



**International  
Republican Institute**

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**INVITATION FOR BIDS**

<b>Procurement Number:</b>	EUROPE2017REG04o
<b>Open Date:</b>	June 7, 2017
<b>Questions Deadline:</b>	N/A
<b>Closing Deadline:</b>	N/A
<b>Geographical Area Restrictions:</b>	Europe Regional and Beacon Project
<b>Point of Contact:</b>	Kristina Shnyak, kshnyak@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's Europe regional office, based in Slovakia, is seeking proposals from transportation providers to assist with movement of employees and partners as needed.

**Period of Performance:**

July 1, 2017 – June 30, 2018 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: Proposals should be no more than 5 pages and include a cover sheet with the full name of the contract signatory. Proposal should be submitted as a PDF document. All proposals must be submitted in English. Proposals that do not meet formatting requirements will NOT be considered.

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

Services/Deliverables	Unit Type	No. of Units	Unit Cost
Transportation from Bratislava to Vienna airport and back (RT)	Roundtrip	120	
Transportation from Vienna airport to Vienna and back to Vienna airport (RT)	Roundtrip	150	
Transportation from Bratislava to Vienna and back to Bratislava (RT)	Roundtrip	20	
Transportation from Bratislava to Prague and back to Bratislava (RT)	Roundtrip	6	
Transportation from Bratislava to Budapest and back to Bratislava (RT)	Roundtrip	6	
Per kilometer charge for trips not listed above	Kilometer	1	

**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. 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.
8. 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.
9. 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.
  10. 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:

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 including ability to perform the SOW, proposal does not exceed 5 pages and proposal is in English) – 50 percent
  - e) Price – 50 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 POC, Kristina Shnyak, kshnyak@iri.org with the subject line "IFB-EUROPE2017REG04o" 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 subcontractor subject to the clauses of the prime award. This subcontract 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 subcontractor 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.