

INVITATION FOR BIDS

Procurement Number:	MENA2020LEB05o
Open Date:	September 17, 2020
Questions Deadline:	September 24, 2020 (extended) October 22, 2020
Closing Deadline:	October 1, 2020 (extended) October 29, 2020
Geographical Area Restrictions:	n/a
Point of Contact:	Khaldon Roukie, kroukie@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.

In Lebanon, IRI promotes issue-based political discourse by amplifying alternative voices in civil society, using public opinion polling and data-driven trainings to help them develop effective strategies to advocate to political leaders and to educate and mobilize citizens on top policy priorities

Period of Performance:

One year from the date of signature with the option to extend for a total duration of up to 3 years in two one-year increments.

Scope of Work:

Contractor will provide:

1. Professional interpretation and simultaneous translation services (English to Arabic and Arabic to English, English to French and French to English, French to Arabic and Arabic to French) for all the meetings, events, conferences, workshops and trainings that IRI holds throughout Lebanon. IRI may require more than one translator at each event.
2. High quality Equipment for the translation including, but not limited to, wireless receivers and headphones, soundproof translation booth, and all other necessary audio equipment.
3. Transportation for all equipment and translators to and from each event.
4. Transcription of videos and/or written translation of documents, including legal documents.

5. Travel with IRI staff to various locations in Lebanon, including but not limited to Tripoli and Beirut, as needed. Travel is optional, applicant should indicate (in)ability to do so.

Additionally, the 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;

Technical Bid:

Interested bidders must present the technical bids in English, not to exceed 5 pages.

1. Proposals must be presented as a menu of services IRI can request with 5 days' notice. Contractors will only be paid upon completion of service.
2. 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.
3. Proposals must specify in which countries in the region Offeror is able to perform the scope of work. Note that IRI will pay directly to the hotel/airline/travel agent for lodging and flights in case of travel outside of the country in which the Offeror resides. No other travel expenses will be covered by IRI.
4. Bids must highlight the following skills and requirements:
 - a. Knowledge of standard software such as Microsoft Word and PowerPoint
 - b. Broad knowledge of terminology in several sectors such as politics, economics, law and culture
 - c. Ability to convert concepts in the source language to equivalent concepts in the target language
5. Proposals should also 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
 - d. Number of years providing similar services to international organizations

- e. Level of written, oral and comprehension proficiency in English, Arabic and French

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.

IRI will pay directly to the hotel for preapproved travel related expenses including lodging, and meals for the contractors' participation in IRI activities and events. The rates submitted should, therefore, not include an assumption of costs incurred by the contractor for these expenses. 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 USD; payments under any resulting contract will be made in this currency.

Unit	Unit Rate	Unit Cost
<i>Services</i>		
Document Translation (word document)	Rate per page (max 500 words/page)	
Express/Urgent Document Translation	Rate per page (max 500 words/page)	
Translation of PowerPoint	Rate per slide	
Simultaneous Translation	Rate per day	
Consecutive Translation	Rate per day	
Video/Audio Transcription	Rate per unit	
Video/Audio Transcription	Rate per unit	
Video/Audio Translation	Rate per unit	
Subtitling	Rate per unit	
<i>Equipment</i>		
<i>Rates for interpretation equipment and sound system (including transportation of equipment)/Region</i>		
Unit	Unit Rate	Unit cost
Translation Equipment according to the following categories: <ul style="list-style-type: none"> - 30 participants or below - 31-70 participants - 71-100 participants - 101-200 participants - 201-300 participants - Above 300 participants 	Rate per participant category/ day	
Rental of extra equipment (screen, laptop, etc.)	Rate per day; Rate per hour	

Additional Rate for overnight travel		
Cancellation fees		

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 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.
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 will conduct a source selection based as follows:

Best Value

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) – 40 percent

- *Ability to be able to travel- 10 percent*
- *Ability to provide translation equipment- 10 percent*
- *Ability to provide consecutive and simultaneous translation services – 10 percent*
- *Level of written, oral and comprehension proficiency in English, Arabic and French – 10 percent*

b) Experience performing similar projects – 30 percent

- *Number of years' experience - 10 percent*
- *Experience working with international organizations - 10 percent*
- *Knowledge of terminology in several sectors such as politics, economics, law and culture – 10 percent*

e) Price – 30 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 Khaldon Roukie, at kroukie@iri.org with the subject line "MENA2020LEB05o" by the deadline listed above.

IRI Obligations

Issuance of this IFB does not constitute an 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.