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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)

**Request for Proposals for Location and Event Management Services for the IEC's
Election Media/Operations Center in Jordan**

RFP/16/114

July 28, 2016

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1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective contractors to submit a Response for the location and event management services in Jordan. The solicitation provides prospective contractors 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 RFP 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 RFP | July 28, 2016 |
| • Technical Questions/Inquiries Due | August 1, 2016 |
| • Answers/Addenda from IFES | August 5, 2016 |
| • RFP Closes | August 14, 2016 Midnight Washington DC time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Contractors' Understanding of the Solicitation

Prospective contractors 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 prospective contractor 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 RFP 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.

Ms. Elizabeth Durbin
Sr. Contracts and Grants
Manager
edurbin@ifes.org

and

Ms. Clare Kim
Contracts and Grants Team Member
ckim@ifes.org

3.3.2 Notice of Intention: Prospective contractors that are interested in responding to this solicitation are encouraged to notify IFES of their interest in the RFP as soon as possible by completing and submitting the Notice of Intention herewith attached as Schedule A. However, the Notice of Intention is not mandatory and is not a prerequisite to submitting a Response.

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

- Questions concerning this solicitation must be submitted in writing to the point contacts identified in 3.3.1 **only**.
- Errors and omissions in this solicitation, as well as enhancements. Prospective contractors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective contractors 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 contacts identified in 3.3.1 **only**.
- **IFES Jordan field personnel should not be contacted with questions or concerns related to this proposal by prospective contractors. To do, the prospective contractor risks being disqualified.**

- 3.3.4 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 in 2.2*.

3.4 Proposal Submission

It is mandatory for prospective contractors to send proposals in electronic copy via e-mail solely to the individuals listed in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events in 2.2*. All proposals must be submitted in English.

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, prospective contractors 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:

Timeline is pass or fail - Refers to the implementation timeline for the proposed services in order to meet the completion and acceptance date for the products and services of September 1, 2016. ***If the timeline proposed does not meet the required timeline, the proposal will be non-compliant with IFES requirements and will not be considered further. The Contract for Services will include penalties for missing the deadline.***

Compliant proposals will be evaluation by the following criteria on a 100 point scale:

- 1. Price** up to **30** points
Refers to the cost effectiveness of the budget versus the proposed content. The proposal should present a competitively priced budget.
- 2. Meets Technical Requirements with Quality Components** up to **50** points
Does the submitted proposal meets the needs of the IFES/IEC in establishing and managing a Media/Operations Center and demonstrates an understanding to the role and functions of the IEC during this election phase and do proposed products and services proposed demonstrate high quality and efficiency.
- 3. Experience** up to **20** points
As evidenced in the proposal, the level experience in executing and managing large events for official institutions, quality of previous work identified in the proposal, as well as the references submitted by the bidder with contact information (organization, contact name, title, email and telephone) and authorization to contact references.

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible contractors 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

The venue for this event has been selected through a rigorous process by IFES and its partners in the support to the IEC in Jordan. The selected venue is the Zara Expo Center in Amman. The rental cost of the venue must be included in the total cost of the contractor's proposal.

4.1 Timeline for implementation and center activities and events

Bidding vendors must submit a detailed timeline indicating dates for the completion of procurement or rent of needed equipment, production of material, implementation of services and media center build up.

The timeline should be in line with the center's expected schedule of activities and events which is detailed in RFP Appendix 1

NB: The topics and exact timing of each event in Appendix 1 should be used as a guide only and will be revised closer to opening day. They are supplied as an indication to the level of activities that will take place at the center.

4.2 Technical Specifications:

The technical specifications below are presented into two parts. The first describes all the rooms, spaces and stations/desks that will need to be set-up at the center. The second describes specific services that the vendor is expected to deliver in addition to the venue set up.

In addition to the below, the bidding company should propose any items that it sees are missing and will contribute to the success of the IEC Operations Center. Companies may also submit creative ideas to enhance the value of the media operations center that do not impact the timeline proposed.

Companies should submit prices per item allowing IFES the freedom to consider downsizing or upsizing any relevant components.

4.2.1 Center setup: Venue halls and stations:

The vendor will be responsible to use the selected venue to create a center that includes the areas and functions listed below.

