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Sustainable Democracy.

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Date: December 15, 2016

Ref.: RFQ/17/039

Subject: Request for Quotations for Printing Services

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 services for the IFES office in Tripoli, Libya. 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 SERVICES

IFES Libya will be organizing several workshops in February 2017 and an Inclusive Media Summit in March 2017 as part of the Disabilities Project funded by USAID. IFES/Libya requires quotations for printing services for event materials. Details of the printing required are below. IFES Libya will need all materials printed by **February 7th, 2017**. The bidder should be able to provide all services in the period mentioned above. Pricing is requested for the following:

No.	Description	Quantity	Unit Price	Total
1.	Convention of the Rights of Persons with Disabilities, 30 pages double sided printing, 80gsm, 4 colors, A5 size, stapled.	800		

2.	Libyan Law, 30 pages double sided printing, 80gsm, 4 colors, A5, stapled	800		
3.	Disabilities Action Plan, 32 pages, double sided printing, 80gsm, 4 colors, A5, stapled	1000		
4.	Inclusive Media Guidelines, 36 pages double sided printing, 80gsm, 4 colors, A5, stapled	500		
5.	Local Laws and Regulations, 40 pages double sided printing, 80gsm, B/W, A4, stapled	800		
6.	Brochure with Legal Terms, 2 sides double sided printing, 120gsm, 4 colors, A5, folded	800		
7.	Pamphlet, 2 sides double sided printing, 180gsm 4 colors, A4, folded	1000		
8.	Notepads, 25 pages 80gsm, printed with 4 colors on front page, back and front 240gsm, A5, spiral bound	800		
9.	Folders 240gsm, 4 colors printed on front, A4	800		

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% or 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. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed goods based on unit and total price.
7. **Contain detailed cost in Libyan dinars, 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.

All Responses shall be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- 1. Price; 55%**
Based on overall best value for all services provided, as well as the validity timeframe of prices offered. Value will be assessed on the unit rates provided and competitiveness of all prices provided.
- 2. Experience/Past Performance; 15%**
Based on information received from bidders' references, as well as the bidders' documented history and experience providing similar services.
- 3. Quality of Samples Provided; 15%**
Based on the range of services offered (items 1-9) by the bidder and a review of the bidders samples.
- 4. Production/Delivery Time; 15%**
*Number of days needed to fulfill the production and delivery of items 1-9. Vendors must be able to print all needed materials by **February 7th, 2017**.*

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 15, 2016
Questions Due	December 21, 2016, 4 PM EST
Answers from IFES	December 23, 2016
RFQ Closes – Responses Due	December 30, 2016, 4 PM EST

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 **Rebecca Hawkins** (rhawkins@ifes.org) and **Ragheed Al Ameen** (ralameen@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 entire length of contract (up to 3 months).
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.

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.