



**International
Republican Institute**
1225 Eye St. NW, Suite 800
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

INVITATION FOR BIDS

Procurement Number:	IRI2020GLOBAL01o
Open Date:	January 24, 2020
Questions Deadline:	January 29, 2020
Closing Deadline:	January 31, 2020
Geographical Area Restrictions:	N/A
Point of Contact:	Basirat Abujade, Procurement Manager, babujade@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.

To ensure that IRI is compliant with local labor laws and to expedite the process of hiring local staff to support programming in certain countries, IRI will need to enter an agreement with an Employer of Record.

Period of Performance:

Variable. Depending on programming.

Scope of Work:

IRI will contract a third party, employer of record to employ local employees in various countries, as needed to complete programmatic work.

The contractor will be responsible for:

- the payment of all amounts due (salary and reimbursements or advances) to the Worker from IRI under the terms of any relevant industrial instrument, law or contracts;
- the accrual and payment of any leave entitlements, including but not limited to annual leave, personal leave, parental leave and long service leave;
- subject to the conditions of assignment, the deduction and/or remittance of all appropriate taxes, including but not limited to income tax, fringe benefits tax and payroll tax, as may be required by law;

- workers' compensation under the applicable legislation in the relevant jurisdiction, unless the legislation casts that responsibility on you;
- the payment of an amount as superannuation into a superannuation fund to avoid the imposition of any charge as may be required by law; and
- any additional anticipated matters that would need to be negotiated between the employer of record and IRI.
- Provide onboarding services in a minimum amount of time. IRI will prioritize bidders with the ability to provide prompt onboarding for staff.

The contractor will provide the following services:

- Serve as employer of record in various countries.
- Prepare employment contracts and execute signature with IRI staff.
- Onboard staff to the employment relationship (explain the legal relationship, benefits, and procedures).
- Prepare payroll every month, including payments for severance, vacations, salary, any other employee related payment or tax.
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Technical Bid:

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

1. Technical proposals will demonstrate ability and experience in programs with a similar scope of work and should not exceed 5 pages, Times New Roman 12pt. font.
2. Bidder must demonstrate ability to operate and comply with security and other administrative requirements in various countries.
3. IRI will have already identified the staff and negotiated salaries. IRI will disclose the names and salaries of these staff once the winning bid is selected.
4. Bidder must list all countries where the organization has the ability to operate. If expenses or fees vary between regions/countries, please list all quotes in proposal.
5. Bidders shall include references from a minimum of three professional references with whom the bidder has provided similar services for within the last 24-month period.

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 U.S. Dollars (USD); payments under any resulting contract will be made in this currency.

The price should be inclusive of all costs related to managing employment and presented in its relationship to the worker’s salary/compensation. Illustrative examples of additional fees include: Public liability insurance, superannuation, administration and overhead of the agency as it relates to managing employees etc.

Unit	Unit Cost	Number of Units	Total
Admin fee			
Other fees			
Applicable payroll fees			
Applicable taxes			

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 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. Ability to deliver indicated service in accordance with specifications set out in this IFB- 40 percent
- b. Quality of reference responses regarding performance of scope of work- 30 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 Basirat Abujade at babujade@iri.org with the subject line "IRI2020GLOBAL01o 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.