NB: The details below does not indicate in exact numbers all listed items that are needed such as chairs or tables. It's the responsibility of the bidding vendor to fully understand the function of the center and the space available and to propose needed furniture, etc. and quote accordingly.

a. Entrance + reception, information and badging desks:

The desks must be set up to allow for efficient guest flow and the provision of adequate services. These services will include:

- Distribution of print material.
- Accommodating of IEC staff who would respond to enquiries.
- Registering guests into the IEC's mailing systems.
- Distribution of translation headsets
- Badging station where guests can apply for an entrance badge, have their digital photo taken and receive their printed badge.
- Additional information desks could be set up on other venue floors, space permitting, e.g. information desks for journalists outside of media hall.

b. Auditorium – Capacity 200 +

The venue's auditorium located on the entrance floor will be used to host workshops, debates and small IEC press conferences.

In addition to print and branding services, listed later, the vendor is expected to liaise with venue management to ensure that all audio and video equipment provided at the auditorium is in working order, including screen, lighting, sound system (including wireless mics for Q&A) and translation booths.

The vendor must also supply furniture items to host a press conference (e.g. podium) or a debate workshop such as a few chairs with coffee tables (in line with available space).

For the press conference backdrop, the vendor must have access to designers who will be able to present IEC with design options. Once the design is approved, the vendor should produce the backdrop.

c. Media Center (Hall A) – Capacity of about 200 people (extended to 400 + on key press conferences around announcement of results)

The Media Center – Hall A will be the most visited part of the center as it will be open to all guests. It will include the following key areas:

- Main stage with data screen.

The key feature of this room will be a main stage constructed with a large led screen imbedded within the branded stage design. This will be used to disseminate all kinds of visual information and for regular briefings on Election Day and during announcement of results.

This stage would be the most visible item from the center to the public at large.

The main stage will have to be equipped with advanced audio and video equipment including full lighting and audio systems.

- **Live positions:** At a number of strategic locations overlooking the main stage, the vendor will construct raised platforms that will be used by camera crews and TV correspondents to deliver live reports from the center. These positions must have access to electricity

(adequate enough to cater to the equipment) and to telecom landlines. It is suggested that a back-up plan for electricity supply be planned for and this to avoid any outages.

- **Studio / interview tables:** Vendor will create two spaces that overlook the main stage in which TV stations could conduct interviews in a location studio setting. This would simply involve a small round table and 3-4 bar stools, with a backdrop of the same design as the one used for the press conferences. It is suggested the backdrop be a nomadic system measuring 3m x 8m for the sake of mobility and convenience.

Vendor will create one more studio area at the center for quieter interviews.

- **Media workstations:** Journalist will require desk space at which to work, review documents, draft reports etc. A key feature of this hall, therefore, would be ample working space connected to electricity, wireless internet etc.

The workstations must be spread over two types. The first would be within site of the main stage and data screen and the other in quieter corners of the hall.

- **Printing/fax/scan area:** Not too far from the workstations, journalists should be able to access printing, scanning, photocopying and fax services.
- **TV workstation station booths (16 booths):** These booths will be constructed along the sidewalls of the hall. They will be made available on a first come/first served basis, to TV crews wishing to occupy a booth from which they can work, edit etc. The booths would be around 2x2 meter in size, would have a large 2 meter by 60cm table on one side and two chairs. The booth must be lockable for safe keeping of items inside. It does not, however, need to have a roof to avoid the need for separate ventilation and lighting.
- **Radio booths (4 booths):** As above but with a roof providing a sealed environment (similar to a translation booth) in which radio producers can record voiceovers, interviews ..etc.
- **Press lounge area:** Space with sofas and comfortable chairs for journalists to relax and mingle in.
Should include access to TV and serviced refreshments (Station providing coffee, tea and water)
- **Social Media Lounge – Capacity of 30 people**
An area for the IEC's social media team to work and interact with guests and demonstrate the IEC's new media products.
- **IEC media staff offices:** *Capacity of 20 people.* Separate space to accommodate about 20 IEC staff working on media.
- **Business center:** This area would provide guests with facilities to print, photocopy, scan and fax documents. It must include help staff (1 or 2) to assist with providing the services and maintain supply of ink and paper + monitor against abuse of services.

d. Observers Hall (Hall B)

- **Observers Lounge – Capacity of 100 people**
→ An area for all observers (international and local) to interact that includes a “relaxed” area as well as a working area with workstations.

