

REQUEST FOR QUOTES

Procurement Number:	MENA2020ALG01o
Open Date:	April 30, 2020
Questions Deadline:	May 7, 2020
Closing Deadline:	May 10, 2020
Geographical Area Restrictions:	n/a
Point of Contact:	Justin Roy, jroy@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 is working to support Algeria in its democratic transition via dialogue and consultations with key stakeholders. However, IRI does not have a country office in Algeria and therefore requires a local facilitator who can support IRI when necessary.

Period of Performance:

April 30, 2020 to September 30, 2020.

Statement of Work:

The duties of the Local Facilitator include:

- Participate in at least one weekly phone call with IRI staff to provide updates on the COVID-19, political, economic, and programmatic developments in Algeria.
- Write and submit weekly reports to IRI DC staff containing COVID-19, political, economic, civil society and programmatic developments in Algeria. The facilitator should draw on meetings, conversations, and observed activities in addition to news sources. Reports should contain an analysis of how developments affect IRI's programming and partners. Additionally, these reports should include an overview of any programmatic work conducted by the facilitator.
- Provide IRI with an updated list of potential partners and contacts, including civil society organizations, government representatives, and business leaders on a monthly basis. The facilitator will proactively develop these relationships through direct contact (in-person, phone calls, or video chats).

- Provide pricing information for office space in Algiers, visit office space on behalf of IRI, and serve as the initial point of contact between IRI and the eventual landlord. The facilitator will select office space in areas specified by the Director of Safety and Security.
- Facilitate trainings (to be conducted by IRI), either in person or digitally. An estimated two trainings will occur per month. The facilitator will plan logistics related to the event (to be paid for directly by IRI) including, ensuring participants have the appropriate information related to time/location of the training, set up, taking attendance, providing translation, tracking data for monitoring and evaluation (M&E) purposes, and writing an after-action report of the event's proceedings.
- Translate documents such as interview protocols, interview transcripts and training materials, from Arabic or French to English or vice versa, when needed.

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 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Bid should indicate the following:
 - a. Degree in related field of study
 - b. Proficiency in Microsoft Office programs (Word, Excel, and Outlook)
 - c. Verbal and written professional proficiency in French, Arabic and English
 - d. Applicant's residency status in Algeria
 - e. Applicant's schedule or availability to perform the SOW
7. Attachment requirements:
 - CV/Resume
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. The daily and hourly 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 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
Hourly/Daily Rate within the city of Algiers	
Hourly/Daily Rate outside the city of Algiers	

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. Best value

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

- a) Past performance and experience in performing similar projects (based on provided references)- 30 percent
- b) Fluency in French, Arabic, and English- 20 percent
- c) Price- 30 percent
- d) Availability/flexibility of work schedule- 20 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 Justin Roy, at jroy@iri.org with the subject line "MENA2020ALG01o" 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
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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 (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (M/D/Y)		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
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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.