



**International
Republican Institute**
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INVITATION FOR BIDS

Procurement Number:	EURASIA2019U13o
Open Date:	November 25, 2019
Questions Deadline:	December 2, 2019
Closing Deadline:	December 7, 2019
Geographical Area Restrictions:	110
Point of Contact:	Halyna Saltan (hsaltan@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.

IRI-Ukraine is seeking to contract a vendor for provision of branding materials of different types with IRI and IRI's Funders branding. This includes but is not limited to branded pens, banners, polo t-shirts, umbrellas, business diaries, flash drives, lanyards, and messenger bags. A vendor shall comply with IRI specific style-guide with respect to the graphic standards instructions, color palette and all other standards applicable to official logos of IRI's Funders. As part of their proposals, Bidders are expected to provide IRI with samples of similar products. The final products are subject to IRI prior approval before manufacturing.

Period of Performance:

January 1, 2020 – December 31, 2021 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:

The winning Bidder will provide IRI-Ukraine with the below listed branding products complying with IRI specific style-guide with respect to the graphic standards instructions, color palette and all other standards applicable to official logos of IRI and IRI's Funders. The respective style-guides will be provided to the winner by IRI-Ukraine. Bids may, however, include additional branded items which can be provided and are recommended by the bidder, but which are not included in the list below.

The final products are subject to IRI prior approval before manufacturing.

Upon IRI's individual product orders placed over the course of the contract, the Bidder shall approve products' provision schedule with IRI in writing. If the Bidder of any due cause does not meet the set deadlines, IRI-Ukraine should be informed in advance and confirm in writing the new deadline, if acceptable. In any other case, 1% of the total cost of the order will be deducted from the final payment to the Contractor for each day of delay.

For all products listed in the table, Bidders may visit the IRI-Ukraine office to showcase samples of previously produced items and view previous samples created for IRI-Ukraine in order to understand IRI-Ukraine preferences regarding product quality and specifications prior to submitting proposals.

IRI accept only post-payment terms.

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. Contract prices will be fixed in USD. Payments under the Contract will be made in Ukrainian Hryvnia based on the exchange rate established by the National bank of Ukraine on the day of invoice issuing by way of bank transfer.

Name	Unit Type	Terms of delivery (working days)	Unit price, USD			
			100 units	500 units	1000 units	2000 units
Writing pens + printing of logos IRI and the one of donors	Writing pen		100 units	500 units	1000 units	2000 units
Personal organizer with printing of logos IRI and the one of donors	Personal organizer		100 units	250 units	500 units	1000 units
Record book with logos IRI and the one of donors	Record book		100 units	250 units	500 units	1000 units
Notebook with a binding spine with logos IRI and the one of donors	Notebook		100 units	250 units	500 units	1000 units
	Polo T-shirt		50 units	100 units	150 units	200 units

Polo T-shirt – embroidery logos of IRI on the right side of the chest and the funder’s logo on the left						
Messenger bags, polyester and screen print of IRI and IRI’s Funder logos on the front of the bag in white color (if other color is needed with be agreed)	Messenger bag		50 units	100 units	150 units	200 units
Automatic folding umbrellas – navy or blue, screen print of logos (IRI and the funder’s) in white (if other color is needed will be agreed)	Umbrella		50 units	100 units	150 units	200 units
USB flash drives – 16 GB, with twisting cover, engraving on body of a twister, IRI logo on one side and the Funder’s logo on the other side. Color blue or red.	USB flash drive		50 units	100 units	200 units	400 units
Lanyards with full color printing, 2-sided printing, IRI and funder’s logos repeating	Lanyard		100 units	200 units	300 units	400 units
Laptop backpacks, screen print of IRI and IRI’s Funder logos on the front of the backpack (colors will be agreed)	Backpack		50 units	100 units	150 units	200 units
Banner 5x2 m (picture for printing will be specified in each separate order)	Banner					
Banner 3x2 m (picture for printing will be specified in each separate order)	Banner					
Banner 0.5x2 m (picture for printing will be specified in each separate order)	Banner					
Banner 6x2.5 m (picture for printing will be specified in each separate order)	Banner					

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. 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:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 50 percent
 - Bidder provides similar samples for review and inspection.
- b) Past performance and experience in performing similar projects for NGOs – 10 percent
- c) Compliance with security and other administrative requirements – 10 percent
- d) Price – 30 percent

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 Halyna Saltan, at hsaltan@iri.org with the subject line “EURASIA2019U13o IFB” 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.