

## INVITATION FOR BIDS

<b>Procurement Number:</b>	IRI2022GLOBAL03o
<b>Open Date:</b>	September 1, 2022
<b>Questions Deadline:</b>	Rolling deadlines
<b>Closing Deadline:</b>	Rolling deadlines
<b>Geographical Area Restrictions:</b>	All USAID geo codes apply
<b>Point of Contact:</b>	Global Bids, globalsol@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 conducts a variety of workshops, trainings, conferences, and meetings globally and in the United States, in which English, and other languages are commonly spoken and written but when participants and the trainers and/or IRI staff do not speak a common language, professional translation interpretation and transcription services are required. Furthermore, IRI may also require additional translation and transcription services to undertake its daily operations and/or achieve programmatic objectives.

IRI currently has field offices in the following countries:

Benin	CAR	DRC	Ethiopia	Sri Lanka	Haiti
Gambia	Kenya	Mali	Nigeria	Maldives	Mexico
Somalia	Somaliland	South Africa	Tanzania	Malaysia	Panama
Uganda	Zimbabwe	Bangladesh	Mongolia	Armenia	Algeria
East Timor	Fiji	Indonesia	South Korea	Georgia	Iraq
Nepal	Taiwan	Thailand	Albania	Kyrgyzstan	Kurdistan
Lithuania	Moldova	Ukraine	Serbia	Belgium	Jordan
Bosnia	Macedonia	Poland	Colombia	Slovakia	
Turkey	Kosovo	Romania	Morocco	Ecuador	
El Salvador	Guatemala	Guyana	Libya	Tunisia	

**IRI may require these services in these countries and/or in other parts of the world where it may perform activities to meet programmatic objectives. IRI will also require these services in the United States.**

Bidders may elect to provide one or more of the following services:

1. Professional written translation from/to target language of documents, including legal documents.

2. Simultaneous and consecutive interpretation services locally.
3. High-quality equipment for the interpretation including, but not limited to, wireless receivers and headphones, a soundproof interpretation booth, and all other necessary audio equipment.
4. Transportation for all equipment and interpreters to and from each event.
5. Transcription of videos and audio files, including close captioning.
6. Written translation of transcriptions.

Selected bidder(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.
- 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.
- Before sending the translation to IRI, selected contractor must do the following:
  - Translate for accuracy,
  - Translate for completeness,
  - Translate for consistency,
  - Translate for correctness,
  - Verify that the translation is of high quality,
  - Verify that conventions are appropriate for the target language and the intended readership,
  - Verify that the formatting of the translation is accurate, neat, and consistent with any IRI instructions.

For verbal interpretation, selected bidder(s) will be required to:

- Advise IRI on the style of interpretation most appropriate to the event (consecutive and/or simultaneous), and provide suggestions for additional interpreters, when applicable.
- Provide virtual or in-person interpretation.
- Read through any preparatory/background information provided by IRI or speakers.
- Travel within selected country with IRI team members if necessary.

For transcription services, selected bidder(s) will be required to:

- Provide on-site or virtual transcription services for IRI meetings, when required.
- Provide their own transcription/dictation equipment.
- Ensure that the deliverables are completely accurate and error free before submission to IRI.
- Provide an overall accuracy rate of 97% (no more than 3% of the total words in the document). In evaluating the accuracy of the transcription, those variables that affect the transcribed material, such as problems in understanding the originator, to other

- Communication problems, will be taken into consideration. IRI will review transcribed reports to assess accuracy.
  - Major transcription errors are considered to be those involving names, places, technical terms, vocational terms, or phrases that affect the meaning of the sentence.
  - Minor errors are considered to be those not listed above along with incorrect punctuation, improper format, or unsightly corrections. In determining overall accuracy, errors of both types will be counted.

Failure to meet the required accuracy rate may result in the possible termination of the contract.

Additionally, the selected contractor must meet the following skills and requirements:

- Proven written, oral, and comprehension proficiency in selected languages.
- Knowledge of standard software such as Microsoft Word and PowerPoint.
- Broad knowledge of terminology in several sectors such as politics, economics, law, and culture.
- Ability to convert concepts in the source language to equivalent concepts in the target language.
- Render spoken messages accurately, quickly, and clearly.

