



Global Expertise. Local Solutions.
Sustainable Democracy.

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Date: December 7, 2017

Ref.: RFQ/18/008

Subject: Request for Quotations (RFQ) for Procuring Election Commodities

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following goods for the IFES office in Cairo – Egypt. 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.

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 GOODS

Under its USAID funded project, IFES cooperates with the National Elections Authority of Egypt. To support the coming presidential elections which is scheduled to take place in 2018, IFES seeks to procure the following items from the local market:

- 1- Duffle Bags
- 2- Carton Boxes/Bags
- 3- Plastic Sacks

The needed quantities of each electoral item will be issued in a Purchase Order for the selected vendor. **Taxes, VAT and any other charges must be identified separately.**

Bidders can submit prices for one or more of the mentioned items using the relevant pricing table for the selected item. Prices should be quoted separately for each item.

Technical Specifications:

1) Duffle bags:

Specifications:

- **Fabric:** Cloth/ Shatla
- **Dimensions:** Length is about 34 cm; width is about 45 cm; depth is around 30 cm.
- **Color:** Blue
- **Accessories:**
 - Zipper (width of the teeth is about 5 millimetres, length is about 45 cm) on the top side with two sliders with double lock holes (colour of the zipper’s teeth: silver/cloth around the zipper’s teeth is blue)
 - Transparent plastic cover is inserted on the front side of the bag. The plastic cover should be closed from three sides and open from the left side to insert the identification information of the polling station.
 - Black straps and two handles (width about 4 cm); on the front and back sides of the bag. Straps are connected on the bottom side of the bag too.



Front Side of the duffle bag



Top side of the duffle bag



Back Side of the duffle bag



Zipper's slider, puller and lock holes

Prices should be quoted for the following brackets:

Number of Duffle Bags	Price per unit in USD
1-5000	
5001-15000	
15,001-20,000	
20,001-25,000	
25,001-30,000	

2) Carton Bags/Boxes:

Specifications:

- **Material:** cardboard (thickness 30)
- **Dimensions:** Length is about 30cm; width is around 38 cm; depth is around 12 cm.
- **Color:** Blue
- **Accessories:**
 - A black plastic handle on top.
 - 2 yellow plastic seals at the front side of the bag
 - 6 metal eyelids - galvanized.
 - **Stickers/Printing:**
 - 4 color-logo will be printed on a plastic sticker placed on the front side of the box
 - A content label will be placed on the side of the box.
 - The 4-color logo will also be printed on paper to be glued to the inside of the bag.

Prices should be quoted for the following brackets:

Number of Carton Bags/Boxes	Price per unit USD
1,500-2,000	
2,001-2,500	
2,501-3,000	



Front of the carton box



Plastic Seal



Label on the side of the carton bag



Opened carton box

3) Plastic Sacks:

Specifications:

- **Material:** polypropylene woven bag
- **Dimensions:** 50 cm length (without the strap) X 35 cm width.
- **Color:** White
- **Weight:** about 45 grams.
- All sacks are to include reinforcement straps with eyelids (4 eyelids) at their openings: 2 eyelids at the front side and 2 eyelids at the back side. The width of the strap is about 9 cm.
- Spaces between the eyelids on each side of the sack is (about 20 cm).



Plastic Sack

Prices should be quoted for the following brackets:

Number of Plastic Sacks	Price per unit USD
30,000-35,000	
35,001-40,000	
40,001-45,000	

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

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:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% of more of the company;
 - e. Year business was started or established; and
 - f. 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 Response 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 per unit.
7. Contain detailed cost in USD, 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. Bidders must submit at least two (2) samples of the product(s) they quote for to the Egypt office at:

Attention: Ms. Ereny Zarif
 28 Ahmed Heshmat Street
 1st floor
 Zamalek, Cairo
 Phone: +20 273 62 118

12. Bidders must provide origin, shipping and delivery information in detail in their proposal. Exact delivery address will be provided with the award.
13. Bidders must submit a production plan for any of the items they quote for. The plan should be able to prove the bidder's capacity to produce the required items within the required timeframe. This could include the number of units that the bidder is capable of producing per hour/day/week etc., as well as the bidder's capacity to mitigate any potential delays that result from high traffic production queues. The annexed production plan can be used as guidance for bidders while preparing the production plan.

All Responses shall be in the English or Arabic language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- 1. Products' Quality (35%)**
 - The extent to which the offered commodities match the requested specifications as per the RFQ
 - The quality of the submitted samples.
- 2. Price (25%)**
 - Cost effectiveness of the provided commodities
 -
- 3. Vendor's Experience and Institutional Capacity (25%)**
 - Previous experience providing similar products.
 - Reference checks
 - Evaluation team site visit

4. Timeline

(15%)

- Reasonable timeline of producing the requested quantities
- Production capacity to deliver the requested items by the end of February 2018

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

SCHEDULE OF EVENTS

Release of RFQ	December 7, 2017
Visit by bidders to inspect samples	December 12, 2017
Questions Due	December 14, 2017 (by 5pm Egyptian Time)
Answers from IFES	December 18, 2017
RFQ Closes – Samples & Response Due	December 25, 2017 (by 5pm Egyptian Time)

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 **Mr. Ragheed Al Ameen** (ralameen@ifes.org) and **Mrs. Sajia Tokhi** (stokhi@ifes.org).

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses 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 minimum of 90 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 quotation 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 quotation when awarding the contract.
8. All information provided by IFES in this RFQ 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 therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.

10. The RFQ 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 Response. All Responses and supporting documentation shall become the property of IFES.
11. Interested bidders can inspect a sample of any of the mentioned commodities at the IFES/Egypt office in Zamalek on December 12, 2017. Samples should be properly marked with the specifications.
12. The proposal must contain details of the packing with full dimensions (Length, Width and Height) and weight.
13. Shipping prices and information should be quoted separately (not as part of the commodities unit prices)
14. Any taxes or relevant charges must be quoted separately.
15. IFES expects to issue contracts beginning of **January 2018** and that all commodities be delivered by the end of **February 2018**.

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.

Annex 1- Sample Production Plan

[Insert the Item Name]	Capacity of Production per day
[Insert the bracket that you are quoting for]	
[Insert the bracket that you are quoting for]	
[Insert the bracket that you are quoting for]	
[Insert the bracket that you are quoting for]	
* Please indicate if extra shifts will be needed to deliver within the time framework as per the RFQ	
* Please indicate the factory's capacity to mitigate any potential delays that result from high traffic production queues	