



## REQUEST FOR PROPOSAL

# INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

Request for Proposal to supply:

**IT AND DATA PROCESSING EQUIPMENT – VOTER REGISTRATION IN LIBERIA**

**RFP/10/025**

**May 10, 2010**

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## 1 Statement of Work

### 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply **IT and Data Processing Equipment for Voter Registration Solution to IFES Liberia**. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system.

### 1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at IFES along with any satellite offices. IFES reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

## 2 General Information

### 2.1 Original RFP Document

IFES shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

### 2.2 The Organization

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 manages 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.

### 2.3 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all bidders submitted *Notice of Intention* to bid.

Issuance of RFP

May 10, 2010

Technical Questions/Inquiries Due	May 20, 2010, 10:00 AM EST
RFP Closes	June 10, 2010, 10:00 AM EST
Complete Initial Evaluation	June 17, 2010
Final Award Notification	June 22, 2010

### 3 Proposal Preparation Instructions

#### 3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to IFES as necessary to gain such understanding. IFES reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, IFES reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to IFES.

#### 3.2 Good Faith Statement

All information provided by IFES in this RFP is offered in good faith. Individual items are subject to change at any time. IFES makes no certification that any item is without error. IFES is not responsible or liable for any use of the information or for any claims asserted there from.

#### 3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.3.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between IFES and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

IFES  
Contracts & Grants  
1850 K Street, NW  
Fifth Floor  
Washington, DC 20006

Attention: Jaime Acosta, Procurement Manager  
Telephone: 1 (202) 350-6816  
Fax: 1 (202) 350-67001  
E-mail: [jacosta@ifes.org](mailto:jacosta@ifes.org)

- 3.3.2 **Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to May 20, 2010, 10:00 AM EST.
- Errors and omissions in this RFP and enhancements. Vendors shall recommend to IFES any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to IFES any enhancements, which might be in IFES best interests. These must be submitted in writing and be received prior to May 20, 2010, 10:00 AM EST.
- Inquiries about technical interpretations must be submitted in writing and be received prior to May 20, 2010, 10:00 AM EST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.3.3 **Addenda:** IFES will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 3 business days. All questions, answers, and addenda will be shared with all recipients online at IFES Buyers' Guide website:

<http://www.ifesbuyersguide.com/procurement.php>

IFES will not respond to any questions or requests for clarification that require addenda, if received by IFES after May 20, 2010, 10:00 AM EST.

### 3.4 Proposal Submission

Proposals must be delivered sealed to:

Jaime Acosta, Procurement Manager  
IFES  
Contracts & Grants  
1850 K Street, NW  
Fifth Floor  
Washington, DC 20006

on or prior to June 10, 2010, 10:00 AM EST. IFES shall not accept proposals received by fax. Vendors are to submit one original copy of proposal marked "Original" and one, marked "Copy." Each original and copy must be individually bound.

Vendors must send electronic copy via e-mail, on or prior to June 10, 2010, 10:00 AM EST to Jaime Acosta, Procurement Manager at [jacosta@ifes.org](mailto:jacosta@ifes.org) and Ragheed Al Ameen, Procurement Coordinator at [ralameen@ifes.org](mailto:ralameen@ifes.org)

### 3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

#### Evaluation Criteria:

1. Products' Quality
2. Price
3. Vendor's Experience
4. Timeline

#### Evaluation Criteria Grading:

Exceed Expectations	2 Points
Meet Expectations	1 Point
Do Not Meet Expectations	0 Point

### 3.6 Selection and Notification

Vendors determined by IFES who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via mail. Those vendors not selected for the negotiation phase will not be notified.

## 4 Scope of Work, Specifications & Requirements

### 4.1 Functional Requirements

#### 4.1.1 Timeline

Vendors must submit timeline in the proposal showing the time required to consolidate the products and time required for shipping to destination. IFES expects 20 calendar days as of awarding day for consolidating the products and 10 more calendar days for shipping to final destination.

