



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

Request for Quotation (RFQ) for provision of IT Products in Guinea

Solicitation # RFQ-24-017

May 30, 2024

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of IT Equipment in CONAKRY/GUINEA. The solicitation provides Bidders with the relevant operational and performance requirements.

1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES’ Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens’ rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|---|
| • Issuance of RFQ | May 30, 2024 |
| • Technical Questions/Inquiries Due | June 5, 2024; by 5:00 pm Washington DC Time |
| • Answers/Addenda from IFES | June 7, 2024 |
| • RFQ Closes | June 18, 2024; by 5:00 pm Washington DC Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Bidders' Understanding of the Solicitation

Bidders are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any Bidder that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Khurram Naz
knaz@ifes.org

And

Ahmad Munir Totakhil
atotakhil@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notices and www.devex.com.

3.4 Submission

It is mandatory for Bidders to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible Bidders 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:

IFES will evaluate responsive offers based on the following criteria:

- 1. TIMELINE** **25%**
 - Ability to deliver goods and services within IFES' expected or shortest possible and reasonable timeline.
 - Product availability in stock (quantity available in stock must be specified).
 - Proposed delivery mechanism (speed, reliability, etc.).

- 2. EXPERIENCE** **15%**
 - Experience of working with International NGO or public government agencies in the framework of similar procurement
 - Experience of delivering similar items for similar magnitude (must provide references)

- 3. QUALITY** **30%**
 - The quality of the equipment meets IFES requirements.
 - Compliance with specified quality standards.
 - Product reliability and durability.
 - Quality of after-sales service offered.
 - Product quality assurance.
 - Authenticity of the products offered.
 - Actions taken in the event of a technical failure, including replacement or repair times.

- 4. PRICE** **30%**
 - Reasonableness of unit cost in relation to product quality.
 - Transparency of costs and associated fees.
 - Competitive price and payment terms.

Evaluation Criteria Grading for Each Criterion:

| | |
|-------------------------------------|----------|
| Highly Exceeds Expectations | 5 Points |
| Slightly Exceeds Expectations | 4 Points |
| Meets Expectations | 3 Points |
| Meets most but not All Expectations | 2 Points |
| Does Not Meet Expectations | 1 Point |

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

Bidders are welcome to provide pricing for those items they can provide/deliver. IFES reserves the right to contract one, multiple, or none of the bidders. IFES Guinea Office is procuring the below items, please see section 5.5 for delivery and shipping details.

SPECIFICATIONS AND REQUIREMENTS: The following are the minimum specifications/requirements and estimated quantities for all the required items:

| Serial No. | Item Description, specification, and requirements | Quantity |
|------------|--|----------|
| 1 | Server Type: Gen10 4208 1P 32G NC 12LFF (HPE Server DL380 or equivalent) | 2 |
| 2 | Windows Server 2022 License - Standard Edition | 2 |
| 3 | Anti-virus license for servers 3 years subscription | 2 |
| 4 | Server storage bay | 2 |
| 5 | ORACLE license with decision-making tools | 2 |
| 6 | Adobe suite license | 2 |
| 7 | CsPRO License 7.7.3 (for 5 positions) | 5 |
| 8 | ArcGis License Version 10.8 - Mapping Tool for 5 Stations | 5 |
| 9 | Sql-Server 2022 Enterprise License - Database for 2 Workstations | 2 |
| 10 | INTELLIJ IDEA 14 programming platform | 1 |
| 11 | Tablet Android, WIFI enabled, internal storage 128 GB, RAM 8 GB, Camera 5-8 MP, screen size 11 inches (Samsung A9+ tablet or equivalent) | 4,000 |
| 12 | PowerBank Type USB-C charger 50,000mah | 4,000 |
| 13 | USB storage key (8-16 GB) | 4,000 |
| 14 | Backpack durable, water-repellent, lightweight, ungendered. Size 10-20 liters or reasonable size/space to accommodate tablet, power bank and stationery items. | 4,000 |
| 15 | Laptop: Form factor: Ultraportable – Ultrabook, Processor: Intel Core I7 7600U 2.8Ghz - 3.9Ghz Turboboost, Chipset: Intel RAM: 16 GB, Storage disk: 512 GB SSD up to 15 times faster Optical drive: No, Graphics card: Integrated - Intel HD | 5 |
| 16 | Mobile phone. Type: Android, Version 2022, capacity: 256 GB equipped with an Exynos 2200 SoC supported by 8 GB of RAM, 6.1-inch 120 Hz AMOLED screen and a versatile triple photo sensor of 50+10+12 megapixels. 3700 mAh battery compatible with 25W fast charging and 15W wireless charging. (Samsung S22 or equivalent) | 5 |
| 17 | Mobile phone. Type: IOS, Version 2022, Capacity 256 GB, with 4th format nano-SIM support (4FF) | 5 |

