



**International  
Republican Institute**  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	MENA2019Iraq03o
<b>Open Date:</b>	June 14, 2019
<b>Questions Deadline:</b>	Rolling
<b>Closing Deadline:</b>	September 30, 2019
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Procurement Officer, iraqbids@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 is in need of promotional/branded materials to bolster programming through distribution to program participants and key stakeholders in country.

### **Period of Performance:**

One year from the date of signature with the option to extend two additional years in one-year increments.

### **Technical Bid:**

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

Ability to fulfil the following scope of work, including but not limited to:

- If needed, prepare the design/layout of materials; sometimes using an IRI-provided InDesign or Word template and other times using verbal/written guidance from IRI
- Receive approval for the design and layout from IRI
- Upon IRI's approval for the design materials, print materials
- Printed materials are preferred to be ready within 3-5 working days after the approved order is made
- Printed materials must be delivered to the destination IRI appoints (within federal Iraq and Iraqi Kurdistan)

The following price table is illustrative. IRI requests that bidders provide a comprehensive list of deliverables and price ranges, inclusive of additional materials, sizes, color requirements, etc. and corresponding price ranges.

<b>Type of material</b>	<b>Size</b>	<b>Paper type</b>	<b>Color requirements</b>	<b>Number of copies to be printed</b>	<b>Unit Price</b>
1 page backounder (on one side)	A4	250g Chorus Silk Cover	Color	3000	
1 page backounder (on both sides)	A4	250g pound Chorus Silk Cover	Color	3000	
Invitation (single fold)	A5	250g pound Chorus Silk Cover	Color	5000	
Business card	3.5 inches wide by 2.0 inches high	250g, Matte Finish, Cardstock	Color	1000	
Letterhead	A4	100g Offset Bright White	Color	1000	
Envelope	A5	120g Offset Bright White	Color	500	
Branded notebook (spiral)	A5, 50 inside pages, 2 cover pages	250g, Matte Finish, Cardstock and 100g Offset Bright White	Cover pages in color and inside pages in black and white	3000	
IRI branded folder	A4	250g Chorus Silk Cover	Color	500	
Book (spiral)	A4, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (glue binding)	A4, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	

Book (spiral)	A5, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (glue binding)	A5, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (spiral)	A5, 50-100 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (glue binding)	A5, up to 50 pages	250g Chorus Silk Cover and 100 g Offset Bright White	Color	500	
Report/Manual /Primer (spiral)	A4, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Report/Manual /Primer (glue binding)	A4, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Pens	10-25, 25-50, 50-75, etc.		Color		
Pins	½ inch, ¾ inch, 7/8 inch, 1 inch, 1 ¼ inch, 1 ½ inch, etc.; 10-25, 25-50, 50-75, etc.		Color		
Paperweights	2 lbs, 4 lbs, 6 lbs, etc.; 10-25, 25-50, 50-75, etc.				

Banners	Square: 250 X 250 Small Square: 200 X 200 Rectangle: 480 X 60; 1-10, 10-20, 20-30, etc. Leaderboard: 728 X 90; Please provide additional sizing and flexible pricing options for ad hoc sizing				
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For the items listed above, bidders may suggest similar but different materials.

Bids should be submitted in English and limited to ten (10) pages of Times New Roman font with one-inch (1”) margins. Attachments should include the following:

- Company introduction, including previous experience and financial capacity information showing income for the last three years.
- Copy of National Registration Certificate
- Selection of previous works, preferred to send print but some online examples will be accepted

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 or IQD. Payments made under the resulting contract will be made in one of the two currencies.

Type of material	Size	Paper type	Color requirements	Number of copies to be printed	Unit Price
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1 page backgrounder (on one side)	A4	250g Chorus Silk Cover	color	3000	
1 page backgrounder (on both sides)	A4	250g pound Chorus Silk Cover	Color	3000	
Invitation (single fold)	A5	250g pound Chorus Silk Cover	Color	5000	
Business card	3.5 inches wide by 2.0 inches high	250g, Matte Finish, Cardstock	Color	1000	
Letterhead	A4	100g Offset Bright White	Color	1000	
Envelope	A5	120g Offset Bright White	Color	500	
Branded notebook (spiral)	A5, 50 inside pages, 2 cover pages	250g, Matte Finish, Cardstock and 100g Offset Bright White	Cover pages in color and inside pages in black and white	3000	
IRI branded folder	A4	250g Chorus Silk Cover	Color	500	
Book (spiral)	A4, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (glue binding)	A4, up to 50 pages	250g Chorus Silk Cover and 100g Offset	Color	500	

		Bright White			
Book (spiral)	A5, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (glue binding)	A5, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (spiral)	A5, 50-100 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
Book (glue binding)	A5, up to 50 pages	250g Chorus Silk Cover and 100 g Offset Bright White	Color	500	
Report/Manual/Primer (spiral)	A4, up to 50 pages	250g Chorus Silk Cover and 100g Offset Bright White	Color	500	
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Pens			Color		

Pins	½ inch, ¾ inch, 7/8 inch, 1 inch, 1 ¼ inch, 1 ½ inch, etc.		Color		
Paperweights	2 lbs, 4 lbs, 6 lbs, etc.				
Banners	Square: 250 X 250 Small Square: 200 X 200 Rectangle: 480 X 60 Leaderboard: 728 X 90; Please provide additional sizing and flexible pricing options for ad hoc sizing				

**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.

#### **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 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 – 30 percent
  - c) Price – 40 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 Procurement Officer at [iraqbids@iri.org](mailto:iraqbids@iri.org) with the subject line "MENA2019Iraq03o " 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.