

## INVITATION FOR BIDS

<b>Procurement Number:</b>	LAC2022EL02o
<b>Open Date:</b>	October 5, 2022
<b>Questions Deadline:</b>	<del>October 12, 2022</del> <b>October 31, 2022</b>
<b>Closing Deadline:</b>	<del>October 15, 2022</del> <b>November 2, 2022</b>
<b>Geographical Area Restrictions:</b>	None
<b>Point of Contact:</b>	Francisco Casas - <a href="mailto:fcasas@iri.org">fcasas@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 will conduct democracy and governance programming in El Salvador and Honduras and will require local employees to complete this work. IRI does not have legal registration in El Salvador nor does it in Honduras and requires an employer of record to facilitate employee hiring and payment in accordance with Salvadoran and/or Honduran laws respectively. IRI will select one or two employers of record depending on their capacity to operate in one or both countries, IRI encourages local bids from El Salvador and Honduras even if the bidder only operates in one of the two countries.

### Eligibility:

- Legal capacity to operate in El Salvador and/or Honduras at the time of application
- In-country presence

### Period of Performance:

1. November 1, 2022 – September 30, 2023, for El Salvador with the option to extend for a total duration of up to 5 years up in four (one-year) option periods.
2. April 1, 2023 – March 31, 2023, for Honduras with the option to extend for a total duration of up to 5 years up in four (one-year) option periods.

### Scope of Work:

The selected contractor will provide employer of record (EOR) services to IRI in El Salvador and/or Honduras and will employ in its base (first) year the following positions:

- El Salvador: Two Local Program Officers, two Local Senior Program Associates, one Local Program Associate.

- Honduras: One Local Senior Program Associate.

Employer of record will be responsible for hiring and onboarding the employees, administering payroll and human resources functions as requested by IRI in El Salvador and/or Honduras. Such duties include:

Employee Hiring.

- Prepare employment contracts and execute signature with hired staff.
- Maintaining employment contracts.
- Employee onboarding (any new hires), it includes onboard staff to the employment relationship (explain the legal relationship, benefits, and procedures).
- Offering and administering benefits.
- Processing and funding payroll: processing includes preparing payroll every month, including payments for severance, vacations, 13-month salary, program-related reimbursements, per diems and relevant government tax deductions if applicable, payroll and benefits agencies are required by local labor law.
- Depositing and filing taxes.
- Administering advances or reimbursements to employees for program related activities.
- Provide “per diem” advances or reimbursements to staff for program-related travel as requested by IRI.

IRI will reimburse Provider for all such advances based on supporting documentation such as receipts and payment confirmation in accordance with the applicable federal cost principles, if any, in effect on the effective date of this Translation Document. Upon Contractor’s request, IRI may provide the Contractor with a template cash receipt form. All expenditures must be for authorized activities that take place or for authorized obligations that are incurred during this effective period of this Agreement, unless otherwise stated. Expenditures for costs incurred prior to the effective date or after the termination of this Agreement will be disallowed. The allowability of costs incurred by non-profit organizations and institutions of higher education is determined in accordance with the provisions of 2 C.F.R. Part 200 Subpart E, “Cost Principles.” It is the Contractor’s responsibility to ensure that costs incurred are in accordance with the applicable cost principles.

- Contractor must notify whenever law retention percentages change in El Salvador and/or Honduras.
- Terminating employees.
- Provide IRI with invoice on the 1st of each month and provide at least 10 days to process invoices without additional fees.

**Technical Bid:**

Interested bidders must present the technical bids outlining the following information: Bids should be no longer than 5 pages per country bid, all bids should provide the following information:

- Bid must include the completed “EOR Global Solicitation Cost Sheet and costs breakdown” (Please see tables below, both should be submitted to illustrate all estimated expenses).
- Bidders must calculate Base Year expenses based on two initial employees.

- If needs for programming support arise in El Salvador and/or Honduras, estimations may include hiring to employees for the following years.
- Bid must include the completed “EOR Global Solicitation Cost Sheet”(tables attached to this IFB) in its entirety to illustrate all estimated expenses.
- Bidders must calculate Base Year expenses for six and up to ten initial employees in El Salvador, and one and up to three initial employees in Honduras.
- Bidders may provide illustrative expenses for the Base Year for (any another potential quantity of employees if desired).

Cost Bids must be presented according to the following format after completing the attached “EOR Global Solicitation Cost Sheet”:

**For El Salvador**

<b>RI Assumptions (Estimated and Not Guaranteed)</b>	<b>Base Year (6 Employees)</b>	<b>Option Year 1 (6 Employees)</b>	<b>Option Year 2 (6 Employees)</b>	<b>Option Year 3 (6 Employees)</b>	<b>Option Year 4 (6 Employees)</b>
Total Salary Expenses	\$171,732				
Fees Total					
Total Estimated Annual Spend					

**For Honduras**

<b>RI Assumptions (Estimated and Not Guaranteed)</b>	<b>Base Year (1 Employee)</b>	<b>Option Year 1 (1 Employee)</b>	<b>Option Year 2 (1 Employee)</b>	<b>Option Year 3 (1 Employee)</b>	<b>Option Year 4 (1 Employee)</b>
Total Salary Expenses	\$18,000				
Fees Total					
Total Estimated Annual Spend					

**Fee schedule breakdown:**

<b>Description</b>	<b>Unit</b>	<b>Fees Amount or Waived</b>
Set-up fee (one-time payment) / standard onboarding		
Management fee, %		
Monthly minimum fee		
Processing charges		
Filing Fee – Annual		
Off cycle payroll (payment made separately from salary payment)		
Termination fee (one-time payment) / amicable termination		
Fee		
Fee		

fee		
Bank Wire Fee		
	Total	\$

*\*The above fees should be based on 6 for El Salvador and 1 for Honduras total employees and current salaries, the fee % remains the same for the duration of the contract, but the amounts may change based on the total salaries and fees processed each month.*

*\*\* Breakdown table example, providers may select all the charges that apply based on their estimations*

Costs should illustrate estimated fees such as but not limited to:

- Start-up Costs
- Deposit costs
- Salary tax costs
- Processing and administrative costs
- Exchange rate costs
- Payments such as severance, vacations, 13-month salary, ISSS, AFP, ISR and IHSS, RAP or any other payments required per the law of the selected country.
- Per diem advances
- Employee benefit reimbursements (as requested by IRI)

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.

Offeror will base proposals on the following estimated salaries for the expected positions:

<b>Staff Position</b>	<b>Gross Monthly Salary (USD)</b>
<b>El Salvador</b>	
Program Associate	\$1,500
Senior Program Associate	\$ 2,500
Senior Program Associate	\$ 2,600
Program Officer (1)	\$ 3,432
Program Officer (2)	\$ 3,300
<b>Honduras</b>	
Senior Program Associate	\$ 1,500

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

<b>Criteria</b>	<b>Points</b>
Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	25
Past performance and experience in performing similar projects	25
Compliance with security and other administrative requirements	25
Price	25
<b>Total</b>	<b>100</b>

**Submission Instructions:**

Bids must be submitted via email to Francisco Casas at [fcasas@iri.org](mailto:fcasas@iri.org) with the subject line "LAC2022EL02o" 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.