



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

**Request for Proposal (RFP) for Creative Design, Printing, Branded Furniture and Installation Services
for High National Election Commission's Media Center in Libya**

Solicitation # RFP-20-016

December 5, 2019

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective contractors to submit a written response (“Response”) for the Creative Design, Printing, Branded Furniture and Installation Services for The HNEC Permanent Media Center in Tripoli, Libya. 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 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.

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 RFQ | December 5, 2019 |
| • Technical Questions/Inquiries Due | December 13, 2019, 5:00 PM Tripoli Time |
| • Answers/Addenda from IFES | December 23, 2019 |
| • RFQ Closes | January 06, 2020, 5:00 PM Tripoli Time |

3 OFFER 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 RFQ 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.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

And

Sajia Tokhi
Contracts and Grants Administrator
Stokhi@ifes.org

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

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- 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 of contact identified in 3.3.1.

3.3.3 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*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for prospective contractors to send offers in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

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:

The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

IFES will evaluate bids based on the following criteria:

1. **Price:** **40 points**
Cost effectiveness of offered products/services compared to other bidders and market rates.
2. **Quality of services and products:** **30 points**
Quality of proposed print material and installation mechanisms, furniture to be used, and skill levels of staff assigned by vendor to this project
3. **Time to Delivery:** **20 points**
the speed at which the contractor can provide the required services or materials, within a reasonable and agreed upon delivery timeline. Bidders will be asked to provide a sample timeline for the delivery of required services, as noted below in section 5.1.
4. **Quality of proposal and past performance:** **10 points**
Level of adherence to requirements, clarity of proposal, and previous experience providing similar products/services and reference checks.

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/GOODS/SERVICES

As part of its long-term support for electoral processes in Libya and the Libyan High National Election Commission (HNEC), IFES is supporting the establishment of a permanent Media Center (MC) at the HNEC's new headquarters in Tripoli.

The MC, which is currently being built, will serve as a multi-purpose communications hub for the HNEC throughout all electoral cycles and will host events such as workshops, trainings, media conferences etc.

In the lead up to any electoral event the MC will provide extensive informational services to hundreds of local and international journalists, observers and HNEC guests, including the announcement of election results.

As part of the MC build-up, specific attention will be placed on projecting a professional image of the HNEC and the electoral process in general. This will be achieved, in part, by ensuring that the center will be branded through graphic designs and prints that reflect an important national institution that will be both aesthetically pleasing and functional in terms of use by media as backdrops for TV reports. It will also include a number of branded items that will provide various services to MC guests.


All submitting vendors will be required to visit the venue of the HNEC MC before submitting their proposals in order to make sure that their proposal takes into consideration the layout of the center and to take accurate measurements of all rooms and spaces. Bidding vendors should also refer to the layout map in Annex 1 and 2 below.

The list below outlines all needed services. Bidding vendors must provide separate prices for each item, as well as the totals.





1. Creative Design & Graphics	
Description	Cost
The selected company will develop an overall visual theme for the HNEC MC. The theme must be founded on the HNEC’s existing visual identity but must expand on that into vibrant graphic elements that will make the MC a lively and modern election communications center. The vendor is expected to supply three different design directions. Once the HNEC chooses one of them the vendor is expected to accommodate three rounds of feedback/revisions for all designs needed and all items listed below.	
2. Main Stage Background Structure and Branding	
Description	Cost
Background stage branding and banners: This will be the main backdrop for the main stage and will include one or two screens depending on the vendor’s design concept. The screens will be provided by a different contractor – the Audio / Video company (not part of this solicitation). Approximate stage background dimensions: 20m(W) x 8m(H). The permanent structure must be durable and allow for easy change of the branding graphics on the background to reflect different events.	

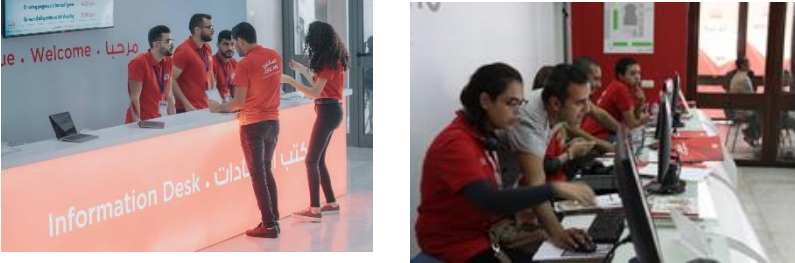

The following are some stage design examples from previous MCs in the region.