#### 4.1.2 Geographic Code

IFES's project in Liberia is funded by United States Agency for International Development (USAID) under Source, Origin and Nationality (SON) Geographic Code 941 (*for more information*

*please refers to [22CFR228.03](#)*). A request for waiver may apply if necessary, however, the estimated time required to obtain the SON waiver will be considered within the “Timeline” in the Evaluation Criteria. IFES encourage all vendors to consider products falls under SON Geographic Code 941 as priority whenever possible.

#### **4.1.3 Packing**

The proposal must contain details of packing for each product with full dimensions (Length, Width and Height) and weight.

#### **4.1.4 Shipping**

All products must be shipped by airfreight CIF Roberts International Airport (RIA) in Monrovia. Shipping cost must be indicated separately. IFES has no obligation to award the shipping to the chosen supplier for the products.

Partial shipping is acceptable only if a product(s) not available in the US and required shipping from overseas. Vendor must provide this information in details in the proposal.

### **4.2 Technical Specifications**

- All Equipment should come in Voltage Input for 220-240 VA (For use outside USA)
- All software licenses, if possible, must come as Non Profit licenses

## **5 Vendor Qualifications & References**

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
  - Full legal name of the company
  - Year business was established
  - Number of people currently employed
2. A description of their geographic reach and market penetration.
3. An outline of their partnerships and relationships to date.
4. Information on its current clients, including:
  - Total number of current clients.
  - A list of clients with similar needs using similar products and/or services.
  - Evidence of successful completion of a project of a similar size and complexity.
5. References: Contact information for five references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

## 6 Budget & Estimated Pricing

All vendors must fill out the following cost breakdown for the implementation of their solution for IFES's project as described in this RFP. The vendor must agree to keep these prices valid for minimum 90 calendar days as of June 10, 2010.

Pricing must be in US Dollar. Unit price is required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.

No.	Item	Description	Specifications and minimum requirements	QTY.
1	Desktop Computers	Dell Optiplex 380 or similar with 17" Flat Panel Monitors	Intel Core 2 Duo E7500 (2.93GHz), 4 GB RAM DDR3, Intel Integrated Graphics, 320 GB HDD (7,200 rpm), Windows 7 Enterprise Operating System, 17" Flat Screen Monitor. Keyboard, Mice and pad included.	117
2	Development Laptops	High Performance Laptops Dell Precision M4500 or similar	Intel Core i-7-920XM Extreme edition 2.00GHz 8mb, 8.0GB DDR3-1333MHz SDRAM (2 DIMMS), 15,6" LED, 500GB HDD 7200 RPM, NVIDIA Quadro FX880M Graphics, 9 cell LI battery with 1 spare battery each laptop. Windows 7 Professional Operating system. Laptop bag included.	5
3	Laptops for the NEC	Basic configuration laptops for the NEC	Intel Core 2 Duo, 4 GB RAM, 250 GB HDD, 15" screen, Preinstalled Windows 7 Professional. Laptop Bag included.	40
4	26" Monitors	26" Monitors	26" Monitors for Information Booth in the Data Center	2
5	Projectors	Projectors	High Resolution Projectors (minimum 3000 lumens) for presentation usage, with 1 spare lamp per projector	6
6	Projector Screens	Projector Screens	120" or larger Projector Screen	3
7	UPS for desktop	1000 VA UPS	1000 VA APC UPS or similar	117
8	UPS for Server	50 KVA UPS	50 KVA UPS with retractable/replaceable modules, boxed unit with wheels, necessary spare parts, electric bypass and the installation on site should be included	2
9	Servers	Rack Mount Servers Dell Poweredge 2970 or similar	Rack Mount Server Dell Poweredge 2970 or similar, Dual Intel Xeon or Dual AMD Opteron, 32GB RAM, 3TB HDD, RAID controller, Internal Backup tape writer installed, with Operating system (Windows 2008 Enterprise R2 server operating	6

