



**International  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	MENA2018IRAQ18o
<b>Open Date:</b>	January 2, 2019
<b>Questions Deadline:</b>	Rolling
<b>Closing Deadline:</b>	Rolling
<b>Geographical Area Restrictions:</b>	n/a
<b>Point of Contact:</b>	Procurement Office <a href="mailto:iraqbids@iri.org">iraqbids@iri.org</a>

### 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 a nonprofit organization that works to support Iraq's democracy and is in need of a transportation service company in Iraq that can provide as-needed cars with drivers for IRI staff across the country. Trips will originate from Baghdad, Basra and Erbil, traveling nationwide (security permitting).

### Period of Performance:

Signing the Agreement through September 30, 2020 with the option to extend for up to three years in one-year increments

### Technical Bid:

Bidders will provide transportation services throughout Iraq on an ad-hoc basis. Currently, IRI forecasts that the monthly travel volume will be approximately 10 trips per month through the spring of 2019, after which, the volume will likely increase to approximately 20 trips per month.

Bidders can choose to offer services nationwide or in select cities/provinces, but these areas must be outlined clearly. If different rates apply, these must be outlined in the cost proposal.

Bidders will provide the following services:

- Provide "as needed on call drivers" upon IRI's requests, predominantly but not exclusively for travel originating from Baghdad and Erbil to provinces nationwide. Less frequently,

travel originating from Basra will be required. All requests will be submitted by IRI to the Contractor within 48 hours minimum prior the request and IRI will engage Contractor in monthly planning discussions to allow for longer-term planning.

- Bidders should outline invoicing method – whether fixed monthly rate inclusive of mileage or based on fixed rate plus monthly reimbursement based upon a trip mileage sheet.
- Bidders should outline invoicing method – whether fixed daily rate inclusive of mileage or based on fixed rate plus reimbursement based upon a trip mileage sheet.

IRI security requirements:

- The drivers must have the ability to communicate in basic English; Arabic is required for Baghdad-based drivers and Arabic and Kurdish are required for Erbil-based drivers.
- All cars used by the company must be low profile (soft skin).
- All cars used must be from model year 2012 or newer and should use American, Korean or Japanese manufactured cars.
- The cars must be maintained and insured by Contractor; IRI will require proof of insurance, clearance from traffic police and maintenance. Drivers must be licensed to drive in Iraq; IRI will require proof of current license, no criminal history and drivers' history. The cars used must be tracked by GPS system either pre-installed by the bidders or through an IRI-provided system

### **Price Application**

Contracts will be awarded in USD and will be paid by monthly invoice-based wire transfer from IRI's office in Baghdad, Iraq.

*Trips In City: the rate will be considered per day - \$ rate should be fixed into each blank cell*

*Trips From City to City : the rate will be considered per Trip - \$ rate should be fixed into each blank cell*

*Please note the pricing should be in USD*

Price Grid	<u>To</u>																	
	Al Basrah	Wasit	Salah ad Din	Ninawa	Maysan	Karbala'	Arbil	Diyala	Dhi Qar	Dahuk	Baghdad	Babil	Kirkuk	As Sulaymaniyah	An Najaf	Al Qadisiyah	Al Muthanna	Al Anbar
Al Basrah																		
Wasit																		
Salah ad Din																		
Ninawa																		
Maysan																		
Karbala'																		
Erbil																		
Diyala																		
Dhi Qar																		
Dahuk																		
Baghdad																		
Babil																		
Kirkuk																		
As Sulaymaniyah																		
An Najaf																		
Al Qadisiyah																		
Al Muthanna																		
Al Anbar																		

*From*

Different rates based on destinations may be established by Bidder but must be outlined in an expanded version of the deliverables chart above.

Bidder should outline invoicing method – whether fixed monthly rate inclusive of mileage or based on fixed rate plus monthly reimbursement based upon a trip mileage sheet.

For overnight trips, no lodging, per diem or meal allowances will be provided, Bidder should establish a separate inclusive rate for overnight trips if desired.

### **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. The bidder must be registered in Iraq as a company and have clearance from the tax authorities. **To be considered for this solicitation, bidder must provide a copy of their registration certificate, their tax identification number and tax clearance letter for 2017.**
9. Bids must also contain references of similar work provided to clients.
10. Bids must be no more than 5 pages and should outline the contracting process understood by the Bidder. Please use Times New Roman, font size 12. Attachments, including certifications and registration of the company within the country, will not count against the 5-page limit.
11. 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.

IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

- Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) 35- percent
- Past performance and experience in performing similar projects 30 percent
- Price 35- percent

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 [iraqbids@iri.org](mailto:iraqbids@iri.org) with the subject “MENA2019IRAQ18r” 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.