

## INVITATION FOR BIDS

<b>Procurement Number:</b>	EUROPE2020SER02o
<b>Open Date:</b>	March 24, 2020
<b>Questions Deadline:</b>	March 30, 2020
<b>Closing Deadline:</b>	April 3, 2020
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Tucker Jones ( <a href="mailto:tjones@iri.org">tjones@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's Serbia CEPPS program is a municipal-focused program requiring frequent travel around the country. The program requires several different types of transportation services: ad hoc transportation between IRI offices and meetings in Belgrade; airport transfers; ad hoc transportation to meetings or events in municipalities around Serbia; occasional dedicated service, especially when dignitaries are visiting Serbia or when special events are held; etc. **IRI may contract with more than one vendor to cover the listed services.** Transportation services will be assigned on an as-needed basis by the Resident Program Director.

### Period of Performance:

April 15, 2020 – April 14, 2021

### Technical Bid:

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

1. Driver(s) should be able to speak English at an intermediate level and agree to IRI's code of ethics. Should the primary driver(s) be unavailable for service for any reason, the Contractor is to provide a substitute driver and a car until the primary driver is able to resume service. IRI must approve any change in the fulltime driver, but not substitute drivers. All drivers (full-time and substitutes) must have a minimum of three years of experience and a valid license.
2. Driver(s) will work a shift schedule as detailed by IRI's resident country director and not to exceed 60 hours per week.
3. Provision of at least one vehicle, to be used by the driver(s) assigned to IRI needs

4. The vehicle(s) must be a full-size sedan or SUV not older than 2012. All vehicles should be in good condition: cleanliness, maintenance, etc.
5. The Contractor should be able to provide to IRI per request:
  - a. Additional sedan/SUV vehicles meeting technical standards described above
  - b. Vehicles (5 passenger capacity) not older than 2012
6. Should any of the vehicles be unavailable for any reason, the Contractor is to provide a substitute vehicle of comparable quality until the primary vehicle is able to resume service.
7. The Contractor certifies that vehicles are in sound and safe condition and free of any known faults or defects which would affect their safe operation under normal use.
8. Transportation as needed, will be inclusive of all areas of Belgrade and throughout the country.
  - a. Assuming the trip starts and ends within a shift, no additional charge will be made of IRI as the trip will be deemed within the terms of the contract.
  - b. Rates will be based on a kilometer counter kept for the trip by the driver in their driver's log and reimbursed based on a rate sheet provided by the Contractor.
  - c. Driver(s) will keep a log detailing all trips, including starting and ending point and detailing whether the trips were personal, or business related. Each trip must be signed by the passenger in the vehicle and must include project code to be charged.
9. Full maintenance of the vehicle is under the care of the driver(s).
10. Vehicle and passenger insurance will be kept at all time by the Contractor.
11. IRI is responsible for all parking charges resulting from IRI's business
12. Contractor is responsible for all local taxes.
13. Overtime payment will be included in the monthly payment to the Contractor and not given directly to the driver.

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. Please note that IRI is exempt from the Value Added Tax (VAT/PDV) in Serbia. 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 (EUR); payments under any resulting contract will be made in Serbian dinars (RSD) at the middle exchange rate as determined by the National Bank of Serbia and posted on its website ([www.nbs.rs](http://www.nbs.rs)).

<b>Deliverable</b>	<b>Rate Unit (USD)</b>	<b>Rate (USD)</b>
Trips within Belgrade using vehicles, vans, and vehicles for individuals with disabilities	Hourly rate (including fuel charges):	
Trips with vehicles, vans, and vehicles for individuals with disabilities for trips less than 20 KM inside and outside of Belgrade.	Rate per trip (including fuel charges):	
Trips with vehicles, vans, and vehicles for individuals with disabilities for trips in Serbia more than 20 KM outside Belgrade	Rate per kilometer (including fuel charges): Rate per hour (including fuel charges):	
Stipend for hotel room and food	Flat rate per overnight stay:	
Overtime if the drivers are asked by IRI to provide services exceeding local standard time hours per work week or on public holidays.	Overtime hourly rate (specify threshold for triggering overtime):	

**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). Attachments must include:
- a. Business license
  - b. Driver license for each driver
  - c. Detailed information on each vehicle
  - d. Documents proving that vehicles are under full coverage insurance

### **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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
- b) Past performance and experience in performing similar projects – 15 percent
- c) Compliance with security and other administrative requirements – 25 percent
- d) 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.
6. Bidder must have three (3) years of professional driving experience (as described above). Driver must be bilingual in English and Serbian.
7. Vehicles must not be older than 2012 and are adequately insured.

**Submission Instructions:**

Bids must be submitted via email to Tucker Jones, at [tjones@iri.org](mailto:tjones@iri.org) with the subject line "EUROPE2020SER02o IFB" by the deadline listed above.

**IRI Obligations**

Issuance of this IFB does not constitute and 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.