



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2019ALL01o
Open Date:	2/4/2019
Questions Deadline:	Rolling basis
Closing Deadline:	Rolling basis
Geographical Area Restrictions:	N/A
Point of Contact:	Sarah Bernard; sbernard@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 needs a roster of on-demand translators to provide either written translation or verbal interpretation services in English, Arabic and France. For written translations, the translator will be responsible for translating program, communication and training materials as needed for IRI. Verbal translation conducted by the translator will be either consecutive or simultaneous depending upon IRI's programmatic needs.

Period of Performance:

IRI may choose to sign short-term contracts for specific events/document translations, or IRI may choose to sign a long-term contract with one or several contractors.

Scope of Work:

Selected Contractor(s) will perform the following tasks for written translation:

- Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained;
- Use appropriate equipment for presentation and delivery;
- Research technical and legal terminology to find the correct translation as needed;
- Liaise with IRI to discuss unclear content;
- Proofread and edit final translated versions;
- Provide clients with a grammatically correct, professional final version of the translated text, usually as a word-processed document;
- Consult with experts in specialist areas if needed;

- Retain and develop specialist knowledge on specialist areas of translation;

For verbal interpretation, selected Contractor(s) will:

- Advise IRI on the style of translation most appropriate to the event (consecutive or simultaneous);
- Read through any preparatory/background information provided by IRI or speakers;
- Research technical and legal terminology to find the correct translation as needed;
- Liaise with IRI to discuss unclear content;

Travel within the MENA region with IRI team members if necessary.

Technical Bid:

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

1. Bids must highlight the following skills and requirements;
 - a. Proven written, oral, and comprehension proficiency in English and/or French/Arabic
 - b. Must indicate that bidder is able to provide translation between Arabic, English and French
 - c. Ability to work under pressure
 - d. Knowledge of standard software such as Microsoft Word and PowerPoint
 - e. Broad knowledge of terminology in several sectors such as politics, economics, law and culture
 - f. Ability to convert concepts in the source language to equivalent concepts in the target language
 - g. Render spoken messages accurately, quickly, and clearly
2. Bids must be in English, not more than 5 pages, and should include the following:
 - a. Offeror's personal CV
 - b. List of a selection of recent (within 1 year) events and documents translated
 - c. List of at least three references

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

Unit	Unit Cost	Number of Units	Total
Document Translation (word document)	Rate per page (max 500 words/page)		
Express/Urgent Document Translation	Rate per page (max 500 words/page)		
Translation of PowerPoint	Rate per slide		
Simultaneous/Consecutive Translation	Rate per day		
Simultaneous/Consecutive Translation	Rate per day		
Translation Equipment and Sound System (Including transportation of equipment)	Rate per day (note if different rates across MENA countries)		
Translation Equipment according to the following categories: - 30 participants or below - 31-70 participants - 71-100 participants - 101-200 participants - 201-300 participants Above 300 participants	Rate per participant category		
Rental of extra equipment (screen, laptop, etc.)	Rate per day; Rate per hour		
Cancellation fees			
Video/Audio Transcription	Rate per unit		
Video/Audio Translation	Rate per unit		
Subtitling	Rate per page (max 500 words/page); Rate per slide		

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.

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:
5. 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) – 35 percent
 - b) Past performance and experience in performing similar projects – 30 percent
 - e) Price – 35 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.

6. 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 Sarah Bernard, at sbernard@iri.org with the subject line "MENA2019ALL01o" 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.