			system including 50 CAL)	
10	Server Racks	4 42U Server Racks	Compatible Server Racks	2
11	KVM Switches	KVM Switches for Servers	KVM Unit , accessories, cables	4
12	Server Mount Monitor/Keyboard	Server Mount Monitor/Keyboard	Integrated Keyboard/Mouse with integrated foldable 17" Monitor (Preferably 1U)	2
13	Cable Management Kit	Server Cable Management Kits	Cable Management Kit for 7 servers and 4 Racks	4
14	Backup Software	Backup Software for Data Backup	Backup Exec Gold with SQL server 2008 Ent & Active Directory modules	3
15	Backup Cartridges	Backup Cartridges for Tape Drives	Backup cartridges for Server Tape drive, compatible with tape drives on above servers (800 GB or above)	50
16	24 Port Switches	24 Port 1000 Mbps Network Switches	24 Port 1000 Mbps Network Switches, preferably manufactured by Cisco Inc. with 2 fiber uplink ports (required) Cisco product preferred	8
17	Wireless Network Switches	Wireless Network Switches	High Capacity Wireless Network Switches (Cisco Aironet product preferred)	4
18	OMR Scanners	DRS PS 960 OMR Scanners	DRS PS960 OMR Scanners, with spare parts and consumables for each scanner	4
19	OMR Scanner technical support and training	OMR Scanner technical support and training	OMR Scanner technical support and onsite training package during Data Processing of VR Data, 6 weeks. Vendor has to provide quotation on weekly basis, 1 week = 1 price unit	6
20	Printers	Heavy Duty Printers for Printing of Preliminary and Final Voter Rolls	Heavy Duty Printers for Printing of Preliminary and Final Voter Rolls, HP LaserJet 4700 series or similar with minimum input capacity of 1600 sheets, should come with sorter, imaging unit and loader with duplex component Heavy Duty Printers should be capable of monthly load of no less than 200,000 pages each	6
21	Printer Cartridges	Printer Cartridges for Heavy Duty Printers	Printer Cartridges for Heavy Duty Printers HP LaserJet 4700 Series	100
22	Printers	Desktop Printers	Desktop Printers for the Data Center, HP LaserJet 4350n or similar	3
23	Printer Cartridges	Printer Cartridges for Desktop Printers	Printer Cartridges for Desktop Printers HP LaserJet 4350n	50
24	Printers	Color Printer for	High Capacity Color Printer A3	2

		Reports		
25	Printer Cartridges	Color Printer Cartridges	20 sets (all 4 colors) of printer cartridges for the color printer	20
26	Photocopier	Medium Capacity Photocopier	Medium Capacity Photo copier Canon Image RUNNER 3235i or similar with sorter and feeder, complete set, networked	2
27	Photocopier toner	Photocopier Toner	Photocopier toner for above copier	100
28	Microsoft SQL Server Software	Microsoft SQL Server Software	Microsoft SQL Server 2008 with 30 CAL	2
29	MSDN Universal Subscription	MSDN Universal Subscription	MSDN Universal Subscription	2
30	Symantec End Point Solution	Symantec End Point Solution	Symantec End Point Solution	2
31	Visual Studio	Visual Studio	Visual Studio Team System 2008 Team Suit	2
32	ArcView	ArcView Software	ArcView 9	1
33	CorelDraw Software	CorelDraw Software	Corel Draw CX4	1
34	Computer Furniture - Desks	Computer Desks	Computer Furniture for the Data center Approximate sizes: 120x90 - 50 desks, 150x120 - 20 desks for Scanners and sorting (batch preparation)	70
35	Computer Furniture - Shelves	Shelves for the Data Center	Sturdy Shelf Cabinets, minimum of 3 shelves per cabinet, open design (no doors), 180 cm height, 50-60 cm depth	30
36	Computer Furniture - Computer Chairs	Computer Chairs for the Data Center	Sturdy Swivel Computer Chairs with armrests (compact size) for the Data Center	60
37	Antivirus Data Center Edition	Antivirus AVG Data Center Edition	AVG Data Center Edition for 50 clients	1
38	Antivirus Enterprise Edition	Antivirus AVG Enterprise Edition	AVG Internet Security SBS Edition for 200 clients	1
39	Hardware Firewall	Hardware Firewall	Cisco ASA 5520 Firewall for CSC SSM CSC SSM-20 Module including Trend Micro content security with Webfiltering,, AV, Antispam and email filter (100 and 250 user licenses are available). Module should come with Base + Plus licenses (Initial license to cover 24 months)	1
40	External HDD	External HDD large capacity	2 TB External HDD	4
41	USB Memory Sticks	16 GB USB Memory Sticks	16 GB USB Memory Sticks	100

