



International Foundation
for Electoral Systems
Zimbabwe Trust

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Date: 21 December 2017

Ref.: **IFB/18/010**

Subject: Invitation for Bids for Computers, UPS and Support Services

International Foundation for Electoral Systems (IFES), invites your firm to participate in this invitation for bids for pricing, delivery, and terms of potential sale of the following goods and services for an IFES subawardee partner in Harare, Zimbabwe. IFES reserves the right to reject any and all bids, 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 IFB 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 bid.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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.

DESCRIPTION OF MINIMUM SPECIFICATIONS

Supply of:

Workstations

1. **Quantity:** Twenty (20)
2. **Brand name:** please specify
3. **Model:** please specify
4. **Part Number:** Required
5. **Processor:** Core i7 Processor, 3.4 GHz
6. **Memory:** 32GB (4 x 8GB)
7. **Hard Disk Drive:** 1TB
8. **Board with 2 Video Output ports, one being VGA:** required
9. **Internal cooling system:** required
10. **Monitor:** 23" TFT Colour
11. **Optical drives:** SATA DVD+/-RW 16x SuperMulti LightScribe

12. **Keyboard, Mouse & Pad:** required
13. **Ports:** 6 x 3.0 USB Port, 4 x 2.0 USB Port
14. **Network connections:** 1 x Gigabit Ethernet adapter
15. **Power cables with standard plugs:** required
16. **Operating System:** 64 bit pre-installed and activated Windows latest version with perpetual license key plus Recovery CDs for each machine
17. **Microsoft Office:** MS Office latest version, preinstalled and activated with perpetual license key plus Recovery CDs for each machine
18. **Anti-Virus:** ESSET Endpoint Security latest version pre-installed & activated with license key & CD
19. **Warranty Period: 1 Year**
20. **User Manuals in English Language:** required

With respect to **Software**, IFES must be able determine the authenticity of Microsoft products.

Supply, installation and configuration of:

Uninterrupted Power Supply

1. **Quantity:** Two (2)
2. **Brand Name:** Please State
3. **Model:** Please Specify
4. **Part Number:** required
5. **Power Ratings:** 10KVA
6. **Topology:** Double Conversion
7. **Nominal input and Output Voltage:** 220 Volts
8. **Diagnostics:** Full system self-test at start-up
9. **UPS Bypass:** Automatic on Overload or UPS Failure
10. **LCD Display:** Graphical LCD required
11. **LEDs for notice and alarm:** required
12. **Audible Alarms:** Required
13. **Racking, Hardware Preparation, Installation and Configuration:** Required
14. **Warranty Period covering Parts and Labour:** 1 Year warranty period
15. **Manuals & Documentation in English Language:** required

Delivery

Contractors must provide comprehensive delivery costs and timelines—**in calendar days**—for the proposed equipment. The timeline should begin from full execution of the purchase order and end with arrival of the equipment at the final destination:

Zimbabwe Electoral Commission
Corner Kaguvi St. & Jason Moyo Ave
Mahachi Quantum Building
Private Bag 7782
Causeway, Harare
Zimbabwe

Delivery is expected within 30 calendar days of the full execution of the purchase order.

REQUIREMENTS

Prospective contractors must submit the following information in the Bid:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
4. A brief outline of the company, including:
 - Full legal name and address of the company or individual;
 - Corporate and tax registration documents
 - Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - Name of any individuals or entities that own 50% or more of the company;
 - Year business was started or established; and
 - U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. The prospective contractor must disclose in writing with its Bid any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor's offer being removed from consideration.
6. IFES requests quotations for the above listed goods/services on an per unit basis.
7. Contain detailed cost in US Dollars, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. Detailed description of past experiences providing similar services to international NGOs.
9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
10. Prospective contractor 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.
11. If the Prospective contractor is based in Zimbabwe must be a certified dealership and must provide such certification in their bids.
12. If the prospective contractor is located in Zimbabwe **must be registered with the Zimbabwe Revenue Authority (ZIMRA)** and must submit proof of registration together with their bids.
13. All Bids shall be in the English language.

EVALUATION

IFES will select the lowest price technically acceptable from a responsible contractor. Any bids that do not meet the Minimum Specifications will not be considered for award.

SCHEDULE OF EVENTS

Release of IFB	21 December 2017
Questions Due	24 December 2017 Noon Zimbabwe time (5 PM US EST 23 December)

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Answers from IFES
IFB Closes – Bids Due

27 December 2017
3 January 2018 Noon Zimbabwe time (and 5 PM US EST 2 January).

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Elizabeth Durbin (edurbin@ifes.org) or IFESZimbabwe@ifes.org. Submissions of IFB should be submitted by email to Elizabeth Durbin's attention by the due date and time.

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Bids from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for 120 calendar days.
4. Unit prices are 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.
5. All procurement will be subject to IFES contractual terms and conditions and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any bid or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the bid when awarding the contract.
8. All information provided by IFES in this IFB 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 reliance on or use of the information or for any claims asserted there from.
9. IFES reserves the right to require any offeror to enter into a non-disclosure agreement.
10. The IFB does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the bid. All bids and supporting documentation shall become the property of IFES.

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.