



REQUEST FOR QUOTATION

4-Way Voting Screens (Polling Booths) – IFES SUDAN

From: Jaime Acosta, Procurement Manager
Ragheed Al Ameen, Procurement Coordinator
Ref: **RFQ/10/17-Revision 2 (Final)**
Date: February 4, 2010
Subject: Purchase of 4-Way Voting Screens (Polling Booths) for early elections 2010 in Sudan.

1. Introduction

The *International Foundation for Electoral Systems (IFES)* is an independent, non-governmental organization providing professional support to electoral democracy. Through field work, applied research and advocacy, we strive to promote citizen participation, transparency, accountability in political life and civil society.

IFES has been awarded a contract by USAID to support the electoral process in Sudan. It will cover both the presidential, gubernatorial and legislative elections planned for 2010 and the Southern Sudan and Abyei referenda scheduled for 2011. The *IFES Sudan Election Administration Support Program* is designed to accompany all phases of the electoral process. It will assist the National Election Commission (NEC) and its subsidiaries in institutional and capacity building as well as election management.

2. Tentative Schedule

- The request for quotation will be released to the selected companies on February 4, 2010 before 18:00 EST (GMT -5:00).
- All questions and answers should be concluded by Sunday February 7, 2010, 12:00 EST (GMT-5:00).
- By Monday February 8, 2010, 12:00 EST (GMT -5:00) the quote must be delivered to the IFES office, 1850 K St. NW, Washington DC, USA in a closed envelope or by email to Jaime Acosta jacosta@ifes.org, and Ragheed Al Ameen ralameen@ifes.org.
- **55,000 4-Way Voting Screens (Polling Booths) shipment arrival to NEC warehouses in Khartoum and Juba by March 20, 2010.**

3. Terms Required

The bids must contain the following elements:

- Full specifications, origin and unit price must be detailed for the Voting Screens (Polling Booths).
- Quantities should be palletized and labeled by state. A breakdown per state will follow.
- Cost of Insurance and Freight (CIF) to NEC warehouses in Khartoum and Juba in Sudan. Please consider the Insurance cost and airfreight charges to be indicated separately.

- Detailed delivery time indicating separately the required time for assembly and the time needed for transportation.
- All prices must be in US Dollar currency.
- Payment terms:
 - 25% invoice within 10 days after PO signature
 - 25% invoice upon initial shipment
 - 50% invoice after proof of satisfactory completion of delivery.
- Any comment the company may have with regards to their quotation.
- A company profile with contact information.
- IFES standard payment terms: NET 30 after receipt of invoice.

4. Specifications

THIS RFQ IS TO SUPPLY 4-Way Voting Screens (Polling Booths) ONLY.

- **Total quantity is 55,000 4-Ways Voting Screens (Polling Booths).**
31,000 to be delivered to Khartoum and 24,000 to Juba.

The 4-Way Voting Screen (Polling Booths) should obtain the following specifications:

- 4-divides.
- Free Self standing, made from sturdy cardboard sheets. Light and collapsible – saving storage and transportation cost.
- For Khartoum - North Sudan, 2 polling booths should be packed in a carry bag. For Juba – South Sudan, 3 polling booths should be packed in a carry bag.
- Dimensions: minimum 155cm high, minimum 80cm wide and minimum 55 cm deep, minimum 7mm Thickness. Desktop panel minimum 80 cm from the ground.
- Please see attachment (example picture) for further details.

Please provide quotes for the following options:

- **OPTION 1:** 55,000 4-way booths made of cardboard;
- **OPTION 2:** 31,000 (delivered to Khartoum) made of cardboard, and 24,000 (delivered to Juba) made of laminated cardboard.

5. Evaluation & Contracting

An IFES Selection Committee will then consider the various quotations. It may contact selected companies in order to clarify details of the quotations and will then proceed to a decision on the most appropriate supplier or suppliers for the 4-Way Voting Screens (Polling Booths).

The evaluation will be based on the following criteria(s):

- Experience Reference Information
- Quality Assurance Information
- Delivery Time
- Price

Each criteria will be graded as follows:

Evaluation Criteria Grading	No of Points
Exceed Expectations	2
Meet Expectations	1
Do Not Meet Expectations	0

This project fall under the USAID; therefore, a competitive price is pursued and companies are encouraged to consider this when submitting initial information and/or quotes for the participation in this event.

The contract for the project will be between IFES and the company. This contract will be negotiated immediately upon selection.

6. Penalty Clauses

The contract will contain a schedule for delivery no later than March 20, 2010 for the **Voting Screens (Polling Booths)**. Time is of the essence to this contract. Deadlines are absolute and non-negotiable. Late delivery is not acceptable. Selected vendor will forfeit the last payment if final delivery occurs after the deadline.

7. Communication

All communication with IFES with regards to this request for quotation must, until otherwise notified, be directed to Jaime Acosta (+1 202 350 6816, jacosta@ifes.org), and Ragheed Al Ameen (+1 202 350 6864, ralameen@ifes.org).

This request and any following dealing on this matter are confidential and shall not be disclosed to any third party.

End of Request

Attachment: Sample for 4-Way Voting Screens

