draft reports summarizing and analyzing each program activity. These reports must follow an IRI-provided template;
- Organize and confirm meetings and briefings with national and state government officials, civil society leaders, members of the major political parties, and other relevant stakeholders;
- Provide updates as warranted of political developments in Malaysia relevant to project objectives
- Provide weekly political news updates to IRI's Resident Program Director (RPD) and Resident Program Officer (RPO), in Kuala Lumpur;
- Conduct post-activity and on-going program interviews with training participants and other monitoring and evaluation related tasks to ensure project objectives and IRI standards are met;
- Contribute to quarterly and final report data collection and writing;
- Participate in proposal development brainstorming and design;
- Actively support the RPD and RPO's communication and outreach efforts with participants and on social media;
- Travel throughout the country, as needed, to support activity implementation and oversight;
 - In performance of the scope of work, Consultant may be required to travel up to two times a month to outlying regions of Malaysia not to exceed a total of 24 times within a year

Communicate problems/concerns of program partners that might impact program implementation to IRI staff

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. 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 10 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
7. Proof of Malaysian government, political party, or NGO work experience
8. Examples of diverse and creative media expertise
9. Demonstrated interest in political activism and human rights
10. Fluency in English and Bahasa Malaysia

The price presented will be in USD and payments will be issued based on a fixed deliverable, semi-monthly schedule (i.e. twice per month) due to the high frequency of needs for each program and the level of administrative-related work required. In lieu of reimbursement allowances, the consultant's expert rate will be inclusive of necessary costs associated with performing the SOW (i.e. income taxes, telephone, internet, news subscriptions, parking, meals and incidentals while traveling, etc.).

Unit	Unit Price	Number of Units	Total
Semi-Monthly 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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 40 percent
 - ✓ *Malaysian government, political party, or NGO work experience – 10*
 - ✓ *Diverse and creative media expertise – 10*
 - ✓ *Demonstrated interest in political activism and human rights – 10*
 - ✓ *Fluency in English and Bahasa Malaysia - 10*
- b) Past performance and experience in performing similar projects – 25 percent
- c) Compliance with security and other administrative requirements – 15 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 Dan Keesey, at dkeesey@iri.org with the subject line "ASAIA2020MAL07o" 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
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 <i>(M/D/Y)</i>		Annual Salary ¹ U.S. Dollars	
		From	To		
SPECIFIC EXPERT SERVICES					
SERVICES PERFORMED/TITLE	CLIENT'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period <i>(M/D/Y)</i>		Units at Rate	Daily/Hourly Rate ² In U.S. Dollars
		From	To		
CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.					
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.