



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	EUROPE2019SER03o
Open Date:	October 16, 2019, 5:00 PM EST
Questions Deadline:	October 21, 2019, 5:00 PM EST
Closing Deadline:	October 25, 2019, 5:00 PM EST
Geographical Area Restrictions:	N/A
Point of Contact:	Danbi Lee (dlee@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 conducts a variety of workshops, trainings, conferences, and meetings at which Serbian, English, and other languages are 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 interpretation is required. IRI is accepting offers from professional language interpreters to provide translation/interpretation services.

Period of Performance:

November 1, 2019 – October 31, 2020

Technical Bid:

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

1. Professional translation and simultaneous interpretation services (English/Serbian/other languages) for all the meetings, events, conferences, workshops and trainings that IRI holds throughout Serbia (and possibly the Western Balkan region). IRI may require more than one interpreter at each event.
2. High quality equipment for the translation including, but not limited to, wireless receivers and headphones, sound proof translation booth, and all other necessary audio equipment.
3. Transportation for all equipment and interpreters to and from each event.
4. Transcription of videos and/or written translation of documents, including legal documents.

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 US Dollars; payments under any resulting contract will be made in this currency.

Unit	Unit Cost
Document Translation (Word document) per page (max 500 words/page)	
Express/Urgent Document Translation	
Translation of PowerPoint (per slide)	
Simultaneous/Consecutive Interpretation Service	Daily rate:
Interpretation equipment and sound system (including transportation of equipment)/Region	
Interpretation equipment according to the following categories:	----- (please specify below) -----
30 participants or below	
31 – 70 participants	
71 – 100 participants	
101 – 200 participants	
201 – 300 participants	
above 300 participants	
Extra equipment (screen, date show, laptop)	Daily rate: Hourly rate:
Fees for cancellations	
Video / Audio transcription	
Video / Audio translation	

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. 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.
 8. 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.
 9. Proposals will not exceed 5 pages (not including cover page).
 10. Proposals must be presented as a menu of services IRI can request with **5 days' notice**. Contractors will only be paid upon completion of service.
 11. Proposals must indicate if they are able to provide translation and interpretation between Serbian and English only or if they are able to provide translation between Serbian, English, and other European languages such as German, Italian, or French.

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
 - Years of experience
 - Similar projects/settings
- b) Price – 40 percent
- c) Quality of provided equipment – 10 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.
- 6. Bidders must have 7+ years of experience providing interpretation/translation services in similar professional settings.
- 7. Professional fluency in Serbian and English

Submission Instructions:

Bids must be submitted via email to Danbi Lee, at dlee@iri.org with the subject line “EUROPE2019SER03o 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.