#### **NOTIFICATION OF ASSIGNMENT (INTERPRETATION):**

1. Each assignment will have a due date which would be communicated at the time of the request for services. Due dates may vary depending on the size and subject of the request.
2. Assignment requests may sometimes overlap with multiple teams at IRI. Each team will be billed separately per request.
3. The word count for a written translation will be based on the number of words in the source language, whether English or other language. IRI will not pay for any blank pages. Spaces between words will not be counted, nor will the words in IRI headers and other official language intended to remain in English.
4. Upon receipt of the assignment, the selected contractor must provide confirmation via email of receipt of IRI's request and confirmation of availability to provide services within 24 business hours.
5. For consecutive or simultaneous interpretation services, IRI will communicate its request at least a week in advance. The request will include all the required information like location (virtual or in-person), number of participants, duration of services, billing code, point of contact for the request. and any other information required by the contractor to perform these services.
6. If selected contractor is not able to meet the due date deadline communicated by IRI, a written request via email must be submitted to IRI before the due date and must be approved by IRI.

#### **ASSIGNMENT OF MATERIALS (TRANSLATION):**

1. Documents for translation will be provided to selected contractor via email or encrypted email, when necessary.

2. Selected contractor will be required to submit all finalized translation documents in the same manner received before or not later than the submission deadline.
3. All and any files and documents received by the selected contractor remains the property of IRI and cannot be duplicated or used for profit.

#### **NOTIFICATION/ASSIGNMENT OF MATERIAL (TRANSCRIPTION)**

1. Video or Audio files for transcription will be provided to selected contractor via email or encrypted email, when necessary.
2. For in person transcription, IRI will provide date(s) for the meeting at least 3 days in advance. IRI expects contractor to arrive at least 30 minutes before the meeting.
  - a. IRI expects contractor to be in person even if the meeting to be transcribed will be virtual.
3. All dictated reports must be identified by name/date/time of meeting and/or any other appropriate title.
4. Selected contractor will be required to submit all finalized transcribed documents in the same manner received before or not later than the submission deadline.
5. All and any files and documents received by the selected contractor remains the property of IRI and cannot be duplicated or used for profit.

#### **INVOICING AND PAYMENTS:**

1. Selected contractor will be required to submit invoices within 15 days following the completion of a job, or at another deadline mutually agreed upon by the contractor and IRI in order to receive payments.
2. IRI will make payments in USD. In some cases, payments may be made in local currency. Resulting contract will be in the currency in which payment will be made.
3. Upon receipt and approval of invoices, IRI will compensate the selected contractor in accordance with the rates specified in the resulting contract. IRI will not make payments outside the rates in the contract.
4. Invoices must include the following:
  - a. Clear and accurate price breakdowns based on the rates agreed upon in the contract.
  - b. The total due upon receipt
  - c. The billing code provided to Contractor in the request
  - d. Name of the person at IRI who made the request
  - e. Date and location where services were provided.
  - f. Any other necessary information

*IRI can provide an invoice template upon request.*

5. IRI will pay all invoices within 30 days of receipt and is tax exempt in Washington, DC. *A copy of tax exempt certificate is available upon request.*

**Please note this is a non-exclusive contract. IRI aims to select 2-3 companies per geographic region based on the responses to this IFB. However, IRI may continue to work with other translation vendors if deemed necessary.**

**Selected contractor(s) may be required to sign a non-disclosure agreement before rendering services.**

**Period of Performance of Contract:**

One year initially, with the option to extend for a total duration of up to 5 years up in four one-year increments.

Any resulting contract may be terminated if work is not completed in a timely manner or is found to be of poor quality by IRI.

