

## INVITATION FOR BIDS

<b>Procurement Number:</b>	MENA2021ALL01o
<b>Open Date:</b>	March 12, 2021
<b>Questions Deadline:</b>	Accepted on a rolling basis till March 8, 2022
<b>Closing Deadline:</b>	Accepted on a rolling basis till March 10, 2022
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Yotam Fisher-Pinsker; <a href="mailto:yfpinsker@iri.org">yfpinsker@iri.org</a>

### 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 assists countries in the Middle East and North Africa to further their reforms and advance democratic transitions through a wide range of programs – from training political parties in Tunisia, to democratic governance assistance in Jordan. We promote responsive and inclusive governments throughout the region, each held accountable by informed and active citizens. The MENA division at IRI needs a roster of on-demand translators to provide either written translation or verbal interpretation services in English, Arabic and French. For written translations, the translator will be responsible for translating program, communication and training materials as needed for IRI. Verbal translation conducted by the translator will be either consecutive or simultaneous depending upon IRI's programmatic needs.

### Period of Performance:

IRI may choose to sign short-term contracts for specific events/document translations or may choose to sign long-term contracts with one or several contractors.

Long-term agreements may extend for up to one year from the date of signature, with the option to extend for a total duration of up to 5 years in four one-year increments.

### Scope of Work:

Chosen contractor will:

1. Provide 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 meetings, events, conferences, workshops and

trainings that IRI holds throughout the MENA region. IRI may require more than one translator at each event.

2. Provide 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. Provide transportation for all equipment and translators to and from each event.
4. Provide transcription of videos and/or written translation of documents, including legal documents.
5. Travel with IRI staff to various locations in the MENA region. 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 IRI 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 and must be submitted outlining the following information:

1. 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
2. Attachments and Information:
  - 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.

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. If you wish to submit a bid in a different currency, reach out to the point of contact mentioned above for more information.

<i>Translation Services</i>		
<b>Unit</b>	<b>Unit Rate</b>	<b>Unit Cost</b>
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	
Video/Audio Transcription	Rate per unit	
Video/Audio Translation	Rate per unit	
Subtitling	Rate per unit	
<i>Interpretation services</i>		
Simultaneous Interpretation (including personal transportation)	Rate per day/hour/region	
Consecutive Interpretation (including personal transportation)	Rate per day/hour/region	
<i>Equipment</i>		
<i>Rates for interpretation equipment and sound system (including transportation of equipment)/Region</i>		
<b>Unit</b>	<b>Unit Rate</b>	<b>Unit cost</b>
Interpretation equipment according to the following categories:	Rate per participant category/day	
• 30 participants or below		
• 31-70 participants		
• 71-100 participants		
• 101-200 participants		
• 201-300 participants		
• Above 300 participants		

Rental of extra equipment (screen, laptop, etc.)	Rate per day	
Rental of extra equipment (screen, laptop, etc.)	Rate per hour	
<i>Other rates</i>		
Additional Rate for overnight travel		
Cancellation policy and fees		

**Other Information:**

- Bidders can elect to provide some or all the services outlined above. IRI reserves the right to interview Bidders before agreeing to contracts.
- For bidders who will be providing equipment - bid should specify the types of equipment that are included in the rates.
- Rates for equipment and interpretation services should include transportation costs (see below for more information).

**Travel Expenses:**

- Rates proposed should include travel medical insurance. Due to the COVID-19 outbreak, travel medical insurance should also include coverage for all COVID-19 related medical expenses. Upon notification of selection, Contractor will be required to provide proof of insurance, failure or inability to provide proof of insurance will result in withdrawal of selection.
- For trips that require airfare or overnight travel, IRI will directly cover costs for hotel and airfare but no per diem will be provided.
- IRI will not cover the cost of local transportation for translators or equipment. This should be included in the rates above.

**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. By applying to this IFB, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
10. 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:

<b>Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)</b>	<b>(40)</b>
<i>Ability to be able to travel</i>	<i>10</i>
<i>Ability to provide translation equipment</i>	<i>10</i>
<i>Ability to provide consecutive and simultaneous interpretation services</i>	<i>10</i>
<i>Level of written, oral and comprehension proficiency in English, Arabic and French</i>	<i>10</i>
<b>Experience in performing similar projects</b>	<b>(30)</b>
<i>Number of years' experience</i>	<i>10</i>
<i>Experience working with international organizations</i>	<i>10</i>
<i>Knowledge of terminology in several sectors such as politics, economics, law and culture</i>	<i>10</i>
<b>Price</b>	<b>(30)</b>
<b>Total</b>	<b>100</b>

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 Yotam Fisher-Pinsker, at [yfpinsker@iri.org](mailto:yfpinsker@iri.org) with the subject line "MENA2021ALL01o" 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.