



**International  
Republican Institute**  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	LAC2020COL08o
<b>Open Date:</b>	01/10/2020
<b>Questions Deadline:</b>	01/15/2020
<b>Closing Deadline:</b>	01/20/2020
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Laura Leiva, <a href="mailto:lleiva@iri.org">lleiva@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's current NED program in Colombia supports Colombia's Congress and municipal governments in their ability to respond to challenges related to peace implementation and Venezuelan migration. IRI provides technical support to congressional committees working on these issues, as well as communities impacted near the Pacific post-conflict zones and migration routes. In addition, IRI's "Building Inclusive Peace and Security" program supports women's meaningful participation in peace and security policymaking. The services provided under this contract would assist in meeting objectives under both programs.

**Period of Performance:** January 27 – September 30, 2020 with the option to extend for a total duration of up to 5 years, in four one-year increments.

**Scope of work:** The International Republican Institute (IRI) works to support the Colombian Congress and municipal governments to better respond to challenges related to peace implementation and Venezuelan migration. IRI also equips women government officials and civil society members with the knowledge, policymaking skills and access to government and civic spaces to overcome the traditional barriers that shut women out of peace and security policymaking. To meet the objectives of these programs, specialized language services (transcription, translation and interpretation) for Spanish to English and vice versa are required. The Contractor needs to provide the following services:

*I. Simultaneous interpretation services*

- Professional English to and from Spanish simultaneous interpretation services for on-site live meetings, conferences, briefings, trainings, etc that IRI holds in Colombia.
- Interprets effectively, accurately, and impartially, both receptively and expressly, to and from Spanish and English, using any necessary specialized vocabulary, terminology and phraseology.
- High quality equipment for interpretation of all events sizes including, but not limited to, wireless receivers and headphones, and all other necessary audio equipment to successfully meet IRI's interpretation needs.
- The Contractor will incur all charges and costs related to the transportation of equipment and delivery of services to and from events or meetings requested by IRI in Colombia.

*II. Translation services*

- Specialized written translation virtually from and into English and Spanish of documents and transcriptions provided by IRI.
- All translations must be reviewed, proofread, spell-checked, edited and correctly formatted to ensure accuracy before submission to IRI
- Certified translation only if required by IRI on a case by case basis.
- Translated documents must be submitted to IRI in written format through .docx or .pdf.
- English word counts will be determined using Microsoft Word's word count feature. For Spanish translations, the Proposer must use the glossary/style guide provided by IRI.
- No machine generated translations are allowed

*III. Transcription services*

- Transcribe audio and video recorded live events held in Colombia in English or Spanish language as required.
- Complete verbatim transcripts from audio and video recordings provided by IRI.
- The Contractor must have access to necessary equipment to provide complete transcription services as required.
- All transcriptions must be reviewed, proofread, spell-checked, demographically checked, and correctly formatted to ensure accuracy before submission to IRI.
- Transcription must be submitted to IRI in written format through .doc or .pdf

**Technical Bid:**

Interested bidders must present the technical bids outlining the following information: previous experience providing translation, interpretation and transcription services for a variety of professional contexts and confirm the bidder's ability to provide services and supplies (brief description of staffing and equipment).

Attachments and formatting:

1. Proposal will not exceed 5 pages.
2. Proposal must include the name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s)

should be provided for individuals authorized to conduct business on behalf of the firm.

3. Bidder must provide Incorporation documents and merchant's certificate (*matricula mercantil*) issued not more than 3 months prior.
4. Bidders must provide resumes of key personnel responsible for services provided.
5. Bidders must provide a list of at least three previously executed awards/contracts of a similar nature for the last five years along with the contact details for each funder. IRI may contact the funder as a reference check.
6. Bidders must provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance

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 Colombian Pesos; payments under any resulting contract will be made in this currency. **The ceiling for this contract is: \$80,977,500 COP (\$25,000 USD).**

Service/Deliverable		Unit Price	Number /Type of Units
Interpretation	Hourly/daily rate for simultaneous interpretation English <> Spanish in Bogota.		
Interpretation	Hourly/daily rate for simultaneous interpretation English <> Spanish in Colombia outside Bogota.		
Interpretation	Equipment rental (transmitter, receiver, interpretation booth, IT assistance) in Bogota.		
Interpretation	Equipment rental (transmitter, receiver, interpretation booth, IT assistance) in Colombia, outside Bogota.		
Translation	Per word rate for text translation English <> Spanish		
Transcription	Rate for audio <> text translation English <> Spanish		

No additional reimbursements are allowed.

### **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 intends to make an award to the responsible Bidder based on the following evaluation factors:

Technical evaluation	Proposed technical approach	Y/N	40
	Technical capabilities: Bidder has essential staffing and equipment in order to respond to IRI translation, interpretation and transcription requests.	Y/N	
	Personnel qualifications: Bidder has specialized knowledge in the following to fulfill the objectives under IRI programming: gender, governance, migration, international law and relations, political science, peace and security, and economic and international development.	Y/N	
	Personnel qualifications: Bidder has at least two certified or qualified personnel on staff.	Y/N	
Past performance and experience in performing similar projects	At least 5 years of experience in providing translation interpretation and transcription services.		20
Compliance with security and other administrative requirements	Attachments: Incorporation documents and merchants' certificate, list of previous awards/contracts of similar nature, list of references.		10
Price			30
<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 Laura Leiva, at [lleiva@iri.org](mailto:lleiva@iri.org) with the subject line "LAC2020COL08o" by the deadline listed above.

**IRI Obligation**

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.