



REQUEST FOR QUOTATION IT EQUIPMENT & SOFTWARE – IFES LIBERIA

Ref.: RFQ/09/011

Date: November 19, 2009

Subject: Request for Quotations

The International Foundation for Electoral Systems (IFES) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following items for IFES office in Monrovia - Liberia.

Introduction

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy.

IFES's five-year *Building Sustainable Election Management* in Liberia project will aim to increase the capacity of Liberia's National Electoral Commission (NEC) to efficiently, effectively, impartially, and sustainably manage elections. This project will cover the upcoming constitutional referendum, by-elections, national elections (the second since the end of the civil war), and local elections (the first since the 1980s). IFES will particularly focus on the areas of boundary delimitation, voter registration, and civic and voter education, as well as general capacity building and technical support.

DESCRIPTION OF GOODS/SERVICES

DESCRIPTION	Qty
Desktop computers: Processor: Intel core 2 duo, 3.0 GHz; Memory: 2 GB Ram; Optical Drive: DVD+/-RW; Hard Disk: 160 GB; Operating System: Microsoft Windows Vista Professional; LCD Monitor: 19" flat-panel LCD; 2 years warranty.	10
Heavy Duty Photocopier: high quality copies at 16 ppm; space saving and scalable, flexible paper supply up to A3; double siding and stapling supported; 2 years warranty.	2
Heavy Duty Network Printer: 50-80 ppm; speed and versatility to serve as a complete document publishing and communication hub device for busy office: duplex capable; 250-sheet paper tray; 2 years warranty.	2
All-In-One (Printer, Scanner, Photocopier, Fax): printing speed up to 30ppm, 1200x4800 dpi black and 48,00 optimized color; scanning: automatic document feeder (ADF), integrated OCR to convert scanned text to editable; TWAIN compliant Interface; photocopy and fax option; and embedded with a built in memory slot; 2 years warranty.	2
ADF Scanner: automatic document feeder; duplex scanning speed at 35 ppm; save scanning in multiple formats, pdf, tiff, jpeg, and more at manageable sizes, so they can easily be edited, mailed, or organized; 2 years warranty	1

UPS – 650VA Input voltage (nominal) 220VAC, input frequency 50/60Hz, +/-3Hz (autosensing), input connections IEC-320 C14, typical runtime (half load, 200watts) 12 minutes, cable link to computer for monitoring/alarms, monitoring software provided; 2 years warranty.	11
Consumables for all quoted printers (Toner Cartridges)	1 each

TERMS AND CONDITIONS

1. Prices quoted must be valid for 60 days minimum.
2. All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
3. IFES reserve the right to accept or reject any quotation or stop the procurement process at anytime, without assigning any reason or liability.
4. IFES reserves the right to accept all or part of the quotation when awarding the purchase order.

Delivery:

Date: No later than December 1st, 2009

Address: Monrovia, Liberia

FROM/CONTENT OF RESPONSE

All quotations shall:

1. Be in the English language.
2. Contain detailed cost in US Dollar with applicable Freight, Insurance and Tax/Charges clearly identified.
3. Indicate the required delivery time.
4. Include a contact name, email address, and telephone number to facilitate communication between IFES and the vendor.
5. Addressed to the attention of Jaime Acosta, Procurement Officer at jacosta@ifes.org and Ragheed Al Ameen, Procurement Associate at ralameen@ifes.org by 12pm U.S. Eastern Standard Time (-5:00GMT) November 23rd, 2009.

Jaime Acosta
Procurement Officer