| | | |
|----|--|---|
| 18 | Anti-virus software. Protection against viruses, malware, ransomware and hacking, 100% antivirus protection 250 GB cloud backup, 4; Password manager; Private Internet Connection VPN Dark Web Monitoring; Privacy Monitor Parental Controls, LifeLock Identity Theft Protection Stolen Wallet Protection, SSN & Credit Alerts | 5 |
| 19 | Office 365, Business Premium pack. Office 365, Business Premium (Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Visio Project Formats read Microsoft Office Theme (d), Office Open XML , OpenDocument, Rich Text Format and plain text Type: Office suite Productivity software) | 5 |
| 20 | External Hard Drive. 1TB (1000GB) Hard drive technology: HDD Power supply type: USB Computer hardware interface: USB 3.0 | 5 |
| 21 | Printer. Wireless multifunction printer - Color - Copier/Fax/Printer/Scanner - B&W printing 21 ppm/Color 21 - Printing Resolution 600 x 600 dpi - Automatic Duplex - up to 40,000 pages per month - Capacity 251 Sheets - Color Scanner - 1200 dpi Scan Resolution - Monochrome Fax - Gigabit Ethernet - Wireless Network - ePrint, Wi-Fi Direct, Mopria, Apple AirPrint, Google Cloud Print | 5 |

NOTES:

- IFES has no preference on specific brand names and its listed above allowing “an equal” product to be offered and describing the performance or other relevant requirements of the product.
- Quantities are subject to change depending on availability of product and funds.
- For tablets, power banks, USB storage keys, and backpacks, bidders may submit offer for a lower quantity based on in-stock availability. However, for an offer to be considered, a minimum quantity of 500 is required.
- The offered equipment must be in compliance with [2 CFR 200.216](#) Prohibition on certain telecommunications and video surveillance services or equipment (section 889 compliant). Section 889 certification is attached as Annex A to this RFQ and bidders must submit the signed certification along with their bid.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services. **IFES expects offered items to be delivered no later than two to five weeks following the execution of the contract/s.**

5.2 Geographic Code (applicable to USAID funding only)

IFES’ project in Guinea is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 935 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the “Timeline”

in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code 935 whenever possible.

5.3 License, Clearance and Approvals

The Bidders will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

5.4 Packing

The Response must contain details of packing for each product that requires shipping with full dimensions (length, width, and height) and weight.

5.5 Shipping

Bidders must provide shipping and delivery information in detail in the Response. Final delivery will be to Conakry, Guinea. The delivery address will be provided with the award.

6 QUALIFICATIONS & REFERENCES

Bidders must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Corporate and tax registration documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
 - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
 - No subcontracting is allowed under this solicitation.
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). IFES reserves the right to request and check additional references.
4. Bidders must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work. Scope of Work.
5. A certification signed by an officer or authorized representative that the Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in US Dollars (USD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