3. Printed Materials				
	Description	Quantity	Unit price	Total
3	<p>External light pole banners: Vendor must propose a suitable number of durable permanent external light pole banners that will brand the road to the venue to arriving guests.</p> 	To be proposed by vendor		
4	<p>HNEC Compound entrance graphics: A large design around the entrance of the HNEC compound highlighting the HNEC and the media center. Vendor must propose material and size of print material.</p>	1		
5	<p>Directional signs: Permanent directional signs in the MC parking lot directing guests to the media center, accessible parking for persons with disabilities, broadcast van parking, and general parking</p>	Vendor to propose		
6	<p>Parking signs: Signs indicating different parking spots and who they are reserved for.</p>	Vendor to propose		
7	<p>Graphics around MC building entrance: Highlighting the main entrance to the MC building within the HNEC compound + handicap accessible entrance. Vendor must propose material and size of print material required.</p>	1		
8	<p>Indoor branding: Combination of branded backdrop walls, PVC, foam boards, and adhesive prints for the below areas. The vendor must propose the combination and material for branding each of the MC rooms but must provide itemized pricing to allow IFES to choose which elements to use. The proposal must include branding for the following rooms:</p> <ul style="list-style-type: none"> - Reception hall: At least one branded wall in reception lobby must allow for two TV screens (55 inch in size) to be attached to structure. Screens provided by AV company. - Information desk. - TV screen stands. - Guest cafeteria. - Press working room. 	Approx. 300 sqm		

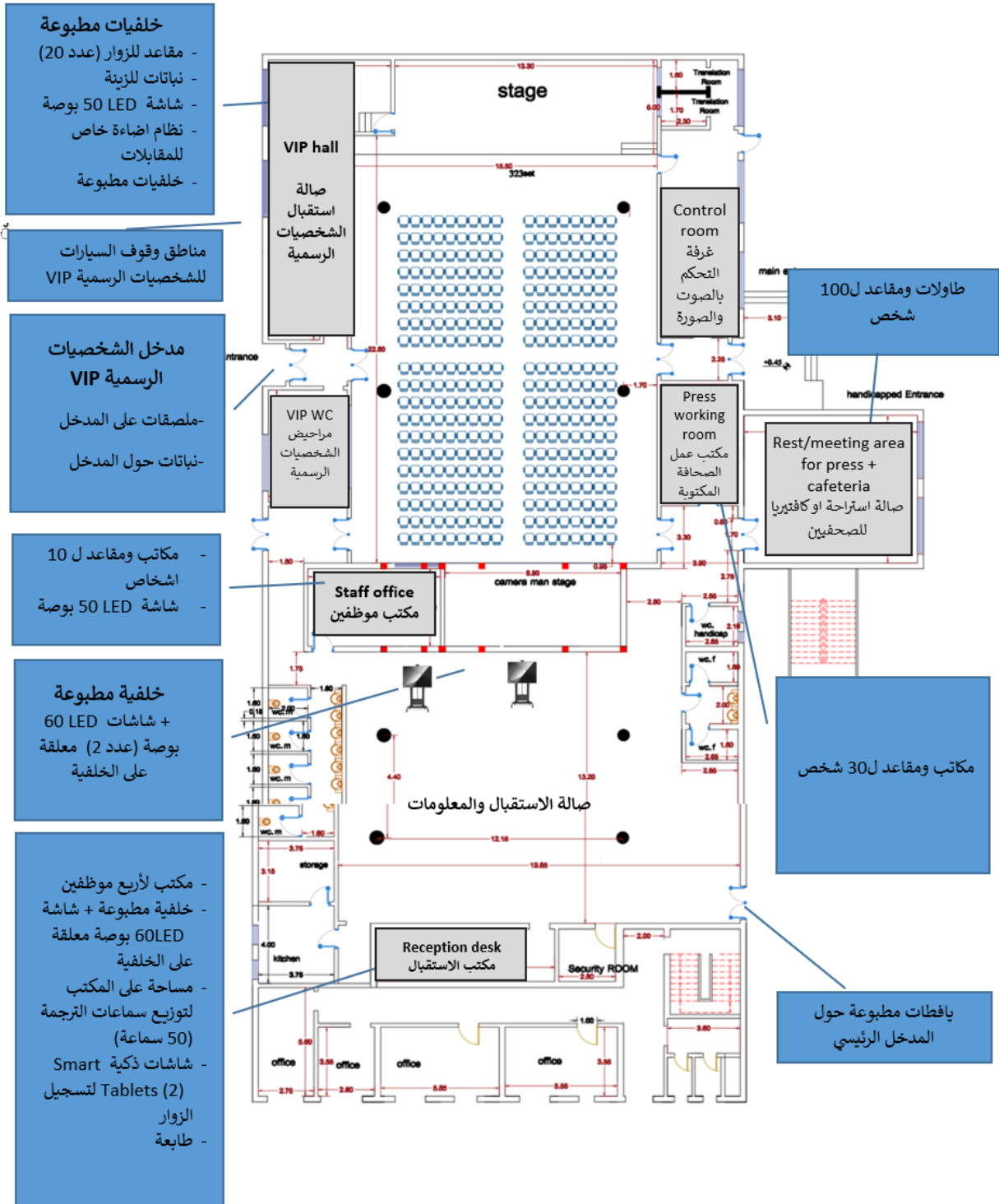
	<ul style="list-style-type: none"> - Main auditorium walls. - Speakers panel on stage. - Podium. - Interview room. - VIP room. 			
9	Graphics around VIP entrance: Vendor to propose graphic prints. E.g. mesh sticker to brand the VIP entrance for photo-ops with dignitaries visiting HNEC MC.	Vendor to propose		
10	Official pole flags: 60cm x 2.5m (Flags of Libya and HNEC logo on self-standing metal or wood poles)	30		
11	Mobile pop-up/press walls: Standard 10-foot backdrop pop-ups with elections branding. To be placed in different rooms for walk through photos and interviews.	2		
12	Rollups: printed with elections branding. Standard size.	6		
13	<p>Internal informational and directional signage: Different signs indicating direction or purpose of use for different rooms and components at the center including:</p> <ul style="list-style-type: none"> - Reception hall - Cafeteria - Toilets. - Press working room. - Main auditorium. - Audio / video control room. - VIP room - Interview room. - Camera positions 	Vendor to propose		
14	Badges and lanyards: Provide the graphic design for entrance badges (7 different color codes). HNEC will print the names and add photo on demand on site and issue with lanyard.	2000		

