



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	EURASIA2019PSOPS06o
Open Date:	11 October 2019
Questions Deadline:	18 October 2019
Closing Deadline:	25 October 2019
Geographical Area Restrictions:	N/A
Point of Contact:	Iryna Kruta, Field Accountant, ikruta@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.

Since 1994, the International Republican Institute (IRI) has been at the forefront of working at the regional level to strengthen multiparty political systems, enhance civil society, promote democratic governance and foster unity efforts in Ukraine. IRI-Ukraine works with political parties to foster internal party democracy, to establish transparent and accountable party organizational structures, and to train party activists, staff, candidates, and poll watchers. IRI-Ukraine partners with political parties and civil society to teach the mutual benefits of and facilitate cooperation in addressing issues of concern to local communities. IRI-Ukraine seeks to work with youth and women to encourage their increased political and civil participation, and with local governments' elected officials and staff to teach and nurture good governance.

IRI-Ukraine is seeking to contract with local experts and consultants to write scenarios, scripts, and slogans for radio, video, and print advertisements based on audience data provided by IRI. These consultants and experts must have specific knowledge on current progress of Ukrainian reforms in order to create and develop the content for advertisements and to write further scripts and scenarios.

Period of Performance:

November 1, 2019 – March 31, 2020

Statement of Work:

Contractor shall serve as expert and consultant for developing materials for activities outlined below.

The below are program areas for which bidders should apply.

- Ukraine's various successful reforms;
- The benefits of Ukrainian citizenship;
- How and where to access administrative services available from local government authorities
- Miscellaneous Democracy and Governance topics:
 - o As the political environment of Ukraine changes, the International Republican Institute is always looking to meet the needs of our stakeholders and local partners by providing helpful programming that addresses current challenges and needs. If an applicant has relevant experience as a former or current practitioner of any other democracy and governance-related subject matter in Ukraine that is not listed above, please also specify that in the application.

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. In a statement of intent, bidders shall clarify in which of the subject areas/programming that the bidder has relevant experience/education. Bidders should list all subjects on which they have relevant experience and may indicate more than one program area.
6. Each bidder should indicate for which tier that they are applying, based on their qualifications, and provide supporting documents as explained in the evaluation section below.
7. Applicants must demonstrate in their application that they have relevant experience and be able to prepare, design and develop media communication tools (press announcement, press release, media materials, scenarios for video and audio, content for informational brochures and billboards).
8. Applications must contain:
 - a. List of forms of media, programs and subjects that the consultant has relevant knowledge/experience in and wishes to serve as a consultant/expert for such programs. Consultants may choose more than one program and should list all subjects on which they have relevant knowledge/experience and can write scripts/scenarios, develop content for audio, video and printing materials.
 - b. Proof of experience as expert/consultant, such as: A sample report, written by the bidder, summarizing works/services given by the bidder, sample training

materials/handouts/manuals written by the bidder, or a sample presentation (PowerPoint or other format) developed and given by the bidder. Samples do not have to be in English.

- c. Proof or indicate on CV, their significant experience as a practitioner in the relevant subject matter.
 - d. Two points of contact for reference check or two letters of recommendation;
9. Attachment requirements:
- a. CV in English proving relevant knowledge/experience to serve as an expert or consultant for a program;
 - b. Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

Bids must be submitted in Ukrainian Hryvnias, payments under any resulting contract will be made in this currency. All other expenses must be included within the daily rates, as no other expenses will be covered or reimbursed by IRI.

Bidder shall confirm availability to receive the wire transfer. The Bidder should indicate whether VAT applies or not.

Unit	Unit Price
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 will conduct a source selection based as follows:
IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

<p>Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications):</p> <p><i>Relevant knowledge and qualifications in the program he/she is applying for:</i></p> <ul style="list-style-type: none"> - <i>CV demonstrates substantial knowledge and familiarity of ongoing reforms, benefits of Ukrainian citizenship, and/or how to obtain administrative services from local government centers.</i> 	30
<p>Past performance and experience in performing similar projects</p> <ul style="list-style-type: none"> - <i>Prior experience as an expert/consultant <u>or</u> significant experience as practitioner in relevant field:</i> - <i>Quality of examples of past experience, (including, but not limited to past reports, PowerPoint slides, presentations)</i> 	30
Price	40
Total	100

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 Iryna Kruta at ikruta@iri.org with the subject line "EURASIA2019PSOPS06o RFQ" 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 contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate 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 applicable, references to "DFATD" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor."

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 (<i>M/D/Y</i>)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (<i>M/D/Y</i>)		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.