

## INVITATION FOR BIDS

<b>Procurement Number:</b>	MENA2024SYR03o
<b>Open Date:</b>	September 10, 2024
<b>Questions Deadline:</b>	<del>September 22, 2024</del> Extended (October 06, 2024)
<b>Closing Deadline:</b>	<del>September 26, 2024</del> Extended (October 10, 2024)
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Mariem Khemais El Gazzah, Program Associate, <a href="mailto:mgazzah@iri.org">mgazzah@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 conducts a variety of workshops, trainings, conferences, and meetings with Syrian civil society partners during which Arabic and English language is spoken. In these cases, the participants and the trainers and/or IRI staff do not speak a common language and, therefore, professional interpretation and/or translation is required. IRI is accepting offers from professional language interpreters to provide interpretation and translation services.

### Period of Performance:

November 01, 2024, through October 01, 2025, with option to extend for a total duration of up to 5 years up in four one-year increments.

### Technical Bid:

Bidders will be expected to provide:

- Professional interpretation, simultaneous, and consecutive translation services [English-Arabic and Arabic-English] for all the meetings, events, conferences, workshops, and trainings held in person in Turkey, Germany, France or virtually. IRI may require more than one interpreter per event.
- High quality equipment for translation, including but not limited to, wireless receivers and headphones, sound-proof translation booth, and all other necessary audio equipment. Ability to test working conditions of equipment prior to translation services.
- Transcription of videos and recorded audio
- Written translation of documents, including legal documents
- Captioning, subtitles, and voice-over services for audio-visual materials

## Transportation and Equipment Maintenance Requirements:

The contractor will be responsible for providing ground transportation for interpreters and equipment to and from the event venue. IRI anticipate conducting work in major metropolitan areas across Turkey, Germany, and France. Please indicate availability and if pricing varies depending on the specific city.

For transportation costs, please provide a per-kilometer rate. This rate should cover all related travel expenses, including fuel, parking, and tolls. In cases where overnight travel is required, the contractor should propose a pricing structure that includes lodging and meals.

If air travel is necessary, IRI will coordinate flights and pay the airlines directly. The contractor will also be responsible for the maintenance of all equipment before, during, and after the event.

Equipment maintenance before, during, and after the event will be the responsibility of the contractor.

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.
6. Bids must be presented as a menu of services IRI can request with 5 days' notice. Bidders will only be paid upon completion of service.
7. Bids must specify in which countries in the region Offeror is able to perform the scope of work. Note that IRI will pay directly to the hotel/airline/travel agent for lodging and flights in case of travel outside of the city/country in which the Offeror resides. No other travel expenses will be covered by IRI.
8. Bids must include:
  - Quality and type of provided equipment (ex: wireless/wired headphones, brands of equipment systems, availability to meet a range of participant use )
  - Assessment of previous clients/work performed
  - 3 professional references from the past 2 years
9. Bids submitted must meet the following criteria:
  - Proof of previous services provided
  - Ability to provide translation and interpretation between English- Arabic and Arabic to English

- CVs/Resumes of 2 proposed interpreters.

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.

<b>Deliverable</b>	<b>Unit</b>	<b>Unit Cost (USD)</b>
Document Translation	Per page (max 500 words)	
Express/Urgent Document Translation (24-48 hour turnaround)	Per page (max 500 words)	
PowerPoint Translation	Per slide	
Professional Interpreters (in-person) (simultaneous)	Interpreter/ per day	
Professional Interpreters (in-person)(simultaneous)	Interpreter/ per Hour	
Professional Interpreters (virtual)(simultaneous)	Interpreter/ per day	
Professional Interpreters (virtual)(Simultaneous)	Interpreter/ per Hour	
Professional Interpreters (in-person) (consecutive)	Interpreter/ per day	
Professional Interpreters (in-person) (consecutive)	Interpreter / per hour	
Professional Interpreters (virtual) (consecutive)	Interpreter / per day	
Professional Interpreters (virtual) (consecutive)	Interpreter / per hour	
Interpretation equipment and sound system	Per day for: <ul style="list-style-type: none"> <li>• 20 participants or below</li> <li>• 21-50 participants</li> <li>• 51-70 participants</li> <li>• 71-100 participants</li> <li>• 101-200 participants</li> </ul>	
Transcription of videos and recorded audio	Per hour of content	
Closed Captioning and Subtitling	Per minute of content	
Voice-over services	Per minute of content	

Overtime rate (beyond 8 working Hours)	Interpreter/ per Hour	
Ground Transportation	Per km	
Overnight travel (inclusive of lodging and meals)	Per person/day	

Price Applications should include information about:

- Tax withholding information (if applicable)
- VAT information (if applicable)
- Local taxes and fees
- Cancellation Policy
- Deposit and refund policy
- Special pricing policies/packages
- Please provide a flat rate fee structure for travel expenses. For instance, outline the cost per 10 kilometers traveled, or propose an equivalent pricing model.

Please note the following:

- “Day” is defined as an 8-hour workday
- Price applications should be in USD.
- Applications in local currency should be aware that payments will be issued from the US in USD. IRI is not responsible for fluctuations in the exchange rate.

Fees would be inclusive of all travel expenses, including gas, parking, and tolls.

**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>Experience providing similar services</b>	<b>25</b>
<b>Capacity to provide all services listed</b>	<b>25</b>
<b>Price</b>	<b>50</b>
<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 Mariem Khemais El Gazzah, at [mgazzah@iri.org](mailto:mgazzah@iri.org) with the subject line “MENA2024SYR03o” 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.