



**International  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	MENA2018IRAQ19o
<b>Open Date:</b>	November 1, 2018
<b>Questions Deadline:</b>	Rolling
<b>Closing Deadline:</b>	Rolling
<b>Geographical Area Restrictions:</b>	None
<b>Point of Contact:</b>	Procurement Officer <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 needs a roster of on-demand translators to provide either written translation or verbal interpretation services in both English and Arabic. For written translations, the translator will be responsible for translating program, communication and training materials on demand for IRI. Verbal translation conducted by the translator will be either consecutive or simultaneous depending upon IRI's grammatic needs.

### Period of Performance:

One year from date of signature with the option to extend for a total duration of up to four years up in four one-year increments.

### 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 federal Iraq and Kurdistan 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 Arabic.
  - b. Ability to work under pressure
  - c. Knowledge of standard software such as Microsoft Word and PowerPoint
  - d. Broad knowledge of terminology in several sectors such as politics, economics, law and culture
  - e. Ability to convert concepts in the source language to equivalent concepts in the target language
  - f. 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 (3) 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 Iraqi Dinar or USD; payments under any resulting contract will be made in this currency.

For overnight travel outside of Baghdad or Erbil, IRI will directly cover costs for hotels but no per diem will be provided. When possible, IRI will include translators into its staff transportation plan for events outside of Baghdad and Erbil, but this is not guaranteed. If the translator is responsible for transportation outside Baghdad/Erbil, IRI will provide a fixed transportation allowance, as outlined by the bidder below.

<b>Description</b>	<b>Rate within federal Iraq (both within and outside of Baghdad) IQD or USD</b>	<b>Rate within Kurdistan (both within and outside of Erbil) IQD or USD</b>
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Word document translation per page (250 words/page)		
PowerPoint document translation per slide		
Urgent/rush document Translation per page (within 24 hours)		
Simultaneous interpretation service – Daily rate (8 hours)		
Simultaneous interpretation service – Hourly rate		
Consecutive interpretation service – Daily rate (8 hours)		
Consecutive interpretation service – Hourly rate		
Overtime rate (beyond 8 working hours) for events – Hourly rate		
Rate for video subtitling per minute		
Transportation outside of Baghdad/Erbil		

Bidders can elect to provide some or all the services outlined above. IRI reserves the right to interview Bidders before agreeing to contracts.

**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:

<b>Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)</b>	
<i>Personnel qualifications (determined by CV and/or interviews with bidders)</i>	35
<b>Past performance and experience in performing similar projects</b>	
<i>Feedback from references</i>	30

<b>Price</b>	<b>35</b>
<b>Total</b>	<b>100</b>

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 “MENA2018IRAQ19o IFB” 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.