



## **Requests for Bids: Interpretation Equipment Rental**

*Due: July 5, 2020*

The National Democratic Institute (NDI) seeks to establish a preferred vendor relationship(s) for simultaneous interpretation equipment rentals in Iraq. NDI anticipates establishing one or more vendor relationships effective August 1, 2020 for a 12-month period. Selected vendors would be engaged by NDI on an “as needed” basis and expected to sign a year-long rate agreement outlining fixed rates for services. NDI conducts most events at hotels in Erbil, Sulaymaniyah and Baghdad.

The company would be responsible for providing all equipment as agreed upon with NDI in advance of events, setting-up equipment prior to events, ensuring functionality of equipment throughout events, and removing equipment from the property following events.

Please include the following information in your bid:

- Cost per day for sound system that includes:
  - Wireless digital control units;
  - Handheld receivers with headsets;
  - Speakers and sound mixer;
  - Two handheld and one lavalier microphone;
  - Table microphones;
  - Interpretation booths; and
  - Set-up costs.
  - If costs vary based on the participants, please provide a pricing structure. An illustrative pricing structure could be: 0 - 30 users; 31 - 60 users; 61 to 100 users; 101 - 200 users.
  - If costs vary based on the number of interpreted languages, please provide those pricing structures as well, such as costs for two or three languages.
- Cost per day for simultaneous interpreter (Arabic/Kurdish, Arabic/English, Kurdish/English);
- Ability to work within KRG cities and Baghdad, and any additional costs for travel outside city of company’s office(s);
- Model of equipment and manufactured country;
- Payment terms and conditions;
- List of hotels the vendor has worked with in the past;
- Certification that agency is licensed to operate in Iraq;
- Contact information for two references from past clients;
- Contact information for two hotels where the vendor has set-up equipment for clients
- Name and passport of owner; and
- Other relevant information.

NDI will evaluate proposals based on the vendor's ability to meet description of products needed, available areas for service, quality and quantity of equipment, reputation with past clients and hotel vendors, and price.

Preferred vendors will be expected to sign a rate agreement with NDI valid for 12 months. In addition to standard terms and conditions for all NDI contract rate agreements, all bidders must agree to the following practices in order to be considered as a preferred vendor:

- Payment via bank transfer to an Iraqi institution; and
- Monthly invoicing for projects or activities completed during the previous calendar month.

NDI reserves the right to reject any and all bids. NDI shall not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to the request for bids. No revenue is guaranteed from this request.

NDI reserves the right to modify the technical requirements and submission deadline at any time by giving written notice to all bidders. All proposals must address all required areas. All proposals shall be in the English language; all prices shall be in US Dollars. All proposals shall be valid for a period of 60 days from the submission deadline.

Bidders must provide disclosure of any known past, present or future relationships with any parties associated with NDI. For example, applicants should disclose if a member of their Board is also a member of NDI's Board currently or in the past. The bidder also certifies that the prices offered were arrived at independently and without purpose of restricting competition with other offers including but not limited to subsidiaries and that prices have not been and will not be knowingly disclosed to any other offerer unless required by law. Failure to comply with these requirements may result in NDI having to re-evaluate the selection of a potential bid.

All proposals must be submitted by July 5, 2020 to: [talmufti@ndi.org](mailto:talmufti@ndi.org)