



REQUEST FOR PROPOSAL

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

Request for Proposal to supply:

**EQUIPMENT, FURNITURE, AND SUPPLIES FOR MAGISTRATE OFFICES IN
LIBERIA**

RFP/10/037

June 28, 2010

Table of Contents

1	STATEMENT OF WORK	3
1.1	PURPOSE	3
1.2	COVERAGE & PARTICIPATION.....	3
2	GENERAL INFORMATION	3
2.1	THE ORGANIZATION	3
2.2	SCHEDULE OF EVENTS	3
3	PROPOSAL PREPARATION INSTRUCTIONS.....	4
3.1	VENDOR’S UNDERSTANDING OF THE RFP	4
3.2	GOOD FAITH STATEMENT	4
3.3	COMMUNICATION	4
3.4	PROPOSAL SUBMISSION	5
3.5	CRITERIA FOR SELECTION.....	5
3.6	SELECTION AND NOTIFICATION	6
4	SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS	6
4.1	FUNCTIONAL REQUIREMENTS	6
4.2	TECHNICAL SPECIFICATIONS.....	6
5	VENDOR QUALIFICATIONS & REFERENCES	7
6	BUDGET & ESTIMATED PRICING.....	7
7	ADDITIONAL TERMS & CONDITIONS.....	9
7.1	NON-DISCLOSURE AGREEMENT	9
7.2	COSTS	9
7.3	INTELLECTUAL PROPERTY	9
7.4	RESPONDENT’S RESPONSES.....	9
7.5	GOVERNING LAW	9
7.6	PARTIAL AWARDING	9
7.7	NO LIABILITY.....	9
7.8	ENTIRE RFP	9
8	VENDOR CERTIFICATION.....	10
	SCHEDULE “A” NOTICE OF INTENTION	11

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 **Equipment, Furniture, and Office Supplies 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 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.

2.2 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	June 28, 2010
Technical Questions/Inquiries Due	July 5, 2010, 9:00 AM EDT
Answers/Addenda from IFES	July 9, 2010
RFP Closes	July 19, 2010, 9:00 AM EDT
Award Notification	July 26, 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) 350-6701
E-mail: jacosta@ifes.org

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

- Questions concerning this RFP must be submitted in writing.
- 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.

- Inquiries about technical interpretations must be submitted in writing. 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 the questions or request for clarification that requires addenda by July 9, 2010. All questions, answers, and addenda will be shared with all recipients online at IFES Buyers' Guide website:

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

3.4 Proposal Submission

Vendors must send proposals in electronic copy via e-mail, on or prior to July 19, 2010, 9:00 AM EDT to Jaime Acosta, Procurement Manager at jacosta@ifes.org and Ragheed Al Ameen, Procurement Coordinator at 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 10 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)

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 July 19, 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	Specifications and minimum requirements	Qty.
1	Printer <i>HP LaserJet Pro P1102w</i> or similar	Up to 19 ppm with 600 x 600 x 2 dpi (1200 dpi effective output). USB 2.0 connectivity and Wireless networking support	21
2	Printer Toner Cartridge	For printer offered in item no. 1	105
3	Scanner <i>CanoScan LiDE 200</i> or similar	USB Powered Flatbed Scanner, MS Windows (XP, Vista and 7) compatible	21
4	Power Generator <i>Honda</i>	5 KVA, 220/240v, 50hz	19
5	Battery (for Generator)	12 amp, dry cell	19
6	Internet Dongle	Single User, internet hedge	19
7	Dongle Subscription	Single user, internet hedge monthly service fee x 3 months	19
8	Memory Sticks	16 GB USB Memory Sticks	45

9	Digital Camera <i>Sony</i> or similar	12 Megapixel or above High Quality Digital Camera with 3X Optical Zoom	19
10	Voltage Regulator <i>APC</i> or similar	1000 watt, 220/240 v, cables with warranty	38
11	Fan <i>General Electric</i>	220v, standing fan XL, 18 inch steel blade with warranty	57
12	Extension Cord	220v, European, twelve pins/holes (six on each side)	76
13	Solar Panel (SP)	single plate, 10' x 40', with cables & accessories	19
14	Battery (for SP)	110/120 amp, dry cell	19
15	Office Desk	80"x60"x75cm, with 2 side drawers	57
16	Filing Cabinet	Steel filing cabinet, 3 drawers with lock	57
17	Book Shelf	Open book shelf, approx. 7" with 3 to 4 movable shelves	38
18	Executive Chair	High back, adjustable seat and head rest, removable arms, wheels	57
19	Office Chair	Standard Arm Chair: medium back, cloth or PVC material, wheels	114
	Flip Chart Stand	70"x 100" with paper	19
21	Bulletin Board	70"x 100", with hook	19
22	White Board	60"x 90", with eraser	19
23	P. A System	500 watt amplifier, 220/240v, 2 pcs 1000 watt output speakers, 2 wireless microphone, with batteries	19
24	Mobile Phone <i>NOKIA 1616</i>	FM radio, headset, with light, with warranty	57
25	Plastic Chair	Regular size with arm	380
26	Flash Light	Rechargeable, Plastic, medium size	38

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/10/037

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