

## REQUEST FOR PROPOSALS (extension #1)

<b>Procurement Number:</b>	ASIA2021MDV07
<b>Open Date:</b>	June 10, 2021
<b>Questions Deadline:</b>	June 16, 2021
<b>Closing Deadline:</b>	June 30, 2021
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Ismail Humaam Hamid

### 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.

The Strong and Inclusive Maldivian Democracy program seeks to strengthen the capacity and resilience of Maldivian democratic institutions by creating a stronger nexus between government and civil society through the promotion of government transparency and civic engagement in policy reform. The program has been designed to engage and inform public officials and civil society leaders at both national and local levels of government, including a specific focus on support for the decentralization process and the strengthening of institutions relevant to the justice sector. For its virtual activities, CEPPS/IRI will partner with a local company to facilitate workshops and conferences through a virtual platform, ensuring IRI staff can fully participate and lead the conferences and/or workshops. The addition of a local company will ensure all technical aspects of programming (virtual breakout rooms, virtual banners, real time troubleshooting etc.) are handled quickly and efficiently, enabling virtual activities to be successful and ensuring IRI staff can remain fully focused on the content being delivered to stakeholders.

### Period of Performance

July 1, 2021 – August 30, 2021

### Statement of Work

IRI is seeking a virtual workshop and conference facilitator to facilitate one conference and up to three workshops via Zoom. The conference is tentatively planned for late July or early

August 2021. The workshops are tentatively planned from mid-July through late-August 2021. Exact dates will be communicated with the winning bid, ensuring the contractor has sufficient preparation time. The facilitator will be responsible for:

- For the requested conference, determined through virtual meetings and/or calls with IRI Maldives staff:
  - Providing a one-month Zoom license for up to 3,000 attendees to be used during the IRI conference
  - Creation of virtual banners, backgrounds and images
  - Providing pre-registration links to all participants
  - Pre-recording of required presentations ahead of the conference, with input from IRI. Recordings will be shared with IRI and will be for IRI use only.
  - Completing a full dry run of the conference one week before the conference begins, coordinating with IRI staff
  - Providing technical support during the conference, such as creating meeting rooms and breakout rooms, recording all sessions of the conference, and troubleshooting any technical issues
  - Submission of all recordings and a two-minute highlight reel with English subtitles, incorporating IRI input
- For each requested workshop, determined through virtual meetings and/or calls with IRI Maldives staff:
  - Providing pre-registration links to all participants
  - Providing technical support during the workshop, such as creating meeting rooms and breakout rooms, recording all sessions of the conference, and troubleshooting any technical issues

## **Technical Proposals**

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's 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). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
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 information submitted must contain Bidder's Taxpayer Identification Number.
5. Proposals will not exceed 5 pages (not including cover page) be submitted in English in Times New Roman 12-point font, and include examples of previous experience facilitating workshops and/or conferences using Zoom (specifying work with government officials in the Maldives, if applicable) and include 1-2 references

(reference contact information or recommendation letter) that can speak to their experiences facilitating virtual trainings or conferences using Zoom.

6. Applicants should:
  - a. Be fluent in Divehi and English.
  - b. Be based in the Maldives.
  - c. Have at least two (2) years of prior experience facilitating virtual workshops and/or conferences for at least 50 participants on Zoom.
  - d. Be able to obtain a Zoom license for at least 3,000 participants.
  - e. Be able to provide at least 1-2 references (either letter or contact, title, relationship) that can speak to the facilitation of virtual conferences of workshops.

### Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder’s 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. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in MVR, payments under any resulting contract will be made in this currency.

For a fixed price contract:

Contract currency will be Maldivian Rufiyaa (MVR)

Deliverable	Unit Cost	Number of Units	Payment Amount (MVR)
<b>Conference Facilitation</b> Including: providing a one-month Zoom license for up to 3,000 attendees, creation of virtual banners, backgrounds and images; Providing pre-registration links to all participants; Pre-recording required presentations ahead of the conference; Completing a full dry run of the conference one week before the conference begins; Providing technical support during the conference; and Submission of all recordings and a two-minute highlight reel with English subtitles.		1	

<b>Workshop Facilitation</b> Including: Providing pre-registration links to all participants; and providing technical support during the workshop.		Up to 3	
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No reimbursement allowed.

### **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 proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. 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 is 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 proposal 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 proposal 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: Best value

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) – 40 percent
  - i. *Ability to provide support for last minute changes* - 20 percent
  - ii. *Have fluency in Divehi and English* - 20 percent
- b. Past performance and experience in performing similar projects – 40 percent
  - i. *Experience in facilitating workshops and/or conferences in the Maldives via Zoom* - 20 percent
  - ii. *Experience working with government officials in the Maldives* - 10 percent
  - iii. *Past performance in facilitating workshops and/or conferences through Zoom* - 10 percent
- c. Price – 20 percent

IRI intends to evaluate Bidders' proposals 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 Caroline McCahey at [cmccahey@iri.org](mailto:cmccahey@iri.org) "**RFP ASIA2021MDV07o Virtual Facilitator Application\_Name**" by the deadline listed above.

### **RFP 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 proposals if such is within IRI's interest.
3. 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.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror 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.
11. Offerors confirm that the prices in the proposal/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.
12. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology

Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

- iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

13. Bidders agree to disclose as part of the proposal submission:

- 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.
- Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
- Any other action that might be interpreted as potential conflict of interest.

### **Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate 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 applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor." Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

### **IRI Obligations**

Issuance of this RFP 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 proposal or quotation.

### **Required Certifications**

The following certificates need to be signed by all Bidders. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Authorized Individuals

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C.”

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a

person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_



## Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_