42	Digital Camera	Digital Cameras	12 Megapixel or above High Quality Digital Camera	6
43	Scanner	Flatbed Scanners	Flatbed scanners Canon LIDE 200 or similar	4
44	Shredders	Document Shredders	High Capacity Document Shredders	5
45	High Capacity Staplers	Heavy Duty Staplers	Heavy Duty Staplers preferably from brand name	24
46	Heavy Duty Staples	Heavy Duty Staples	Staples for above Heavy Duty Staplers	100
47	Mechanical Punch and Spiro Binder Machine	Mechanical Punch and Spiro Binder Machine	Tabletop mechanical punch and spiro binding machine to be used for plastic binding of Voter Registration Rolls (no less than 200 A4 pages per roll)	6
48	Consumables for mechanical punch and spiro binding machine	Consumables for mechanical punch and spiro binding machine	Consumables for mechanical punch and spiro binding machine enough for 30,000 books	LS
49	Exchange Server	Exchange Server	Microsoft Exchange 2007 or Mdaemon Mail Server Software for up-to 200 clients (with CALs)	1
50	Adobe Acrobat Professional	Adobe Acrobat Professional	Adobe Acrobat Professional for generating of VR lists, forms and other VR documents in-house	6
51	Adobe Dreamviewer Suit	Adobe Dreamviewer Suit	For development of Website and reports	2
52	Microsoft Office Suit Professional	Microsoft Office Suit Professional	Microsoft Office Suit Professional Copy with volume license 150 clients	150
53	Paper for printing PVR and FRR	Paper for printing PVR and FRR	80 Gramm paper A4 boxes (each box should contain 5 reams)	100
54	Poster Sheets for printing voter lists	Poster Sheets	Heavy paper 120 gramm A4 Poster Sheets for printing Voter Lists (each box should contain 5 reams)	20
55	Barcode Readers	Barcode Readers	USB Powered Barcode Readers	2
56	Barcode Labels	Barcode Labels for Laser Printer	Barcode Labels for Laser Printer, 10 packages, silver color plastic labels	10
57	Barcode Software	Barcode Software	Barcode Generating Software	1

## **7 Additional Terms & Conditions**

### **7.1 Non-Disclosure Agreement**

IFES reserves the right to require any Respondent to enter into a non-disclosure agreement.

### **7.2 Costs**

The RFP does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

### **7.3 Intellectual Property**

The Respondent should not use any intellectual property of IFES including, but not limited to, all logos, registered trademarks, or trade names of IFES, at any time without the prior written approval of IFES, as appropriate.

### **7.4 Respondent's Responses**

All accepted Responses shall become the property of IFES and will not be returned.

### **7.5 Governing Law**

This RFP and the Respondent's Response shall be governed by the laws of Commonwealth of Virginia.

### **7.6 Partial Awarding**

IFES reserves the right to accept all or part of the quotation when awarding the purchase order.

### **7.7 No Liability**

IFES reserve the right to accept or reject any quotation or stop the procurement process at anytime, without assigning any reason or liability.

IFES shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

### **7.8 Entire RFP**

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

## 8 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP/10/025 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_  
(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 90 calendar days as of June 10, 2010.

The undersigned further certify that their firm (check one):

- IS  
 IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Signature of Authorized Officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## **Schedule "A" Notice of Intention**

RFP/10/025

### **NOTICE OF INTENTION REQUEST FOR PROPOSAL**

From:

[VENDOR ORGANIZATION NAME]  
[AUTHORIZED REPRESENTATIVE]  
[TELEPHONE NO.]  
[FAX NO.]  
[E-MAIL]

Please state your intention with regard to the Request for Proposal RFP/10/025 by selecting one of the following:

- Intends to respond to IFES Request for Proposal
- Does not intend to respond to IFES Request for Proposal

TO:

International Foundation for Electoral Systems  
Jaime Acosta, Procurement Manager  
1850 K Street, NW  
Washington, DC 20006  
Tel: 202.350.6864  
Fax: 202.350.6701