



REQUEST FOR QUOTATION

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

Request for Quotation to supply:
IT EQUIPMENT FOR STEP AFGHANISTAN

RFQ/10/052

July 30, 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.....	3
3.1	VENDOR’S UNDERSTANDING OF THE RFQ.....	3
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	5
4	SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS	6
4.1	FUNCTIONAL REQUIREMENTS	6
4.2	TECHNICAL SPECIFICATIONS.....	6
5	VENDOR QUALIFICATIONS & REFERENCES	6
6	BUDGET & ESTIMATED PRICING.....	7
7	ADDITIONAL TERMS & CONDITIONS.....	10
7.1	NON-DISCLOSURE AGREEMENT	10
7.2	COSTS	10
7.3	INTELLECTUAL PROPERTY	10
7.4	PARTIAL AWARDING.....	10
7.5	NO LIABILITY.....	10
7.6	ENTIRE RFQ.....	10
8	VENDOR CERTIFICATION.....	11
	SCHEDULE “A” NOTICE OF INTENTION	12

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 **IT Equipment to IFES STEP Afghanistan**. The 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 3, 2010 COB Kabul Time
Answers/Addenda from IFES	August 6, 2010
RFQ Closes	August 9, 2010 COB Kabul 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 prior to 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: Paul Clifford
Telephone: +93 (0) 706 601 706
E-mail: pclifford@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 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.
- 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 shared with all recipients 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 9, 2010, COB Kabul Time to both Paul Clifford at pclifford@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. 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 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. **Delivery must be completed no later than August 16, 2010.**

4.1.2 Geographic Code

IFES's project in Afghanistan is funded by United States Agency for International Development (USAID) under Source, Origin and Nationality (SON) Geographic Code 935 (*for more information please refers to [22CFR228.03](#)*).

4.1.2 Shipping

Shipping cost must be indicated separately. The Delivery address is IEC: Jalalabad Road, Independent Elections Commission, Kabul, Afghanistan and ITES STEP Office: Shash Darak, Gulayee Kulop Askari, House # 302 Kabul, Afghanistan.

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 and address of the company
 - Full legal name of company's President and / or Chief Executive Officer
 - Year business was established
 - U.S. companies must indicate if they are a registered Small Business (Woman-owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
2. Information on its current clients, including:
 - 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.

3. References: Contact information for five references from projects similar in size, application, and scope and a brief description of their implementation (including location and year).

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 RFQ. The vendor must agree to keep these prices valid for minimum 60 calendar days as of August 9, 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	End User
1	Laptop	Mac Book Pro 17inch, 2.66GHz, 8GB 1066MHz DDR3 SDRAM -2x4GB (laptop including bag)	2	ea	\$0.00	\$	IEC- Public Outreach
2	Laptop	Processor: intel Core- i3 Operating system: Genuine Windows® 7 Professional with Downgrade Rights Service to Windows® XP Professional SP3 Display: At least 14" Memory: 4GB Storage: 320GB Optical Drive: DVD-ROM, DVD+/-RW Softwares: Drivers, Softwares and Utilities Battery: 9-cell (85Wh) Lithium Ion Bag: Dell Original bag Warranty: At least 6 Months warranty	6	ea	\$0.00	\$	Various

3	Desktop	<p>PC Computer/Monitor 21" PC Operating system Genuine Windows 7 Ultimate 64-bit Processor Intel(R) Core(TM) i7-975 quad-core processor Extreme Edition [3.33GHz, 1MB L2 + 8MB shared L3 cache] Memory 12GB DDR3-1066MHz SDRAM [6 DIMMs] Hard drive 1TB RAID 0 (2 x 500GB SATA HDDs) - performance Graphics card 1.8GB NVIDIA Geforce GTX 260 [2 DVI, HDMI and VGA adapters] Primary optical drive Blue-ray writer & Light scribe SuperMulti DVD burner Networking Wireless-N LAN card Front Productivity Ports 15-in-1 memory card reader, 1 USB, 1394, audio TV & entertainment experience No TV Tuner Sound Card Integrated 7.1 channel sound with front audio ports No speakers Keyboard and Mouse HP wireless keyboard and HP wireless optical mouse Portable Media Drives 500 GB HP Pocket Media Drive Productivity software Microsoft(R) Works 9.0 Security software Norton Internet Security(TM) 2010 - 15 month</p>	1	ea	\$0.00	\$	IEC – Public Outreach
4	Scanner	HP Scanjet N9120	1	ea	\$0.00	\$	IEC- Public Outreach
5	Flash Memory	Flash memory 16 GB	20	ea	\$0.00	\$	IEC-Field Ops
6	Flash Memory	Flash memory 4 GB	5	ea	\$0.00	\$	IEC-Field Ops
7	Printer	OfficeJet 3 in 1 printer	3	ea	\$0.00	\$	Various
8	Printer	Hp LaserJet 2055 Dn	3	ea	\$0.00	\$	IEC-Field Ops

9	Desktop	Processor: Intel (3.0GHz) Operating System: Genuine Windows® 7 Professional Media, 32-bit, English with Downgrade Rights Service to Windows XP Professional SP3 Monitor: 19-inch Memory: 4GB Hard Drives: 250GB Removable Media : 16X DVD+/-RW Software: Drivers, Software and Utilities Warranty: At least 6 months warranty UPS 1000 VA 600 W per computer	2	ea	\$0.00	\$	STEP in Support of IEC
10	UPS (repair or replace)	1000 VA / 600 W	10	ea	\$0.00	\$	IEC-Logistics
11	External Hard-Drive	500 GB External Hard-Drive	5	ea	\$0.00	\$	IEC-Logistics
12	External Hard-Drive	5TB Hard	1	ea	\$0.00	\$	IEC-Logistics
13	Photo Copier Machine	Canon IR 2022 Copier and Printer, 22 ppm, Processor, 192 MHz,256MB (128MB for iR2018/22), Ethernet (100Base), USB2.0, 220V AC to 240V AC PCL: Windows XP/2003 Server/Vista/7 and Mac OS, Duplex, and ADF	1	ea	\$0.00	\$	All STEP Staff
14	ID Card Printer	Zebra 330i (single side without lamination)	2	ea	\$0.00	\$	Various
15	Enhancement of Printer/Copier	1 x Feeder, 1 x Network card and 2 x cartridge for IR 2022	1	ea	\$0.00	\$	IEC-Field OPS
16	Anti-Virus	Kaspersky antivirus 2010	25	ea	\$0.00	\$	IEC-Field OPS
Subtotal						\$	
Shipping Cost						\$	
Grand Total in US Dollars						\$	

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 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.

8 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/10/052 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 9, 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/10/052

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/10/052 by selecting one of the following:

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

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
E-mail: jacosta@aol.com