



**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:	MENA2019IRAQ02o
Open Date:	May 24, 2019
Questions Deadline:	Rolling
Closing Deadline:	Rolling
Geographical Area Restrictions:	N/A
Point of Contact:	Iraqbids@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 Iraq is looking to develop creative graphic/video civic education content across multimedia platforms. IRI seeks professional graphic design and/or video production services for printed materials as well as live-action and animated videos. In order to ensure that the content is of professional quality, engaging and “shareable” via social media, IRI is seeking to contract with a graphic/video design firm or individual.

Period of Performance:

One year from the date of signature with the option to extend for a total duration of up to 5 years up in four one-year increments.

Statement of Work:

Bidders will be required to provide the following services on an as-needed basis. Bidders are encouraged to apply for either one of or both services being solicited for: graphic design and video production services.

Graphic Design:

IRI is seeking bids from professional graphic design firms or individuals to assist as it develops civic education content to be distributed across multimedia platforms. Bidders will be required to:

- Work collaboratively and timely with IRI Iraq-based staff to design civic education content, including:
 - Design and layout

- Creation of educational and engaging infographics or illustrations
- Coordinate with an IRI-provided translator to ensure the resources are accessible to Arabic, Kurdish, Turkmen and/or Assyrian speakers, depending on content sharing strategy.
- Provide a pdf or alternative format for web posting and/or printing of each publication

Production timelines are generally 1-2 weeks. Both parties guarantee commitment to timelines and deadlines.

Video Production:

IRI seeks the services of a creative video production company or individual to partner with our IRI Iraq team to produce informative and engaging civic education video content.

The company/individual must be capable of taking IRI-developed scripts and carrying them through production to final delivery. The company/individual must also have the necessary expertise to produce industry-leading work that may include, but is not limited to the following services:

Pre-production planning:

- Production management
- Creative direction

Production:

- Creative direction of video crews and actors (IRI will contract with actors and other talent separately)
- Set design and art direction
- Voiceover and automated dialog replacement (ADR) recording
- Creation of animations

Post-production:

- Music selection from library sources approved by IRI
- Sound editing and mixing
- Video editing that may include special effects and graphics
- Addition of subtitles

Offeror should provide an estimation of timing expectations to produce a 30-second, 1-minute, 5-minute and 20-minute video.

All assets, project files and finished videos will be delivered to IRI in a format determined by IRI.

Technical Bid:

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your 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.

2. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
4. 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.
5. Bids will not exceed 10 pages (not including cover page), using Times New Roman font, 1" margins.
6. Bidders must propose a daily rate in USD based on previous experience.
7. Attachment requirements:
 - CV/Resume
 - Should address previous experience in graphic design- particularly in the design of educational materials.
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

For Graphic Design:

- May include up to two examples of previous work (links to videos, online portfolios, or attached to email submission) to further demonstrate previous experience.

For Video Production:

- Bidders must provide a brief history of the company including the number of years providing video-pre-production, production and post-production services with emphasis on the requirements specified in the Scope of Work.
- Bidders are expected to demonstrate their video production capabilities through examples and links to previous work.

Price Bids must adhere to the following criteria:

All expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD, payments under any resulting contract will be made in this currency.

Unit	Unit Price	Number of Units	Total
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. 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.
10. 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.
11. 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.
12. 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 intends to make an award to the responsible Offeror based on the following evaluation factors:
 - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
 - b) Past performance and experience in performing similar projects – 30 percent
 - c) Price – 40 percent

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 Procurement Officer, at iraqbids@iri.org with the subject line "MENA2019IRAQ02o" 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					
Name <i>(Last, First, Middle)</i>			Proposed Rate:		Daily Hourly
Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.					
EMPLOYMENT HISTORY - SALARY					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period <i>(M/D/Y)</i>		Annual Salary ¹ U.S. Dollars	
		From	To		
SPECIFIC EXPERT SERVICES					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period <i>(M/D/Y)</i>		Units at Rate	Daily/Hourly Rate ² In U.S. Dollars
		From	To		
CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

¹ Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

² A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.