

INVITATION FOR BIDS

Procurement Number:	EUROPE2020SER03o
Open Date:	August 6, 2020
Questions Deadline:	August 21, 2020
Closing Deadline:	August 31, 2020
Geographical Area Restrictions:	N/A
Point of Contact:	Tucker Jones (tjones@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 one or more professional language interpreters or firms to provide interpretation services.

Period of Performance:

September 15, 2020 – September 14, 2021 with the option to extend for a total duration of up to 5 years up in four one-year increments.

Technical Bid:

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

The Winning Bidder will provide:

1. Professional simultaneous and/or consecutive interpretation services (English to Serbian, Serbian to English) during meetings, events, conferences, workshops and trainings that IRI holds throughout Serbia. IRI may require more than one interpreter at each event.
 - a. Bidders may list additional European languages, such as German, Italian, or French, for which they can provide interpretation to/from Serbian; IRI will consider bids from bidders that are only able to conduct English/Serbian interpretation too.

2. High quality interpretation and sound equipment including, but not limited to, wireless receivers and headphones, soundproof interpretation booth, microphones, equalizer, all other necessary audio equipment.
3. Transportation services for the equipment and interpreters to/from the event venue, including outside Belgrade, Serbia.

Services will be provided on as-needed basis, including outside normal working hours and during weekends.

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 **Euros**; payments under any resulting contract will be made in this currency or in Serbian dinar (RSD) at the prevailing rate set by the National Bank of Serbia.

Services/Deliverables	Daily rate, Euros (8 work hours, per one interpreter)	Half-day rate, Euros (4 work hours, per one interpreter)	Hourly rate, Euros (per one interpreter)
Simultaneous Interpretation, Belgrade/online			
Simultaneous Interpretation, up to 110 km outside Belgrade			
Simultaneous interpretation, between 110 and 250km outside of Belgrade			
Simultaneous interpretation, over 250km outside of Belgrade			
Consecutive Interpretation, Belgrade/online			
Consecutive Interpretation, outside Belgrade			
Consecutive Interpretation, up to 110 km outside Belgrade			
Consecutive interpretation, between 110 and 250km outside of Belgrade			

Consecutive interpretation, over 250km outside of Belgrade			
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Equipment Rental Cost Table (per 50 persons)			
Services/Deliverables	Unit cost (Euros)	No. of Units	Total
Booth (soundproof)		1	
Equalizer		1	
Loudspeaker		1	
Interpreter's board and headset(s)		1	
Stationary Microphones		5	
Wireless Microphones		5	
Wireless Headsets		50	

Equipment Rental Cost Table (per 100 persons)			
Services/Deliverables	Unit cost (Euros)	No. of Units	Total
Booth (soundproof)		1	
Equalizer		1	
Loudspeaker		1	
Interpreter's board and headset(s)		1	
Stationary Microphones		5	
Wireless Microphones		5	
Wireless Headsets		100	

IRI will pay directly (to the hotel, airline, etc.) for all preapproved lodging and airfare expenses for the contractors' participation in IRI activities and events. The daily and/or hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses, including ground transportation, lodging, and meals should be included within the daily and/or hourly rates, as no other expenses will be covered or reimbursed by IRI

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. Bidders must:
 - a. Have 5+ years of experience providing interpretation services in similar professional settings
 - b. Have professional fluency in Serbian and English
 - c. Able to provide all relevant equipment (either by direct ownership or ability to acquire by renting etc.)
11. Proposals will not exceed 5 pages (not including cover page or attachment).
12. 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.
13. Proposals must indicate if they are able to provide interpretation between Serbian and English only or if they are able to provide interpretation between Serbian, English, and other European languages such as German, Italian, or French.
14. Proposals must specify in which areas in Serbia the Bidder is able to perform the scope of work. Note that IRI will pay directly to the hotel/airline/travel agent/ground transit for lodging and travel costs. No other travel expenses will be covered by IRI.

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 – 40 percent
- c) 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.

Submission Instructions:

Bids must be submitted via email to Tucker Jones, at tjones@iri.org with the subject line "EUROPE2020SER03o 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.