



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

<b>Procurement Number:</b>	EURASIA2017BR04o
<b>Open Date:</b>	September 13, 2017
<b>Questions Deadline:</b>	Ongoing
<b>Closing Deadline:</b>	Ongoing
<b>Geographical Area Restrictions:</b>	none
<b>Point of Contact:</b>	Ryte Vaiciuliene, rvaiciuliene @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 Belarus's work is geared toward developing the capacity of the democratic political opposition—with specific focus on internal organization development, campaign capacities and grassroots political activism. In order to achieve this, IRI will provide trainings on a range of subjects. IRI Belarus is seeking to contract with local, regional and international experts to serve as trainers, facilitators and consultants for our various programming activities and events. All contractors will report to and work in close collaboration with IRI Belarus program staff who oversee our various programs.

### **Period of Performance:**

Date of signature- March 31, 2019

### **Statement of Work:**

IRI Lithuania is seeking bids from professional trainers/coaches to conduct a series of one-on-one, small group and larger group trainings for participants identified by IRI. There are two program areas for which bidders may apply. In a statement of intent, bidders shall clarify on which of the specific subjects under each program the bidder has relevant experience and can conduct trainings. Bidders should list all subjects on which they have relevant experience and can conduct trainings. Bidders may indicate more than one program area and certainly more than one topic under each program area:

### **Campaigning:**

- Candidate selection and training;
- Conducting constituency, candidate, environment, audience analysis and evaluation
- Message development (i.e. identifying themes, targeting audiences and delivery options);

- Campaign management (i.e. building a team, time management skills, budgeting and recruiting volunteers)
- Debate skills;
- Direct campaigning and GOTV techniques;

**Communication:**

- Image building
- Strategic messaging;
- Brand-building;
- Public speaking and outreach;
- Messaging and developing talking points
- Online media and social networking;
- Media relations;

This list is not exhaustive. Bidders are encouraged to advance additional subjects in which they have expertise and/or experience providing training within the two program areas. In order to be considered as having relevant experience in a subject matter, bidders shall state clearly the dates and years of experience as either a former or current practitioner in the subject matter.

The successful bidder will also:

- In consultation with IRI design the training agenda and curriculum in English;
- Provide a post-event evaluation and debrief on performance of participants and the overall success of the training.
- Revise and adjust training agenda and other materials based on the results of the feedback from IRI and participants.
- Trainings will take place over the course of several days. Most of the trainings will be scheduled on weekends.

**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 3 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.
- Sample report written by the bidder summarizing a training given by the bidder, sample training materials/handouts/manuals written by the bidder, or a sample presentation (PowerPoint or other format) developed and given by the bidder. Samples do not have to be in English.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. If it is more feasible for the contractor to use his/her own vehicle for travel to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. The daily and hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in Euros, 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			

Daily rates must be in line with prior rates charged for similar work. The bidder can request a higher daily rate that previously received only if he/she has worked at the previous rate for a minimum of sixty working days.

**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 in) – 50 percent
    - Conducting training in the stated subject matter*
    - Proficiency in English, Russian and Belarusian languages*
    - Ability to develop training curriculum, prepare presentations and provide training materials*
  - b) Past performance and experience in performing similar projects and provision of references – 25 percent

c) Price –25 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, Ryte Vaiciulienė, [rvaiciulienė@iri.org](mailto:rvaiciulienė@iri.org) with the subject line "EURASIA2017BR04o" 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.