



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	LAC2019MEX22
Open Date:	November 20, 2019
Questions Deadline:	November 27, 2019
Closing Deadline:	November 30, 2019
Geographical Area Restrictions:	N/A
Point of Contact:	Maximo Zaldivar; mzaldivar@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's program aims to sensitize Mexican citizens and other key stakeholders and promote confidence in the new Mexican Justice System – primarily the Alternative Controversy Resolution Mechanisms (MASC). IRI needs a consultant accountant to fulfill all accounting needs in the IRI Mexico Office.

Period of Performance:

December 15, 2019– May 31, 2020

Statement of Work:

To meet IRI Mexico's accounting requirements, IRI requires a contractor to process accounting responsibilities that include but are not limited to: calculating payroll and staff salary taxes, producing expense reports and AP bills, and advising and supporting IRI's field office in Mexico for registration as a legal employer before Mexico's Social Security Administration (IMSS – Instituto Mexicano del Seguro Social), Ministry of Interior and Economy. The Contractor will coordinate with IRI to conduct the following key responsibilities:

- Prepare payroll calculation twice each month for local staff working in IRI's field office, according to Mexican tax law, IMSS law and all other mandatory laws and regulations.
- Prepare, as mandated by the Taxes Administration System (*SAT – Sistema de Administración Tributaria*), all fiscal digital electronic payroll receipts (*CFDI- Comprobante Fiscal Digital por Internet*) for each employee of IRI's field office in Mexico.

- Prepare the calculation of monthly city and local taxes for the staff payroll and generate necessary documentation for its payment.
- Register the income and expenditures of IRI's field office in Mexico according to Mexican Tax Law and Regulations (*Estado de Actividades y Balance de Resultados*) on a monthly and annual basis.
- Prepare necessary accounting and tax information and supporting documentation for IRI's field office in Mexico.
- Prepare the calculation of fees and/or obligations of IRI's field office for the IMSS of employees who are paid via payroll, such as Notice of Initial Enrollment ("in"); Notice of End of Employment ("out"); and Notice of Salary Modification.
- Prepare the calculation of monthly and bi-monthly fees and obligations corresponding to the Employer (*quotas obrero-patronales*) to be paid online via the IMSS software (*IMSS Desde Su Empresa*).
- Prepare the calculation of monthly federal taxes such as Income Tax (*I.S.R.- Impuesto Sobre la Renta*), Value-Added Tax (*I.V.A.- Impuesto al Valor Agregado*), Retention of Income and Taxes (*Retenciones*), and all tax returns on a monthly, bi-monthly, semi-annual and/or annual basis depending on the official tax calendar (*Declaración de Impuestos según su periodicidad*) and generate the digital code to be paid by IRI's field office in Mexico via internet.
- Submit, on a monthly basis, required supporting documentation for the preparation of tax payments and all obligations according to the Ministry of Treasury (*SHCP - Secretaría de Hacienda y Crédito Público*), Taxes System Administration (*SAT- Sistema de Administración Tributaria*), Mexican Social Security Administration (*IMSS- Instituto Mexicano del Seguro Social*), National Fund for Workers' Housing Administration (*INFONAVIT- Instituto del Fondo Nacional de la Vivienda para los Trabajadores*), Public Pension Plan (*SAR- Sistema de Ahorro para el Retiro*) and other Mexican authorities and obligations.
- Schedule and execute payments for service providers, vendors, payroll and other office related expenses through IRI's Mexico bank account online portal, once authorized by IRI Washington, D.C. accounting team.
- Regularly upload AP bills and journal entries for all vendor payments, accounts reconciliations, monthly rolling budget and monthly bank and cash account reconciliations to the JAMIS accounting platform, based on the various programmatic needs and requirements from the field office and in accordance with IRI accounting procedures.
- Properly file and keep records of all financial operations conducted.
- Implementation of IRI's internal controls and management of all information and related supporting documents, from the day to day to day field office financial operations.
- Upload monthly supporting documents on SharePoint if requested or when necessary.
- The established agreement will be time-and-material based on a daily rate established before signing the contract. A fixed price agreement is not feasible as the scope of this contract cannot be captured by deliverables and requires compensation for time.
- Price should be presented in Mexican Pesos (MXN).
- Contract will be awarded in local currency – Mexican Pesos.

- IRI will withhold all necessary taxes (in accordance with Mexican law).

Deliverables	Number of Units	Unit Price	Total
Daily provision of accounting services according to the contract scope of work.			

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 five (5) pages (not including cover page), using Times New Roman font, 1" margins.
6. 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.
 - Accounting personnel qualifications.
 - 3 years of experience providing accounting services.
 - 2 years of experience providing accounting services for international or non-profit organizations.
 - Public Accountant Degree or License

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. If it is more feasible for the contractor to use his/her own vehicle for travel to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. 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 MXN, 364,000 MXN (approximately \$18,958 USD), payments under any resulting contract will be made in this currency.

Unit	Unit Price	Number of Units	Total
Daily Rate			

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. IRI intends to make an award to the responsible Offeror based on the following evaluation factors:
 - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 60 percent
 - c) Compliance with security and other administrative requirements –10 percent
 - e) Price – 30 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 Maximo Zaldivar, at mzaldivar@iri.org with the subject line "PR000776" 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.