



**International  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	EURASIA2019U14o
<b>Open Date:</b>	December 23, 2019
<b>Questions Deadline:</b>	December 31, 2019
<b>Closing Deadline:</b>	January 3, 2020
<b>Geographical Area Restrictions:</b>	110
<b>Point of Contact:</b>	Ganna Velykotska/Halyna Saltan ( <a href="mailto:iriukraine@iri.org">iriukraine@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.

Since 1994, 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 often conducts technical assistance and program activities through variety of workshops, trainings, conferences, and meetings at which the Ukrainian, Russian and English languages are spoken and written. In these cases, not all the participants and the trainers know a common language and, therefore, professional simultaneous or consecutive translation is required. In other situations, large amounts of legal, accounting and/or programmatic documentation in English or Ukrainian must be translated into relevant language promptly and on short notice.

IRI Ukraine is accepting offers from independent translators and/or translating agencies to provide simultaneous, consecutive and/or written translation on as-needed basis and to rent the equipment required for translation. In order to conduct smooth programming and operations, IRI Ukraine may need to contract several vendors simultaneously.

### 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.

**Technical Bid:**

The winning Bidder will provide:

1. Professional simultaneous/consecutive translation services (English to Ukrainian, Ukrainian to English, English to Russian and Russian to English, Ukrainian to Russian and vice versa) during meetings, events, conferences, workshops and trainings that IRI holds throughout Ukraine. IRI may require more than one translator to travel and support each event.
2. High quality equipment for the translation including, but not limited to, wireless receivers and headphones, soundproof translation booth, microphones, equalizer, all other necessary audio equipment.
3. Transportation services for the equipment and translators to/from the event venue, including outside Kyiv.
4. Professional written translation of documents.
5. Transcription/translation of audio/video.

Services will be provided on as-needed basis, including outside normal working hours and during weekends.

The winning Bidder shall specify the amount of time required as advanced notice before translation services can be confirmed.

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 UAH according to the exchange rate established by the National Bank of Ukraine on the day of payment by wire transfer. Contractors will be paid only upon completion of service. The Bidders shall provide their price quotations in the following format:

<b>Type of translation</b>	<b>Daily rate (8 work hours, per 1 translator)</b>	<b>Half-day rate (4 work hours, per 1 translator)</b>	<b>Hourly rate (per 1 translator)</b>	<b>City/region</b>
Simultaneous				
Consecutive				

Please indicate here extra rate for providing services outside normal work hours or on weekend, if any.

Unit	Region	Unit Cost, USD
Written translation (Word format, 1800 symbols with spaces or page rate)		
Express/urgent written translation (please also indicate the terms of completion)		
Editing English/Ukrainian/Russian (1800 symbols with spaces or page rate)		
Translation of PowerPoint (per slide)		
<p>Daily rental for each interpretation equipment and sound system items, including their transportation cost:</p> <ul style="list-style-type: none"> <li>○ Booth;</li> <li>○ Stationary microphone;</li> <li>○ Wireless microphone;</li> <li>○ Wireless headset;</li> <li>○ Equalizer;</li> <li>○ Loudspeaker;</li> <li>○ Interpreter’s board and headset</li> </ul> <p>If rental rate depends on a number of participants, please provide details.</p> <p><i>Note:</i> In case IRI Ukraine may need any other equipment or translation related services, the price should be negotiated due to market value price at the time.</p>		
Rate for video/audio transcription per minute		
Hourly rate for video/audio translation		
Rate for subtitling		
Rate for notarization		

IRI reserves the right to choose two different Bidders for either translation services, or equipment rent. IRI also reserves the right to use services of the second-best evaluated Bidder in case if the winning Bidder is not able to provide services when IRI needs.

**Attachment and Formatting Requirements:**

1. Proposals must be presented as a menu of services IRI can request and will not exceed 5 pages (not including cover page).

2. Individual bidders shall submit their CVs, translation agencies – CVs of their employed translators, as well as copy (-ies) of diploma/certificates that confirm their qualification as a translator/interpreter (English, Russian, and Ukrainian).
3. Offerors shall submit at least 3 references to support their relevant experience and successful past performance in providing translation/interpretation services within the last 12 months.
4. Proposals must indicate if they are able to provide translation and interpretation between Ukrainian and English only or if they are able to provide translation between Ukrainian, English and Russian, any other languages.
5. Proposals must specify in which cities/regions of Ukraine Offeror is able to perform the scope of work.

**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) – 40 percent
- b) Past performance and experience, including reference check – 20 percent
- c) Price – 40 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 or Ganna Velykotska at ([iriukraine@iri.org](mailto:iriukraine@iri.org)) with the subject line “EURASIA2019U14o 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.