4. Furniture					
	Items	Details	Qty	Unit price	Subtotal
15	Panel table	Panel table, press conference style with access to mics + wiring + branded graphics	To seat 9 speakers		
16	Chairs	Formal look. Easy to slide (no wheels) to fit under the table with no arms.	9		
17	Podium	Podium to fit laptop and Mic	1		
<p>Examples:</p> <div style="display: flex; justify-content: space-around;">   </div>					
	Interview setup for TV	Table designed for TV interviews, with 4 high chairs to create an interview space.	1 table		
			4 High Chairs		
18	<p>Interview table examples:</p> <div style="display: flex; justify-content: space-around;">   </div>				
19	Information desk + high chairs	The information desk will provide a welcoming first impression in the main lobby. Staff will use it to provide guests with information.	One Desk		
			5 High Chairs		

<p>High-counter welcome / information desks</p> 					
20	<p>Brochure Racks</p>	<p>Branded shelf racks to accommodate different printed materials</p>	4		
					



Annex 1: Map to illustrate the spaces around the Media Center building



Annex 2: A sketch map showing the division of rooms within the MC and the contents of each room

Additional Requirements and conditions:

- a) **Creative ideas to decorate the external façade of the Media Center Building:** The HNEC is keen to present the best possible image of its new Media Center. Bidding vendors are, therefore, requested to submit additional ideas, separate from the above, to improve the look of the exterior of the center’s building. This could, for example, include painting the building in particular colors or attaching additional prints or other material.

These items must be priced separately from all else above.

- b) **Additional creative ideas:** In addition to the requirements above, IFES is keen to utilize new ideas to enhance the use of the HNEC media center. Vendors are, therefore, encouraged to submit an additional proposal for this venue, based upon the Vendor’s own perspective of how best to deliver services, if different than what’s laid out in this solicitation. All additional ideas must be clearly _____ and _____ separately _____ quoted.
- c) **Signage in Arabic and English:** All signage at the center must be in Arabic and English to welcome local and international guests to the HNEC MC.
- d) **Installation and delivery:** The vendor will be responsible to transport all material and furniture to the media center and install any items that require installation. Vendor is responsible for being fully aware of existing materials and equipment available at the venue. Vendor will conduct own site survey to determine exact installation requirements.
- e) **Coordination with other implementing vendors:** Vendor must cooperate and coordinate with all relevant implementing vendors of the center especially the Audio & Video firm and all other relevant contractors to ensure the best installation outcome.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective contractors must submit a timeline in their response showing the time required to deliver services.

5.2 Geographic Code (applicable to USAID funding only)

IFES’ project in **Libya** is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 935 (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 935 whenever possible.

5.3 License, Clearance and Approvals

The prospective contractors 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 Response 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 Tripoli, Libya. The delivery address will be provided with the award.

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
 - No subcontracting is allowed under this solicitation.
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 contractors 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. 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
Group 1: Creative Design and Graphics						
1.						
2.						
	Subtotal Group 1					
Group 2: Main Stage Background Structure and Branding						
3.						
4.						
	Subtotal Group 2					
Group 3: Printed Materials						
5.						
6.						
	Subtotal Group 3					
Group 4: Furniture						
7.						
8.						
	Subtotal Group 4					
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 of managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.4 Subcontracting

No subcontracting is allowed under this solicitation.

8.5 Costs

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.

8.6 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.

8.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

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

8.9 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.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]