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Date: **November 17, 2016**  
Ref.: **RFP/17/016**  
Subject: **Solicitation for the Digitization of Voter Education Curriculum Materials**

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 Nairobi, Kenya. 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.

## 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. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

## DESCRIPTION OF SERVICES

### Functional Requirements

Contractors must submit a timeline and cost estimate in the proposal showing the period required to develop, implement, and carry out their services.

### Introduction

IFES, with funding from Global Affairs Canada (GAC), is collaborating with the Independent Electoral and Boundaries Commission (IEBC), the Kenya Institute of Curriculum Development (KICD), and the Ministry of Education, Science and Technology (MOEST) to produce materials for voter education in schools throughout Kenya. The materials have the objective of creating pupils that are well informed about the electoral process, and who will be more motivated and better equipped to fulfil their civic responsibilities in society. The materials have recently been approved and accepted by the IEBC.

As a result, IFES now seeks to make these materials available in digital format for widespread distribution.

## Scope of work

IFES wishes to engage the services of a professional firm to produce digitized materials for the following curricula:

- Primary school curriculum (approximately 43 pages)
- Secondary school curriculum (approximately 36 pages)

The prospective contractor will be provided with the existing voter education materials. The contractor will be expected to digitize the materials, which will be divided into modules to reflect the curricula. The prospective contractor must have the ability to produce both video and animated digital learning materials using a variety of approaches, and for a variety of audiences. The contractor must maintain the accuracy of the educational content, while using creative approaches that will engage primary and secondary school students.

Proposals must include a corporate profile that includes details of in-house technical video and animation expertise, as well as a complete timeline from the beginning of engagement through completion of the digitization of both curricula. Proposals should include a detailed cost breakdown for each curriculum specified above. Proposals must include samples of video and animation produced for other clients, and preference will be given to contractors with experience in the education sector.

The ability to begin digitization of the materials in November 2016 is highly desired.

## REQUIREMENTS

Prospective contractors must submit the following information in their response:

1. A technical proposal in English addressing all elements described in the above Description of Services.
2. A detailed timeline in calendar days.
3. A budget in (local currency for vendors registered in Kenya) with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
4. Relevant past experience to include: (1) examples of similar projects; (2) list of clients, and; (3) names, addresses, and telephone numbers of three business references, and approval to contact the listed references.
5. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
6. 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.
7. 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
8. 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. (if permitted by the solicitation).
  9. 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.

## EVALUATION

IFES will evaluate bids based on the following criteria:

1. Demonstrated contractor's expertise and organizational experience (20% weight)
2. Demonstrated understanding of the RFP Requirements and ability to accomplish tasks referenced in Description of Services (30% weight)
3. Timeline (20% weight)
4. Reasonableness of cost proposal (30% weight)

### 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 RFP	November 17, 2016
Questions Due	November 21, 2016 by 5:00 PM Nairobi local time
Answers from IFES	November 23, 2016
RFP Closes – All Bids Due	December 2, 2016 by 5:00 PM Nairobi local time

All offers must be submitted to Ms. Salima Wiggins at [swiggins@ifes.org](mailto:swiggins@ifes.org) and Ms. Jenny Xu at [jxu@ifes.org](mailto:jxu@ifes.org) or in a hardcopy sealed bid which must be on a company's letterhead with company's contact name and address. Preference will be given to bids submitted via email, however, sealed bids may be delivered by hand to IFES' office in Kenya at Roshanmaer Place, Lenana Road, Nairobi, Kenya. **Email submissions must state "RFP/17/016" and the contractor's name in the subject line.**

## GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive quotes 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.
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 RFP 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 RFP 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. All questions and response must adhere to the schedule noted above and shall be to the attention of Ms. Salima Wiggins at [swiggins@ifes.org](mailto:swiggins@ifes.org) **and** Ms. Jenny Xu at [jxu@ifes.org](mailto:jxu@ifes.org).

**All contractors must submit the documentation requested above, including details of refund and product warranty policies.**

**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.**

**END OF RFP**