| S/No. | Item Description | Technical Specifications | QTY | Unit | Unit cost (USD) | Total cost (USD) |
|--|---|--------------------------|-------|------|---|------------------|
| 1 | Server | | 2 | EA | | |
| 2 | Windows Server 2022 License - Standard Edition | | 2 | EA | | |
| 3 | Anti-virus license for servers 3 years subscription | | 2 | EA | | |
| 4 | Server storage bay | | 2 | EA | | |
| 5 | ORACLE license | | 2 | EA | | |
| 6 | Adobe suite license | | 2 | EA | | |
| 7 | CsPRO License 7.7.3 | | 5 | EA | | |
| 8 | ArcGis License Version 10.8 - Mapping Tool for 5 Stations | | 5 | EA | | |
| 9 | Sql-Server 2022 Enterprise License | | 2 | EA | | |
| 10 | INTELLIJ IDEA 14 programming platform | | 1 | EA | | |
| 11 | Tablet Android | | 4,000 | EA | | |
| 12 | PowerBank | | 4,000 | EA | | |
| 13 | USB storage key (8-16 GB) | | 4,000 | EA | | |
| 14 | Backpacks | | 4,000 | EA | | |
| 15 | Laptop | | 5 | EA | | |
| 16 | Mobile phone. Type: Android | | 5 | EA | | |
| 17 | Mobile phone. Type: IOS | | 5 | EA | | |
| 18 | Anti-virus software | | 5 | EA | | |
| 19 | Office 365, Business Premium pack | | 5 | EA | | |
| 20 | External Hard Drive | | 5 | EA | | |
| 21 | Multifonction printer Copier/Fax/Printer/Scanner | | 5 | EA | | |
| | | | | | Subtotal (USD) | |
| | | | | | Taxes if applicable (USD) | |
| | | | | | Shipping/Freight/Delivery charges (USD) | |
| Grand Total inclusive of all applicable taxes and service charges (USD) | | | | | | |

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

8.2 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

8.3 Companies Owned or Controlled by Government

The Bidder must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the Bidder's offer being removed from consideration.

8.4 Subcontracting

The Bidder must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the Bidder's offer being removed from consideration. (if permitted by the solicitation) / No subcontracting is allowed under this solicitation.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a Bidder or third parties, in connection with the Response.

8.6 Intellectual Property

Bidders may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Bidders' Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

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

[End of Solicitation]

Certification

The undersigned, a duly authorized representative of _____ [company name] _____ (“Contractor”) hereby certifies, for reliance of International Foundation for Electoral Systems (“IFES”), that the following statements are true, correct and complete:

1. I am authorized to provide this Certification on behalf of Contractor and I have independent knowledge or have conducted due diligence sufficient to verify the information necessary to provide this Certification.

2. Contractor is providing this Certification in response to a solicitation or in connection with a contract that will involve the expenditure or obligation of U.S. government funds.

3. Contractor acknowledges and agrees (i) that IFES and Contractor are prohibited under the US Code of Federal Regulations from obligating or expending U.S. government funds to (a) procure or obtain “covered telecommunications equipment or services,” or (b) procure or obtain equipment, services or systems that uses “covered telecommunications equipment or services,” and (ii) for IFES to comply with these regulatory requirements, IFES must verify that those parties with whom it expends or obligates U.S. government funds can certify compliance with the regulatory requirement that they not in connection with the solicitation or contract obtain, procure or provide any “covered telecommunications equipment or services” or equipment, services or systems that uses “covered telecommunications equipment or services.”

4. In furtherance of the forgoing requirements, Contractor hereby certifies for reliance by IFES that the following statements are true, correct and complete.

A. Contractor will not in connection with this solicitation or contract procure or obtain any “covered telecommunications equipment or services” as a substantial or essential component of any system or as critical technology as part of any system. For the purpose of this certification, “covered telecommunications equipment or services” is telecommunications equipment produced by or services provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

B. Contractor will not in connection with this solicitation or contract procure or obtain any video surveillance or telecommunication equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

C. Contractor will not in connection with this solicitation or contract procure or obtain any telecommunication or video surveillance services provided by the entities named in Section 4(A) or Section 4(B) of this Certification or using the equipment identified in Section 4(A) or Section 4(B) of this Certification.

5. Contractor acknowledges and agrees that IFES intends to rely upon the foregoing certifications in potentially obligating or expending U.S. government funds to or for the benefit of Contractor. To the

extent that any of the foregoing certifications is untrue, inaccurate, incomplete or misleading, Contractor will indemnify, defend and hold IFES harmless from and against all claims, damages, liabilities, or losses, including all expenses and actual attorneys' fees, arising directly or indirectly from or in connection with the inaccuracy of any of Contractor's certifications.

_____ [company name] _____

By: _____

Name: _____

Title: _____

Date: _____