



**International
Republican Institute**
1225 Eye St. NW, Suite 700
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

REQUEST FOR QUOTES

Procurement Number:	MENA2018L010o
Open Date:	March 22, 2018
Questions Deadline:	Accepting questions on a rolling basis
Closing Deadline:	Accepting proposals on a rolling basis
Geographical Area Restrictions:	937
Point of Contact:	Michael Momayezi, Program Associate, mmomayezi@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 program in Libya focuses on strengthening democratic governance at the municipal level. IRI's work with municipal councils to bridge the divide between communities and municipal elected officials while mitigating the effects of the population's distrust of Libya's fragile central government. To support this work, IRI has collaborated with the Ministry of Local Government (MLG) to develop its own capacity to support nascent municipal councils. Additionally, IRI has supported the political engagement of Libyan youth in democratic governance by providing them the necessary skills and opportunities to communicate effectively with local leaders to achieve common goals. IRI's work has created a groundswell of youth advocacy, resulting in the creation of a National Youth Network, which brings together young activists from around the country to share experiences. Together, these ongoing efforts are critical to ensuring that Libyan citizens see the benefits of democracy and continue to support the country's difficult transition.

Period of Performance

One Year from Date of Signature

Statement of Work

Selected bidder would be required to:

- Serve as IRI liaison to municipal leaders, CSOs and municipal council in a given municipality
- Serve as IRI liaison to other municipalities in the region outside of their individual municipalities

- Assist other local coordinators in the conduct of their programs
- Conduct meetings with municipal leaders, CSOs and other pertinent individuals in the municipality
- Supervise logistics of IRI events in given municipality
- Submit weekly written reports on key events and meetings, including IRI program activities, in a given municipality. Reports are due by Sunday COB each week.
- Engage with local CSO (particularly youth oriented groups) to propose programs that help develop the legitimacy of the municipal councils.
- Develop quarterly work plans with municipal council input; these plans are due from local coordinators to IRI – Tripoli on a monthly basis.
- RCs are responsible for M&E data collection against IRI's M&E performance plan; this includes program activity reporting as well as overall impact reporting. RCs are responsible for program reports for each program overseen by them as well as longer-term data collection on program impact.
- Travel locally and internationally to carry out their work

Technical Bid:

All bids submitted to IRI must include:

- Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
- The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
- Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
- 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 information submitted must contain Bidder's Taxpayer Identification Number.
- Proposals will not exceed four pages (not including cover page).
- Proposals must contain the:
 - attached Expert Service Rate Form;
 - updated Resume/CV;
 - writing sample;
 - A demonstrated contact list identifying key municipal leaders, CSO representatives, and municipal council members and staff; and
 - Copy of identification card.

Price Bids must adhere to the following criteria:

IRI will pay directly to the provider -hotel, airline, train etc., for all travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. The daily rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily rates, as no other expenses will be covered or reimbursed by IRI.

Bids must be submitted in Libyan Dinars, payments under any resulting contract will be made in this currency.

Unit	Unit Price
Daily Rate	

RFQ Terms and Conditions:

1. Prospective Bidders are requested to review clauses incorporated by reference in the section “Notice Listing Contract Clauses Incorporated by Reference”.
2. IRI may reject any or all bids if such is within IRI’s interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the contract period.
5. The Bidder’s initial bid should contain the Bidder’s best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI’s best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. 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.
9. 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.
10. 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.
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. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. 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:

Physical Presence in given municipality	20
Demonstrated contact list identifying key municipal leaders, CSO representatives, and municipal council members and staff	30
Ability to draft substantive reports on weekly activities, meetings, conversations, and relevant political developments in given municipality	30
Price	20
Total	100

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror 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 Michael Momayezi, at mmomayezi@iri.org with the subject line "MENA2018L010o RFQ" by the deadline listed above.

IRI Obligations

Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement 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 Bidder 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 “the Bidder”. 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.

EXPERT RATE INFORMATION معلومات عن تكلفة الخبراء

Name:

EXPERIENCE الخبرة

Position/Job Title	Name of Company	Dates of Employment/Project	Rate in U.S. Dollars or لغة بالدولار أو بالدينار	Rate Type: Hourly/Monthly/Annual كلمة: ساعة/شهرية/سنوية

Certification: To the best of my knowledge, the above facts as stated are true and correct

شهادة: الى حد علمي، المعلومات المذكورة اعلاه صحيحة وسليمة

Signature التوقيع:

Date التاريخ:

1 A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas difference

1 مخرج من الرسوم الإدارية حيث يقوم العميل بدفع رسوم محددة لتقديم خدمات مهنية. يتم استبعاد تسديد التكاليف، والمكافآت، وندفوعات العمل الإضافي، والتفاضلية في الخارج أو أرباح، وتكاليف المعيشة، وأي بدلات أخرى

2 Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters

2 يتم الدفع بصفة دورية للخدمات المقدمة. يتم استبعاد العلاوات وترتيبات تقاسم الأرباح والعمولات والعباءة الخبراء الاستشاريين أو دفعات العمل الإضافي، والتفاضلية في الخارج أو أرباح، وتكاليف المعيشة أو بدلات التعليم للتابعين