



**International  
Republican Institute**  
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## REQUEST FOR QUOTES

<b>Procurement Number:</b>	EURASIA2020U02o
<b>Open Date:</b>	February 10, 2020
<b>Questions Deadline:</b>	February 14, 2020
<b>Closing Deadline:</b>	February 20, 2020
<b>Geographical Area Restrictions:</b>	110/ 121
<b>Point of Contact:</b>	Ganna Velykotska ( <a href="mailto:gvelykotska@iri.org">gvelykotska@iri.org</a> )

### Background:

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. To best meet these objectives, IRI-Ukraine conducts a wide variety of activities including trainings, seminars, roundtables, public hearings, exchange trips, and conferences in Kyiv and at the municipal and regional level throughout Ukraine. IRI-Ukraine is seeking to contract with local experts to serve as trainers, facilitators, and consultants for our various programming activities and events, which are currently funded by NED and USAID. All contractors will report to and work in close collaboration with IRI-Ukraine program staff who oversee our various programs.

IRI Ukraine intends to employ IT consultant to provide support and troubleshooting on IT related issues.

### Period of Performance:

April 1, 2020 – March 31, 2021 with the option to extend for a total duration of up to 5 years up in four one-year increments.

### Statement of Work:

The winning Bidder will provide “break-fix” services upon request and perform periodic maintenance on staff computers, peripherals, network devices, A/V equipment and any

other technology-related matters. This is to be performed under the guidance of IRI's helpdesk engineers in Washington D.C. Upon completion of any repair, the selected consultant will provide a written summary with the time, date and the cause and solution for the issues encountered to be submitted to IRI's helpdesk.

The general scope of work will also embody the following parameters:

- The technician will be available upon call during normal office hours between 9am – 6pm Monday through Friday.
- On urgent matters or pre-scheduled times, the consultant will also need to be available after normal hours and on weekends.
- No unlicensed or unauthorized software or utility is to be used on any IRI owned equipment whether free or purchased.
- No data in any form is to be removed from IRI's facility. If a hard drive breaks, a new one must be installed and the old one saved in IRI's office for proper disposal.
- The selected IT technician may consult with the helpdesk engineers in Washington upon request via email or Skype whenever necessary.
- The consultant must also understand and abide with IRI's procurement policies and practices.

**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 (3) professional references with whom the applicant has had a working relationship within the last 12-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 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
  - CV/Resume and any additional training and/or certificates which note their qualifications as an IT specialist
  - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
  - A statement of availability noting any restrictions (days or times) to the offeror's ability to be on call.

Price Bids must adhere to the following criteria:

While IRI will additionally cover the costs of any necessary IT purchases (including hardware, software, etc.), IRI will not cover any additional personal expenses for the specialist to provide services to IRI’s Kyiv office. Should IRI Ukraine need the Applicant to also provide services to other offices outside of Kyiv, IRI may pay for the Applicant’s travel expenses to these other IRI office sites. The hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in Ukrainian Hryvnia, payments under any resulting contract will be made in the same currency.

Unit	Unit Price
Hourly 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. 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.
10. 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.
11. 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.
12. 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:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent  
- *Submitted CV*
- b) Past performance and experience in performing similar projects – 30 percent
- c) Compliance with security and other administrative requirements – 20 percent  
- *Availability on call*
- d) Price – 20 percent

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 Ganna Velykotska, at [gvelykotska@iri.org](mailto:gvelykotska@iri.org) with the subject line "EURASIA2020U02o" 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 Bidder subject to the clauses of the prime award. The resulting agreement 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 Bidder 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 "the Bidder". 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.

**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 <sup>1</sup> 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 <sup>2</sup> 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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<sup>1</sup> 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.

<sup>2</sup> 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.