→ Should include access to TV and serviced refreshments. (Station providing coffee, tea and water)
- **Volunteers Lounge – Capacity of about 30 people**
→ An area for all volunteers to relax and interact

→ Should include sources of entertainment and refreshments (e.g. TV with cable)
- **V.I.P Lounge – Capacity of about 60 people**
A more “upscale” area for VIP guests to meet and interact (should not be too luxurious compared to the rest of the lounges)

This lounge should have access to TV and serviced refreshments (Station providing coffee, tea and water)

- **Meeting Rooms**
- → 1 big meeting room – *Capacity of 20 people*
- → 1 medium meeting rooms – *Capacity of 8 people*
- → 1 small meeting rooms – *Capacity of 5 people*

An area for any teams or officials to hold meetings at any time of the day

- **Offices Area**

- 1 main office (for the chairman) with secretarial area + meeting room
- 3-4 small offices for staff members
- Offices to be used by senior IEC, UNDP and IFES personnel

- **First Aid Room – Capacity of 5 people**

→ Paramedic area for medical emergencies to be treated

→ Should be fully equipped

- **Staff Resting Rooms – Capacity of 5-7 people**

→ Noise insulated “relaxed” area for anyone to rest if needed or during long shifts

→ Should not necessarily include beds, but at least comfortable couches

- **Technical Support (Orange) – Capacity of 20 people**

→ An area fully equipped for those in charge of setting up and maintaining the whole system

e. Operations Hall (Hall C)

The operations hall will be the least accessible area at the center as it would only serve IEC staff who are working on operations (100 max). The hall will include:

- **A central command table** crescent shaped with a 180 degree view– *Capacity for 10 people.*
- **Regional hubs:** *The central command table will be surrounded by 4 regional hubs (organized also in a crescent formation) with the capacity of 10 people in each.*

The **central command table and the hubs** will all be in one large space open to each other for the sake of communication.

The **operations hall** must be equipped with screens, desktops, printers, photocopiers, phones etc. Vendor must quote for 60 LCD screens, 40 desktop PCs, and 40 phone lines with handsets.

The LCD screens will be arranged together on one or two walls, allowing operators at the center to feed differing inputs to each of the 60 screens.

- **Staff Food and Beverage Station – Capacity of 100-120 people**
 - Area where all 3 meals (breakfast, lunch and dinner) and refreshments (coffee, tea, water etc.) will be served all day and should be serviced in order to ensure the stations are cleared of debris and replenished when need be.
 - Should include a smoking area
- **Break out and meeting rooms:**

The hall must also include smaller rooms to accommodate the following:

- **Breakout meeting rooms:** 4 small meeting rooms accommodating 6 people each.
- **Medium sized meeting room:** One meeting room accommodating 12 people.
- **A lounge:** accommodating around 20 people for breaks.
- **Situation Room – Capacity of 10 people:** A noise-insulated area for information gathering and up-to-date situation analysis

4.2.2 Center services:

	Component	Description	Notes & Quantities
1	Security & badging	The vendor will provide/manage: <ul style="list-style-type: none"> - Internal security plan based on access rights and badges. - Metal detector (s) - Security personnel on entrances. - Secured VIP route. 	The vendor will be in charge of internal security only. External security will be delivered by police and other national security forces. Vendor must coordinate security matters with these entities.
		Badging system: Vendor will provide a system to produce color coded badges to all guests. The system must include a station where guests can get their photo taken on site.	A maximum of 5,000 badges are expected to be produced. Color coding will likely include around 6 categories (IEC staff, Press, Observer, IEC guest, supplier, VIP, security)
2	Design and Print Services	Designs, printing and installation of items such as: <ul style="list-style-type: none"> - External branding and signage - Stage branding and banners. - Backdrops for press conferences and interviews - Internal posters, maps etc. - Name Tags - Branded table covers - Jordan + IEC flags - VIP Invitations - Signage throughout the center indicating usage of rooms. 	The vendor will be expected to propose needed designs and prints in order to comprehensively brand the venue, identifying it as a national elections center under the management of the IEC. Design and prints must particularly serve TV journalists who will need compelling backdrops that will situate them within the elections in Jordan context. These must be internal and external. Prints must also clearly identify and promote the different services and stations that the center would provide, such as the information desk, badging station etc. Together all produced designs and prints must project a compelling and specific brand to the center creating a unified, harmonic look and feel and hence an eye-catching BRAND.
		<ul style="list-style-type: none"> - Detailed requirements: 	While the vendor would be expected to deliver an overall vision for the design and print needs at the center, quoted prices should be delivered in line with Appendix 2 of this RFP

