



## REQUEST FOR QUOTATIONS

# INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

Request for Quotations to supply:

IT Equipment for Southern Sudan Referendum Commission

**RFQ/10/045**

**July 16, 2010**

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## 1 Statement of Work

### 1.1 Purpose

The purpose of this Request for Quotations (RFQ) is to invite prospective vendors to submit a proposal to supply **IT Equipment for Southern Sudan Referendum Commission**. This 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 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 and currently carries out programs in some 25 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 16, 2010
Technical Questions/Inquiries Due	July 21, 2010, 09:00 EDT / 13:00 GMT
Answers/Addenda from IFES	July 24, 2010
RFQ Closes	July 31, 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](mailto:jacosta@ifes.org)

Attention: Thomas Harris, Procurement  
Telephone: +1 (202) 350-6759  
Fax: +1 (202) 350-6701  
E-mail: [tharris@ifes.org](mailto:tharris@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 may 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.
- Addendum 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 posted online at IFES Buyers' Guide website:

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

### 3.4 Proposal Submission

Quotations must be submitted electronically to Jaime Acosta, Procurement Manager at [jacosta@ifes.org](mailto:jacosta@ifes.org) and Thomas Harris at [tharris@ifes.org](mailto:tharris@ifes.org).

on or prior to 09:00 EDT / 13:00 GMT July 31, 2010,

### 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 point 6 below.

#### Evaluation Criteria:

1. Product 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 a timeline in the offer 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 Geographic Code**

IFES's project in Sudan is funded by United States Agency for International Development (USAID). Procurement is governed by Source, Origin and Nationality (SON) Geographic Code 000 (*for more information please refers to [22CFR228.03](#)*). A request for a SON 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 therefore encourages all vendors to consider products that fall under SON Geographic Code 000 as priority whenever possible.

#### **4.1.3 Packing**

The quotation 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 delivered CIF Khartoum, Sudan. Shipping costs must be indicated separately in the quotation. IFES reserves the right to make shipping arrangements other than those included in the vendor's quotation.

### **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 and address of the company
  - Full legal name of company's President and / or Chief Executive Officer
  - U.S. companies must indicate if they are a registered Small Business (Woman-owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
2. Evidence of successful completion of a project of a similar size and complexity.
  3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year).

## 6 Budget & Estimated Pricing

The vendor must agree to keep these prices valid for a minimum of 60 calendar days as of July 31, 2010. Pricing for the following items must be in US Dollar.

No.	Item	General Specifications	Quantity
1	Desktop computer	Intel Core 2 Duo E7500 (2.93GHz), 4 GB RAM DDR3, 320 GB HDD, Optical Drive (DVD), Intel integrated Graphics, Windows 7 Enterprise, 17" Flat Screen, Keyboard & Mouse	25
2	Software	MS Office Professional Suite	25
3	UPS	1000 VA UPS	25
4	Laser printer B&W	Laserjet with up to 35ppm, standard A4 paper size, duplex, networkable, desktop	7
5	Printer Cartridges	Printer cartridges for above printer	14
6	Laser printer Color	Heavy Duty with up to 30 ppm, standard A4 paper size, duplex, networkable, desktop	1
7	Printer Cartridges	Printer cartridges for above printer	2
8	All-in-one color photocopier	Color, 20 ppm, auto duplex, up to A3 paper size, networkable	2
9	Toner	Toner for above all-in-one copier	4
10	Photocopier	Heavy duty B&W copier, with 35 ppm, 4,000 sheet capacity, networkable, up to A3 paper size	1
11	Photocopier Toner	Toner cartridges for above copier	1
12	Scanner	Heavy Duty scanner with 15 ppm, 2,400 dpi, networkable	1
13	Shredder	High Capacity Document Shredders 10-15 Sheets	1

## **7 Additional Terms & Conditions**

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

IFES reserves the right to require any offeror 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 offeror, 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

RFQ/10/045

**NOTICE OF INTENTION  
REQUEST FOR QUOTATIONS**

From:

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

Please indicate your intention with regard to the Request for Quotations RFQ/10/045 by selecting one of the following:

- Intends to respond to this IFES Request for Quotations  
 Does not intend to respond to this IFES Request for Quotations

TO:

International Foundation for Electoral Systems  
Jaime Acosta, Procurement Manager  
1850 K Street, NW  
Washington, DC 20006  
Tel: +1 (202)350-6864  
Fax: +1(202)350-6701