



## International Foundation for Electoral Systems

Date: December 04, 2019

### **Subject: Invitation For Bid (IFB) for Provision of Safes in Burma**

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 Myanmar. 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 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 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 and 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**

IFES requires 330 fire-resistant safes that adhere to the following specifications. Unless otherwise specified, the following should be considered minimum requirements:

1. Internal capacity – Minimum 30 Liters internal. Should have suitable dimensions to store paper size A4 envelopes unfolded;
2. Accessories – Minimum 1 shelf and 1 tray, other internal compartments optional;
3. Lock Type – dial safe (mechanical lock);
4. JIS Fire Rating – 2 hours; and
5. Net Weight – 50 to 60 kilograms – units below or in excess of this weight range may be offered but will be deemed less satisfactory

No.	Item Description	QTY	Unit Price USD	Total Price USD

<b>Group 1</b>			
1.	Safes	330	
Subtotal			USD
Taxes (if applicable)			USD
Shipping/Freight/Delivery Costs			USD
<b>Grand Total</b>			<b>USD</b>

### **Timeline**

Prospective vendors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services. IFES expects equipment to be delivered no later than **eight weeks following the execution of the contract.**

### **Geographic Code (applicable to USAID funding only)**

IFES' project in Burma is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (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 prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

### **License, Clearance and Approvals**

The prospective vendors 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.

### **Packing**

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

### **Shipping**

Prospective vendors must provide shipping and delivery information in detail in the Response. Final delivery will be to Naypyitaw, Myanmar. The delivery address will be provided with the award.

## **REQUIREMENTS**

Prospective contractors must submit the following information in the Response:

2. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
3. General information about the contractor's history and experience.

4. 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.
5. 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)
6. No subcontracting is allowed under this solicitation.
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. All Responses shall be in the English language and submitted via email.

## EVALUATION

IFES will evaluate bids based on the following criteria:

1. TIMELINE
  - Ability to deliver the goods within IFES' expected timeline
  - Competitive yet reasonable timeline
2. EXPERIENCE
  - Ability and history of successfully completing contracts of this type
  - Demonstrated familiarity and understanding of the products needed
3. QUALITY
  - The quality of the equipment meets IFES' requirements
  - Demonstrated ability to deliver quality products
4. PRICE
  - Competitive pricing

## SCHEDULE OF EVENTS

Release of IFB  
Questions Due

December 4, 2019  
December 10, 2019 at 17:00 Washington DC time

Answers from IFES  
IFB Closes – Responses Due

December 13, 2019  
December 22, 2019 at 17:00 Washington DC 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 IFES Contract and Grants Team at [procurement@ifes.org](mailto:procurement@ifes.org).

Copy of this solicitation, Amendments and or Q&A will be available online at: [www.ifes.org/procurement-notice](http://www.ifes.org/procurement-notice) and [www.devex.com](http://www.devex.com).

#### **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 period of contract (12 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 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 therefrom.
9. IFES reserves the right to require any prospective contractor 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 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](mailto:compliance@ifes.org) or at +1 202-350-6791.**