3	Furniture rental	In addition to all tables, chairs, dividers etc needed to establish the different rooms of the center the vendor is also responsible to supply through rent or purchase if necessary a number of furniture items needed for the venue	See Appendix 3 for details
4	IT equipment rental	The vendor will be responsible to provide, install and maintain a number of office/IT equipment items	See Appendix 4 for details
5	Audio/video equipment (Rental, installation and management)	Vendor will be in charge of supplying, installing, operating and maintaining an extensive network of audio and video equipment	See Appendix 5 for details
6	Translation Services	Translators, booths and translation headsets	<ul style="list-style-type: none"> - Translators must be available for 3 days of the center's operations - Simultaneous + consecutive translation (Arabic – English and reverse) - 200 headsets. - Required translation booths and equipment. -
7	Catering	Cafeteria for Center guests + meals for staff and volunteers	<ul style="list-style-type: none"> • IEC Staff cafeteria (Located on lower level in Hall C) to feed around 50 to 70 employees between September 1st and 9th and then 150 people from September 10th to 25th. The staff cafeteria must be managed through a meals coupon system. • Separate Cafeteria (Sawani area) for guests (on pay basis) to accommodate around 150 people per day during the center's operating hours. • Suggested menus to be submitted for approval for both the staff and guest Cafeteria

			<ul style="list-style-type: none"> Coffee break areas in each floor
8	Push to talk handsets	During the center's operations a number of team members would need to be in constant communications with each other and would need to be linked via push to talk handsets and headphones.	20 handsets
9	Coordination with other partners	Vendor would be expected to work with other partners supporting the IEC in providing services such as: <ul style="list-style-type: none"> - The venue managers to manage services such as air conditioning and electricity supplies. - Telecom companies for boosting Mobile Phone Signals - Wireless internet. - Backup generators. - Safety agencies - 	
10	Additional Services	Cleaning services on hourly basis for whole venue during its operations. Valet services	
11	Miscellaneous	A provision should be made for additional expenses	This should amount to 10% of the contracts' value

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective contractors must submit a timeline in the Response showing the time required to produce and consolidate the deliver services. IFES expects the services to be delivered on or before **September 1, 2016**.

5.2 Geographic Code

IFES' project in Jordan 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.

5.3 License, Clearance and Approvals

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

5.5 Shipping

Prospective contractors must provide shipping and delivery information in detail in the Response. Final delivery will be to Amman, Jordan. The delivery address will be provided with the award provided below.

5.6 Samples

Prospective contractors must submit at least two (2) samples of each product to IFES Jordan office at the following address:

Att. Samer Zatari
Al Madina Al Munawara St.
Building no. 263
Rana Center, Office no. 202
Amman – Jordan
Tell: +962 6 5519948

The deadline for submitting samples by all vendors is August 14, 2016.

6 QUALIFICATIONS & REFERENCES

Prospective contractors 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)
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. 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 Scope of Work.
5. A certification signed by an officer or authorized representative that the prospective contractor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES’ project as described in this solicitation. Prospective contractors 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.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD	
1.							
2.							
3.							
4.							
5.	Subtotal						
6.							
7.							
8.							
9.							
10.	Subtotal						
11.							
12.							
13.							
14.							
15.	Subtotal						
Total					USD		
Taxes (if applicable)					USD		
Shipping/Freight/Delivery Costs					USD		
Grand Total					USD		

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective contractor 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 prospective contractor 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 prospective contractor's offer being removed from consideration.

8.4 Subcontracting

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.

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

8.5 Intellectual Property

Prospective contractors 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.

8.6 Prospective Contractors' Responses

With the exception of sample goods, all accepted Responses shall become the property of IFES and will not be returned. Only the sample goods provided by the winning supplier will be retained by IFES.

8.7 Partial Awarding

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

8.8 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 prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.9 Entire Solicitation

This solicitation, and Appendices 1-5, any addenda, and any attached schedules, constitute the entire solicitation.

9 Prospective Contractor Certification

This certification attests to the prospective contractor’s awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective contractor must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP/16/114 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

_____ (Prospective Contractor’s Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective contractor and its principals (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective contractor for purposes of this solicitation are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

SCHEDULE "A"
NOTICE OF INTENTION

RFP/16/114

From:

Name: *[INSERT COMPANY'S LEGAL NAME]*
Contact: *[INSERT NAME OF AUTHORIZED REPRESENTATIVE]*
Phone: *[INSERT TELEPHONE NO.]*
Fax: *[INSERT FAX NO.]*
Email: *[INSERT E-MAIL]*

Please state your intention with regard to this Request for Proposals by selecting one of the following:

Intends to respond to the IFES solicitation

Does not intend to respond to the IFES solicitation

TO:

International Foundation for Electoral Systems
Attention: Elizabeth Durbin
Title: Sr. Contracts and Grants Manager
E-mail: edurbin@ifes.org