



REQUEST FOR QUOTATION

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

Request for Quotation to supply:
SOFTWARE FOR STEP AFGHANISTAN

RFQ/10/051

July 30, 2010

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1 Statement of Work

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a quote to supply **Software** to **IFES STEP Afghanistan**. This RFQ provides vendors with the relevant operational, performance, application, and architectural requirements of the system.

1.2 Coverage & Participation

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 **prior to the award** at anytime 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 promotes democratic stability by providing technical assistance and applying field-based research to the electoral cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency

2.2 Schedule of Events

The following is a tentative schedule that will apply to this RFQ, but 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 30, 2010 |
| Technical Questions/Inquiries Due | August 4, 2010 COB ET Time |
| Answers/Addenda from IFES | August 6, 2010 |
| RFQ Closes | August 10, 2010 COB ET Time |

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 before the award. 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 by email to:

Attention: Richard Twigg
Telephone: 1 (202) 350-6720
E-mail: rtwigg@ifes.org

Attention: Jaime Acosta
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 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 **Addendum:** IFES will make a good-faith effort to provide a written response to the questions or request for clarification that requires addendum by August 6,

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 in electronic copy via e-mail, on or prior to August 10, 2010, COB ET Time to both Richard Twigg at rtwigg@ifes.org and Jaime Acosta at jacosta@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 Section 6 below.

Evaluation Criteria:

1. Product Quality
2. Price
3. 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 Timeline

Vendors must submit a timeline in the offer showing the time required to complete delivery.

5 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 RFQ. The vendor must agree to keep these prices valid for minimum 60 calendar days as of August 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.

| Item No | Item | Specifications and minimum requirements | Qty | Unit | Unit Price | Total Price | Require Delivery Date |
|---------|--------------------|-----------------------------------------------------------------------------------------|-----|------|----------------------------------|-------------|-------------------------------|
| 1 | MS Office Software | MS Office 2007 Business Edition, Middle East - for MAC/PC (6 users) | 6 | ea | \$0.00 | \$ | August 15th, 2010 if possible |
| 2 | Software Adobe CS5 | Adobe CS5 Master Collection, Middle East – for MAC (2 users) | 2 | ea | \$0.00 | \$ | |
| 3 | Software | Microsoft Office Business Edition | 1 | ea | \$0.00 | \$ | |
| 4 | Software | Arc GIS 9.3 Arc View | 1 | ea | \$0.00 | \$ | |
| 5 | Software | Microsoft Windows Server 2003 Enterprise Edition with 75 cal license | 1 | ea | \$0.00 | \$ | |
| 6 | Software | Microsoft Exchange Server 2007 Enterprise Edition with forefront security for 75 cal | 1 | ea | \$0.00 | \$ | |
| 7 | Software | Symantec Mail Security for Microsoft Exchange Server (6.0 or latest version) for 75 cal | 1 | ea | \$0.00 | \$ | |
| 8 | Software | Symantec Backup Exec 2010 or similar | 1 | ea | \$0.00 | \$ | |
| | | | | | Subtotal | \$ | |
| | | | | | Shipping Cost | \$ | |
| | | | | | Grand Total in US Dollars | \$ | |

6 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 Costs

The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by offeror 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 Partial Awarding

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

7.5 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 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.

7.6 Entire RFQ

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

7 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFQ 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 RFQ/10/051 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 RFQ and any addendum thereto in the event of an award. Exceptions are to be noted as stated in the RFQ. The proposal shall remain in effect for a period of 60 calendar days as of **August 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 RFQ are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

Schedule "A" Notice of Intention

RFQ/10/051

NOTICE OF INTENTION REQUEST FOR QUOTATION

From:

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

Please state your intention with regard to the Request for Quotation RFQ/10/051 by selecting one of the following:

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

TO:

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