

REQUEST FOR QUOTES

Procurement Number:	EURASIA202002o
Open Date:	September 9, 2020
Questions Deadline:	September 14, 2020
Closing Deadline:	September 21, 2020
Geographical Area Restrictions:	N/A
Point of Contact:	Glafira Sydorchenko, Procurement Specialist (gsydorchenko@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 multi-party 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 local experts to consult on ongoing reforms, issues related to the local elections scheduled for October 2020.

Period of Performance:

Date of Signature – June 30, 2021

Statement of Work:

The Winning Bidder will report upon request of and work in close collaboration with IRI Ukraine program staff. Bidders must have relevant expertise and be able to develop topics agreed with IRI, as well as to consult on media content. The Winning Bidder shall serve as expert and consultant for developing materials for activities outlined below:

- Televised public service announcements (PSAs)

- Radio PSAs
- Billboards

Below are program areas for which Bidders should apply. 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.

Bidders must have profound knowledge on following topics:

- Ukraine's various ongoing and successful reforms;
- State administrative and social services – general information, updates, how and where to access the available services, important tips;
- Respective knowledge of local Electoral Code of Ukraine as well as relative laws;
- Miscellaneous democracy and governance topics.

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 a Bidder 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.

Criteria for Selection

If the applicant meets three or more of the following criteria, then the Bidder will be qualified as a 'Senior Expert'.

If the applicant meets only two or less of the following criteria, then the Bidder will be qualified as an 'Associate Expert'.

1. The applicant has experience with other international or domestic organizations for three (3) years or more;
2. The applicant is a former elected official, former government official, party leader or NGO leader;
3. The applicant has been an expert trainer for IRI for three (3) years or more;
4. The applicant has a PhD or a Master's degree level of education in the subject matter he/she will be teaching or working experience in same topic for 10 or more years.

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. Bids will not exceed 15 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
7. Bidders must be fluent in Ukrainian and Russian.
8. Bidders must have at least two years' experience analyzing reform efforts in Ukraine.

Price Bids must adhere to the following criteria:

Each Bidder should indicate for which criteria they are applying, based on their qualifications, and provide supporting documents as explained in the evaluation section below. The daily rate will be paid for the days spent dedicated to IRI work. IRI assumes a day as an eight-hour workday.

Experts will not be required to travel on long commutes or stay overnight in distant locations. All expenses should be included within the daily rate, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in Ukrainian Hryvnia (UAH), payments under any resulting contract will be made in this currency. Bidders shall confirm availability to receive the wire transfer. Bidders should indicate whether VAT applies or not.

Unit	Unit Price	Number of Units	Total
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 Bidder based on the following evaluation factors:

- a) Relevant expertise in the program the Bidder is applying for – 30 percent
 - E.g. – *Reform-related experience in CV (15 percent);*
 - E.g. – *Level of media-related work demonstrated in CV (15 percent).*
- b) Significant experience as an expert/consultant or practitioner in a relevant field – 30 percent.

- *Quality of past reports/presentations/scripts submitted in application (30 percent)*
- c) Price – 40 percent.

IRI intends to evaluate Bidders' proposals 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 Glafira Sydorchenko, at gsydorchenko@iri.org with the subject line "EURASIA202002o 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 flow-down 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 (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

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