



REQUEST FOR PROPOSAL

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

Request for Quote to supply:
Electoral Roll Printing Pakistan

RFQ/10/043

July 15, 2010

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1 Statement of Work

1.1 Purpose

The purpose of this Request for Proposal (RFQ) is to invite prospective vendors to submit a proposal to **Printing Electoral Rolls** for **IFES Pakistan**. The RFQ provides vendors with the relevant specifications and other requirements.

1.2 Coverage & Participation

The intended coverage of this RFQ, 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. Through field work, applied research and advocacy, we strive to promote citizen participation, transparency, and accountability in political life and civil society.

Since its founding in 1987, IFES has provided assistance to over 100 countries worldwide and currently carries out programs in some 25 different countries in the Americas, Africa, Asia, Europe, and the Middle East.

2.2 Schedule of Events

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

Issuance of RFQ	July 15, 2010
Technical Questions/Inquiries Due	July 20, 2010, 09:00 EDT / 13:00 GMT
Answers/Addenda from IFES	July 24, 2010
RFQ Closes	July 29, 2010, 09:00 EDT / 13:00 GMT

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFQ

In responding to this RFQ, the vendor accepts full responsibility to understand the RFQ 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 RFQ 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 RFQ 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 RFQ. Inquiries, questions, and requests for clarification related to this RFQ 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

Attention: Ragheed Al Ameen, Procurement Coordinator
Telephone: 1 (202) 350-6864
Fax: 1 (202) 350-6701
E-mail: ralameen@ifes.org

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

- Questions concerning this RFQ must be submitted in writing.

- Errors and omissions in this RFQ and enhancements. Vendors shall recommend to IFES any discrepancies, errors, or omissions that may exist within this RFQ. With respect to this RFQ, 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 RFQ.
- Addenda to this RFQ.

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 24, 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 29, 2010, 09:00 EDT / 13:00 GMT 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 RFQ will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFQ 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 e-mail. Those vendors not selected for the negotiation phase will not be notified.

4 Specifications & Requirements

4.1 Functional Requirements

4.1.1 Timeline

Vendors must submit timeline in the bid showing the time required to consolidate the products and time required for shipping to destination. IFES expects to provide the data by August 8, 2010 and requires delivery to be completed by **August 27, 2010**.

4.1.2 Shipping

All products must be delivered to Islamabad and other provinces in Pakistan as described in point 6. Shipping cost must be indicated separately. IFES has no obligation to award the shipping to the chosen supplier for the products.

Incremental shipments acceptable.

4.2 Description of Services

Vendors must submit two options in their quotation:

First option is to print 1 set of complete electoral roll of Pakistan (quantities required for each ECP Provincial Office described in point 6).

Second option is to print 2 sets of the complete electoral roll of Pakistan (quantities required for each ECP Provincial Office described in point 6).

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
 - U.S. companies indicate if a registered Small Business (WOSB, VOSB, MOSB, DSB, SDVOSB)

2. Evidence of successful completion of a project of a similar size and complexity.
3. 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

The vendor must agree to keep these prices valid for a minimum of 60 calendar days following the July 29, 2010 submission deadline.

Pricing required for the following items and must be in US Dollars.

Option 1: One Set

Item	Specifications and minimum requirements	Qty.
Electoral Roll	A4 size 80gsm white paper, printed on both sides with 21 records on each page (42 record per paper)	2,025,802 paper

Distribution:

Provinces/Areas	Total Voter	Total quantity of Papers
Islamabad	477,434	11,936
Punjab	44,647,914	1,116,198
Sindh	19,539,510	488,488
Khyber Pukhtoonkhawa	10,790,933	269,774
FATA	1,276,716	31,918
Balochistan	4,299,506	107,488
Total	81,032,013	2,025,802

Option 2: Two Sets

Item	Specifications and minimum requirements	Qty.
Electoral Roll	A4 size 80gsm white paper, printed on both sides with 21 records on each page (42 record per paper)	4,051,604 paper

Distribution:

Provinces/Areas	Total Voter	Total quantity of Papers
Islamabad	954,868	23,872
Punjab	89,295,828	2,232,396
Sindh	39,079,020	976,976
Khyber Pukhtoonkhawa	21,581,866	539,548
FATA	2,553,432	63,836
Balochistan	8,599,012	214,976
Total	162,064,026	4,051,604

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 Partial Awarding

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

7.3 No Liability

IFES reserves 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 RFQ; or
- As a result of the use of any information, error, or omission contained in this RFQ document or provided during the RFQ process.

7.4 Entire RFQ

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

Schedule "A" Notice of Intention

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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 RFQ/10/043 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