

INVITATION FOR BIDS

Procurement Number:	LAC2023EL06o
Open Date:	August 30, 2023
Questions Deadline:	September 2, 2023
Closing Deadline:	September 10, 2023
Geographical Area Restrictions:	937
Point of Contact:	Francisco Casas fcasas@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.

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IRI will conduct democracy and electoral programming in El Salvador and is working to present information to several actors about the electoral context for 2024, in addition, IRI is supporting to CSO's local partner to develop democratic material like studies, research, digital and media campaigns, develop workshops and it is necessary present information to public audience about the findings and key points.

Through this program, IRI and its local partners will support the electoral process ahead of the 2024 presidential elections by increasing public understanding and feedback regarding the electoral process. IRI seeks to print electoral legislation materials to be used in socializations of key reforms.

Eligibility

- *Based in El Salvador*
- *Three years' experience providing similar services*
- *Provide transport service for material if necessary*

Period of Performance:

September 30, 2023 to September 29, 2024 with the option to extend for a total duration of up to 5 years up in four one-year increments.

Technical Bid:

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

Scope of Work

The Contractor will provide printing service of materials for different uses for activities that IRI will develop in El Salvador, including delivery service and protection materials according to each case. Specifically, the Contractor will provide:

- AGENDA with pages printed on bond paper 20 in 1 ink with paste printed (front and back) on full color adhesive paper + hot laminated envelope on chipboard sealed with white endpaper, metallic ring finish on spine, closed measurement 6x9" of 100 sheets / 200 pages.
- FOLDER printed in 121C foldcote, full color single shot, 2-section folded finish, closed size 9x12" with 1 internal flap printed with basic die-cutting.
- HUNDRED OF BUSINESS CARDS Printed on foldcote 122C full color (front and back) + individual cut size 3.5x2".
- DIPLOMA printed on canson paper 225 grs. Single shot full color size 11x8.5" with individual cut.
- FLYERS printed on couche 80 paper full color single shot size 5.5x8.5" (front and back) with individual cut.
- FLYERS printed on couche 80 full color single shot size 3.66x8.5" (front and back) with individual cut.
- FLYERS printed on couche 80 full color single shot size 8.5x11" (front and back) with individual cut.
- PLAQUE Printed in PVC full color shot and withdrawal measure 2x3.5".
- CARD Printed in PVC full color single shot size 2x3.5".
- POSTER printed on foldcote 121C single shot full color size 12x18" with color trimming.
- BROCHURES printed on couche 80 full color paper pull and remove open size 11x8.5" with cut + 3-fold fold.
- ROLL UP with 13 oz canvas printed in full color measuring 0.80x2.00 meters installed in a new structure with a black case.
- ACRYLIC PLATE Made of 3mm crystal acrylic with transparent vinyl and white backing with 4 escutcheons measuring 50x35 cm (without installation).
- TOTEM Made of 10mm PVC with a graphic printed on one side in full color HP vinyl + gloss or matte laminator, visible size 0.80x1.80 meters with a 10mm PVC cube-type base lined with printed vinyl, size 80x50x20 cm.
- MAGAZINE printed on 100 full color couche paper, shot and removed, easel-stapled finish, closed size 8.5x11" with 20 pages.
- BOOK printed on 80 full color couche paper shot and removed with front and back cover printed in foldcote 122C shot and removed + hot gloss laminated single shot, hotmell bound finish closed size 8.5x11" with 64 pages.
- Other printing materials required for IRI team activities.

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.

Please present total costs in terms of the price table below. Bidders are free to include prices for additional services (if available), but please clearly separate these from the services specifically desired.

Please also make a note of any services in the below table that the bidder *cannot* provide. Failure to offer all listed services will not necessarily preclude the bidder from being selected.

Unit	Unit Cost	Number of Units	Total

- No Reimbursements allowed.
- All bids must be submitted in English with contact information for a representative able to discuss bid details. Clearly level all attachments and include contact information for references who can speak to recent service provision.
- In addition, the bid must include materials, size and type of supplies to be used.
- The bid document should be 3-5 pages long, in editable word or PDF processing (MS Word or similar) and PDF formats, 1.25-line space, Century Gothic 12 font.

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:

Quality of Work	50
Price	50
Total	100

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 Francisco Casas at fcasas@iri.org with the subject line "IFB LAC2023EL06o" 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.