



**International  
Republican Institute**  
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## INVITATION FOR BIDS

<b>Procurement Number:</b>	EURASIA2019U16o
<b>Open Date:</b>	January 14, 2020
<b>Questions Deadline:</b>	January 17, 2020
<b>Closing Deadline:</b>	January 24, 2020
<b>Geographical Area Restrictions:</b>	110
<b>Point of Contact:</b>	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.

IRI-Ukraine is seeking to contract with a printing company as a vendor for the provision of printing services of different types. 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 and donors. As part of their proposals, Offerors are expected to provide IRI with samples of similar products. The final products are subject to IRI prior approval before manufacturing.

### **Period of Performance:**

February 1, 2020 – January 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 Winner will provide IRI-Ukraine with the below listed printing 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 Donors. The respective style-guides will be provided to the Winner by IRI-Ukraine. Bids may, however, include additional printed 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 Contractor shall approve products provision schedule with IRI in writing. If the Contractor 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, 5% of the total cost of the order will be deducted from the final payment to the Contractor for each day of delay.

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.

Bidders may include additional products which the offeror may provide and would recommend for use of IRI and its donors. If a Bidder has a comprehensive catalogue of all services provided by the offeror with corresponding prices according to quantity categories, then that format is also acceptable. Note: only the items listed in the above table will be graded in terms of price comparison between bidders.

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 US Dollars (USD); Contract prices will be fixed in USD and invoices should be in USD. But payments under any resulting contract will be made in Ukrainian Hryvnia (UAH) based on the exchange rate established by the National bank of Ukraine on the day of invoice issuing by way of bank transfer. IRI accepts only post-payment terms. The offeror shall indicate whether prices include VAT or not and if there is an option of VAT's waiving.

As IRI Ukraine is seeking to sign a long-term fixed price (no price flexibility will be allowed) contract, Offerors are encouraged to provide prices fixation for the period suitable for Offerors with a minimum period of six (6) months and one year preferably.

<b>Deliverables/products</b>	<b>1-10</b>	<b>101-300</b>	<b>301-500</b>	<b>501-1000</b>	<b>1001-2000</b>
<b>Leaflets</b>					
Hand-outs A4, 1+0 BW, offset paper 80 g/m2					
Hand-outs A4, 1+1 BW, offset paper 80 g/m2					
Hand-outs A4, 4+0, offset paper 80 g/m2					

Hand-outs A4, 4+0, coated paper 130 g/m2					
Hand-outs A4, 4+0, coated paper 170 g/m2					
Hand-outs A4, 4+0, coated paper 300 g/m2					
Hand-outs A4, 4+4, offset paper 80 g/m2					
Hand-outs A4, 4+4, coated paper 130 g/m2					
Hand-outs A4, 4+4, coated paper 170 g/m2					
Flyer 100*210, 4+4, 130 g/m2, coated paper					
Flyer 100*210, 4+4, 170 g/m2, coated paper					
Flyer 100*210, 4+4, 300 g/m2, coated paper					
<b>Branded Materials</b>					
Folder, A4 (reveal B2), 4+1, 350 g/m2 coated, die-cutting stamping, glueing 2 pockets					
Notebook A4, block 12 sheets, 2 pages, 4+4, coated paper 130 g/m2; pages, 4+0, coated paper 80 g/m2 not cover, carton 250 g/m2 on back, glueing from the top					
Envelopes C4, 2+0, 80 g/m2, white					
Envelopes C5, 2+0, 80 g/m2, white					
Envelopes E65, 2+0, 80 g/m2, white					
Business cards /set 100 items / 90x50 mm, 4+4, matt lamination 75 mk, 350 g/m2					

<b>Brochures</b>					
Brochure IRI. format 140x216 mm, 5+5 (CMYK+silver), cover 350 g/m2, block 8 pages, 170 g/m2, 2 staples					
Brochure (i.e. "IRI Democratic Governance"). format 152x228 mm, 8 pages, 4+4, 300 g/m2, offset varnish, 2 staples, folded pages form a «cascade»					
Brochure (i.e. «Best Practices in Democratic Governance»). format 240x180 mm, 28 pages, 4+4, cover 350 g/m2, block 170 g/m2, 2 staples, folded pages form a «cascade»					
Brochure (i.e. "Democracy in Action"). A5, 20 pages, 4 + 4, cover. 250 g / m, block 150 g / m, 2 staples					
Brochure (i.e. "The Electoral System, Early Elections"). A5, 40 pages, 4 + 4, cover. 250 g / m, block 150 g / m, 2 staples					
Brochure "Development of democratic governance" format 200x280 mm, 4 + 4, regional 300 gr / m, block 36 pages, 150 gr / m, staples					
Booklet A5, in deployment - A4, 4 + 4, 130 gr / m2, 1 fold					
Booklet A5, in deployment - A4, 4 + 4, 170 gr / m2, 1 fold, 1 run					

Booklet A5, in deployment - A4, 4 + 4, 300 gr / m2, 1 fold, 1 run					
Eurobooklet in deployment - A4, 4 + 4, 130 gr / m2, 2 fold					
Eurobooklet in deployment - A4, 4 + 4, 170 gr / m2, 2 fold, 2 run					
Eurobooklet in deployment - A4, 4 + 4, 300 gr / m2, 2 fold, 2 run					

<b>Conference materials</b>							
	<b>1- 20</b>	<b>21- 50</b>	<b>51- 70</b>	<b>71- 100</b>	<b>101- 120</b>	<b>121- 150</b>	
Badges 100x140 mm, 4+4. 350 gr matt lamination rounding corners, 1 hole							
Presentation A4, 20-50 sheets A4, 4+4, digital printing, coated paper 130 g/m2, plastic cover, carton on back, binding by spring.							
Presentation A4, 51-100 sheets A4, 4+4, digital printing, coated paper 130 g/m2, plastic cover, carton on back, binding by spring.							
Presentation A4, 101-150 sheets A4, 4+4, digital printing, coated paper 130 g/m2, plastic cover, carton on back, binding by spring.							
Programs, A4, 4 + 4, 250 gr / m2, 2 running, 2 fold							
Certificates A4, 4 + 0, 350 gr / m2, personalization"							

A4 programs, 4 + 4, 250 gr / m2, 2 running, 2 fold"							
PVC posters, 100x65 cm, 4 + 0, gloss lamination, PVC base 3 mm							

<b>Additional projects</b>				
	<b>5000</b>	<b>10000</b>	<b>15000</b>	<b>20000</b>
Brochure (i.e. «Best Practices in Democratic Governance»). format 240x180 mm, 28 pages, 4+4, cover 350 g/m2, block 170 g/m2, 2 staples, folded pages form a «cascade»				
Eurobooklet in deployment - A4, 4 + 4, 300 gr / m2, 2 fold, 2 run				

**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
  - *The quality of samples*
  - *Past cooperation with NGOs*
- b) Compliance with security and other administrative requirements (willingness to provide the full range of services) – 20 percent
- c) Price policy (period of price fixation) – 20 percent
- d) Price – 20 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 [iriukraine@iri.org](mailto:iriukraine@iri.org) with the subject line "EURASIA2019U16o 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.