

## INVITATION FOR BIDS

<b>Procurement Number:</b>	EURASIA2020BELARUS02o IFB
<b>Open Date:</b>	May 12, 2020
<b>Questions Deadline:</b>	Ongoing
<b>Closing Deadline:</b>	September 30, 2020
<b>Geographical Area Restrictions:</b>	110 and 937.
<b>Point of Contact:</b>	Ryte Vaiciulienė ( <a href="mailto:rvaiciulien@iri.org">rvaiciulien@iri.org</a> )

### 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 conducts a variety of workshops, trainings, and meetings in Vilnius, Lithuania at which Lithuania, Russian and Belarusian language is spoken and written. In these cases, the participants and the trainers and/or IRI staff do not speak a common language and, therefore, professional, simultaneous translation is required. Additionally, IRI produces supplemental educational resources, which seeks to make accessible to all program participants who speak Lithuanian, Russian and Belarusian.

IRI is accepting offers from professional language interpreters/translators to provide verbal and written translation services.

### Period of Performance:

May 15, 2020 – September 30, 2023, with the option to extend for a total duration of up to 3 years up in two one-year increments.

### Technical Bid:

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

IRI is seeking bids from interpreters/translators to perform following tasks:

1. Provide verbal interpretation during IRI trainings/meetings and events. Translations will be between Russian and English and vice versa. Fluency and ability to interpret between Belarusian and English and vice versa would be an advantage, but not a

requirement. Both consecutive and simultaneous interpretation will be required, depending upon the task at hand.

2. For written translations, the translator will be responsible for translating video scripts, agendas, communication and training materials upon request of IRI and defined deadlines.

Depending on the scope of the individual translation project, IRI may require more than one translator (e.g. a multi-day conference).

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.

Pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. Any additional costs related to travel, supplies, and any other required expenses must be included in the hourly rate. Rates given must be guaranteed for the life of the contract. 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 Euros; payments under any resulting contract will be made in this currency.

<b>Service/Deliverable</b>	<b>Unit</b>	<b>Unit Price (Euros)</b>
<b>Oral Translation</b>		
<b>Simultaneous Translation</b>		
English to Russian	Hourly	
Russian to English	Hourly	
Russian to Belarusian	Hourly	
Belarusian to Russian	Hourly	
English to Belarusian	Hourly	
Belarusian to English	Hourly	
Lithuanian to Russian	Hourly	
Russian to Lithuanian	Hourly	
Lithuanian to English	Hourly	
English to Lithuanian	Hourly	
<b>Consecutive Translation</b>		
English to Russian	Hourly	
Russian to English	Hourly	
Russian to Belarusian	Hourly	
Belarusian to Russian	Hourly	
English to Belarusian	Hourly	
Belarusian to English	Hourly	
Lithuanian to Russian	Hourly	
Russian to Lithuanian	Hourly	
Lithuanian to English	Hourly	
English to Lithuanian	Hourly	

<b>Written Translation</b>		
<b>Regular Service</b>		
English to Russian	Per page (500 word)	
Russian to English	Per page (500 word)	
Russian to Belarusian	Per page (500 word)	
Belarusian to Russian	Per page (500 word)	
English to Belarusian	Per page (500 word)	
Belarusian to English	Per page (500 word)	
Lithuanian to Russian	Per page (500 word)	
Russian to Lithuanian	Per page (500 word)	
Lithuanian to English	Per page (500 word)	
English to Lithuanian	Per page (500 word)	
<b>Rush Service</b>		
English to Russian	Per page (500 word)	
Russian to English	Per page (500 word)	
Russian to Belarusian	Per page (500 word)	
Belarusian to Russian	Per page (500 word)	
English to Belarusian	Per page (500 word)	
Belarusian to English	Per page (500 word)	
Lithuanian to Russian	Per page (500 word)	
Russian to Lithuanian	Per page (500 word)	
Lithuanian to English	Per page (500 word)	
English to Lithuanian	Per page (500 word)	

**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. 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.
10. Bidder must be able to provide translation services between Russian, English and/or Belarusian.
11. Bidder is able to attend in-person trainings or event in Vilnius.

### **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) Past performance and experience in performing similar projects – 50 percent  
- *Experience providing translation services for international organization or translating politically-focused content as demonstrated by CV.*
- b) Price – 50 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 Ryte Vaiciuliene, at [rvaiciuliene@iri.org](mailto:rvaiciuliene@iri.org) with the subject line "EURASIA2020BELARUS02o 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.