**Technical Bid:**

Interested bidders must present the technical bids outlining the following information:

1. The name, address, and telephone numbers of the bidder (and electronic address if available);
2. Names, titles, and telephone numbers, and electronic addresses of persons authorized to negotiate and act on the bidder's behalf with IRI in connection with this IFB and the resulting contract award.
3. Name, title, and signature of person authorized to sign the bid. Proposals signed by an agent shall be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to IRI.
4. Bidder must have at least 3 years of experience in providing the services in which it is bidding for.
5. Bids must be submitted in English, not to exceed a total of 5 pages, not including the cover sheet, and must include the following information:
  - a. Brief description of translation, transcription and interpretation process and guaranteed turnaround times for translations and communications.
  - b. Bios and qualifications for key personnel/translators, transcribers, and interpreters.
  - c. List of at least 3 international/national organizations that the bidder has provided similar services within the past two years.
  - d. A copy of a document that the bidder has translated within the previous 12 months.
  - e. A list of the countries and/or languages that bidder can provide the services listed above in.
  - f. A list of the services that bidder can provide within each provided country.
  - g. Bidder's cancellation/deposit policies, if applicable.
  - h. Bidder should provide:
    - i. Standard turnaround time for initial transcription/translation services and closed captioning services.
    - ii. Standard turnaround time for revisions.
    - iii. Expedited turnaround time for initial transcription/translation services.
    - iv. Expedited turnaround time for revisions.
6. Bidder can elect to provide some or all of the services outlined. IRI reserves the right to interview shortlisted bidders before the issuance of a contract.

7. If required locally, bidders must provide a photocopy of the certifications of any and all translators/interpreters to be used in fulfillment of any contract resulting from this IFB.
8. If bidder will be subcontracting a portion of the scope of work out to a third party or the scope of work will be completed by anyone other than the bidder, the name and other pertinent information of the third party/subcontractor must be specifically included in the bid.
9. Bidder should provide a copy of its legal registration in the country(ies) in which the selected services will be provided.
10. Bidder should provide the process for how to request for a 24 hour turnaround on assignment.

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. Charges for the bidder's operating expenses such as: all labor, personnel, material, shipping/delivery, equipment, equipment rental, travel, taxes, certification, insurance, and all other overhead expenses must be included as part of the bidder's rates. If there are any additional fees or taxes not reflected in the table below, such pricing must be fully described in the bid. Bids must be submitted in USD or local currency; payments under any resulting contract will be made in this currency. Bids submitted in local currency will be evaluated in USD using the OANDA conversion rate on the submission date of the bid.

**PRICING:**

**Written Translation:**

- Outline pricing matrix based on language tiers or individual languages and note whether the source or target language word count is used for pricing.
- Include whether pricing has a sliding scale based on previously translated words for IRI, etc.
- Note any additional fees, e.g., rush fees, formatting fees, or fees based on document type.
- Note any required word minimums per translation project.

**Interpretation Services:**

- Rate per hour/day for in person Simultaneous/Consecutive Interpretation Service
- Rate per hour/day for virtual Simultaneous/Consecutive Interpretation Service
- Rate for interpretation equipment and sound system (including transportation of equipment)/Region
- Rate for interpretation equipment according to the following categories:
  - 5 participants or below
  - 10 participants or below
  - 30 participants or below
  - 31 – 70 participants

- 71 – 100 participants
- 101 – 200 participants
- 201 – 300 participants
- above 300 participants
- Rent rate/day and rent rate /hour for extra equipment (screen, date show, laptop)
- Travel rate (locally and internationally)
- Overnight rates (locally and internationally)

**Other services:**

- Fees for cancellations
- Rate for Video / Audio transcription
- Rate for Video / Audio translation
- Rate for Subtitling
- Any other rates

**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. All materials developed under the terms of this agreement shall be considered a work made for hire. IRI, therefore, reserves the exclusive right to copyright and publish, disseminate, and otherwise use the material developed under the terms of this agreement in whatever way it deems appropriate.
9. 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.
10. 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](#)).

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. 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:



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

1. Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 35 percent
2. Past performance based on references – 35 percent
3. 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 Global Bids, at [globalsol@iri.org](mailto:globalsol@iri.org) with the subject line “IRI2022GLOBAL03o IFB” 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.