



## REQUEST FOR QUOTATION PRINTING WORK – IFES DRC

Ref.: RFQ/10/029

Date: May 27, 2010

### **Subject: Printing Posters and Image Boxes**

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 Kinshasa – DRC.

#### **1. INTRODUCTION:**

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

In 2007, the Government of the Democratic Republic of Congo (DRC) committed to a process of decentralization that would reverse the country’s legacy of poor governance, corruption, and geographic inequality by bringing greater accountability and inclusion at the local level. IFES’s Voter Opinion and Involvement through Civic Education (VOICE) Project seeks to improve the capacity of the Congolese people to participate in this process.

#### **2. DESCRIPTION OF GOODS/SERVICES:**

| Description  | Qty     |
|--|---------|
| <b>Posters</b> – Printed in quadrichromie on A2, one sided, on 150g  | 150,000 |
| <b>Boîtes à Images (Image Boxes) in 5 different languages</b> – 13 illustrations on A2 paper, double sided on Bristol 180g in quadrichromie  | 1,600   |
| <b>Training manuals</b> – printing of 30-page manual, front-to-back, in black ink; 13 pages printed in quadrichromie on 80g A4 format; cover in quadrichromie  | 100     |
| <b>Facilitation manuals</b> – printing of 36-page manual, front-to-back; black ink on white paper; 80g; cover printed in quadrichromie on “couche” 135<br>Lingala – 158; Swahili – 561; Tshiluba – 62; Kikongo – 222; French – 529 | 1,600   |
| <b>Packing materials --</b><br>4 meter-long banner<br>1 backpack<br>1 box of safety pins<br>1 roll of adhesive tape<br>1 image box<br>1 facilitation manual  | 1,600   |

**3. 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 reserves 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 part of the quotation when awarding the purchase order.

**4. DELIVERY:**

1. Date: June 30, 2010
2. Address: IFES Kinshasa, 113 Av. Nioki, Quartier Gare Centrale, Kinshasa, Gombe, DRC

**5. FORM/CONTENT OF RESPONSE:**

All quotations shall:

1. Be in the English Language (ONLY if not possible, French is acceptable).
2. Fill out the quantity and price space for each line item on the DESCRIPTION OF GOODS/SERVICES spreadsheet.
3. If applicable, a detailed cost in US Dollar with applicable freight, insurance and Tax/Charges must be clearly identified.
4. Any applicable installation cost must be indicated separately and not included in furniture prices.
5. Indicate a contact name, email address, and telephone number to facilitate communication between IFES and the vendor.
6. Addressed to the attention of 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) by June 10, 2010.

Jaime Acosta  
Procurement Manager