



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	MENA2019J06o
Open Date:	April 9, 2019
Questions Deadline:	April 18, 2019
Closing Deadline:	April 20, 2019
Geographical Area Restrictions:	937
Point of Contact:	Saria Haddadin, shaddadin@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 conducts a variety of workshops, trainings, conferences, and meetings at which Arabic and English language is spoken and written. In other situations, the French language is spoken and written as well. In these cases, the participants and the trainers and/or IRI staff do not speak a common language and, therefore, professional, simultaneous translation is required to include a good quality of equipment and professional language interpreters to provide translations services.

Period of Performance:

One year from the date of signature with the option to extend until July 31, 2020.

Scope of Work:

Contractor will provide the following services:

- Professional (English / Arabic) interpretation and simultaneous translation services for all the meetings, events, conferences, workshops and trainings that IRI holds throughout Jordan (minimum of two (2) translators per event unless otherwise specified by IRI Jordan)
- High quality equipment for the translation including, but not limited to, wireless receivers and headphones, sound proof translation booth, and all other necessary audio equipment
- Written translation of documents provided by IRI, including legal documents.

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/or French/Arabic
 - b. Must indicate that bidder is able to provide translation between Arabic, English and French
 - 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
 - g. Minimum four (4) years of experience of providing simultaneous translations services of Arabic and English
2. Bids must not exceed 5 pages, be in English, Times New Roman font (size 12) 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 references
3. Pricing should include transportation for all equipment and translators to and from each event
4. Certain IRI programs will also request translation and interpretation service requirements between Arabic, English and French. Proposals must indicate if they are able to provide translation and interpretation between Arabic and English only or if they are able to provide translation between Arabic, English and French
5. IRI will not accept bids from offerors who are not able to provide all the services required or do not meet the outlined technical criteria.

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 JOD; payments under any resulting contract will be made in this currency.

Unit	Unit Cost	Number of Units	Total
Document translation (word document)	Per page (max 500 words/page)		

Express/Urgent document translation	Per page (max 500 words/page)		
PowerPoint translation	Per slide		
Simultaneous Interpretation Service- Daily rate (8 hours)	Per day		
Simultaneous Interpretation Service- Hourly rate (Less than 8 hours)	Per hour		
Consecutive Interpretation Service- Daily rate (8 hours)	Per day		
Consecutive Interpretation Service- Daily rate (Less than 8 hours)	Per hour		
Interpretation equipment and sound system (including transportation of equipment)	Per region/ per day		
Rate for interpretation equipment according to the following categories: - 30 Participants or below - 31- 70 Participants - 71-100 Participants - 101-200 Participants - 201-300 Participants - Above 300 Participants	Rate per participant category		
Rental of extra equipment (screen, laptop, etc.)			
Cancellation fees			
Video/Audio Transcription	Rate per unit		
Video/ Audio Translation	Rate per unit		
Subtitling	Rate per unit		

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 until July 31, 2020.
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 intends to make an award to the responsible Bidder based on the following evaluation factors:
 - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 35 percent
 - b) Past performance and experience in performing similar projects – 30 percent
 - e) Price – 35 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 Saria Haddadin, at shaddadin@iri.org with the subject line "MENA2019J06o" 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 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.