



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

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

Solicitation # RFP-21-004

November 9, 2020

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 required services listed below for The Libya High National Election Commission (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 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 | November 9, 2020 |
| • Vendors site visits to HNEC (Mandatory) | November 17, 2020 11:00 AM Tripoli Time |
| • Technical Questions/Inquiries Due | November 17, 2020, 4:00 PM Tripoli Time |
| • Answers/Addenda from IFES | November 18, 2020 |
| • RFP Closes | November 20, 2020 4:00 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. Furthermore, the release of this RFP will be followed by a walking tour of the HNEC's Media Center venue to clarify required services and to respond to questions from interested vendors. All submitting vendors must attend this walking tour.

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.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

and

Sajja 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 and www.libyantenders.ly

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:

a) Quality of past performance/company portfolio: (30 points)

Demonstrated previous experience providing similar services and reference checks.

b) Price: (25 points)

Cost effectiveness of offered services compared to other bidders and market rates.

c) Time to Delivery: (10 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.

d) Quality of proposal: (35 points)

Level of adherence to requirements and clarity of proposal. This includes clarity in terms of specifications and possible photos for different quoted items as well as the clarity of the provided financial proposal.

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

4.1 Project Background:

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 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 leadup 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, which takes place over a number of days.

As part of the MC build-up, specific attention will be placed on projecting a professional, impartial and credible image of the HNEC and the electoral process in general. For many voters, media, and observers, the Media Centre and the activities within, will be their only association with the HNEC as the electoral management body responsible for administering national elections in Libya. As such, the images projected will help inspire confidence and trust among Libyans in the HNEC and the electoral process. This will be achieved, in part, by ensuring that the center will be well presented through a pleasant and modern interior design and 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 as well as a number of video screens on which electoral information will be displayed.

4.2 Essential proposal requirements:

In preparing their proposals, submitting vendors must take the following essential requirements into consideration:

- a) **Need to submit technical specifications and supporting photos:** Bidding vendors must provide as much technical specifications for proposed items as possible, e.g. for the LED screens. Vendors must also supply photos when possible to clarify proposed items, e.g. furniture items.
- b) **Mandatory tour of the MC venue:** All submitting vendors will be required to visit the HNEC's MC venue, before submitting proposals, to attend a walk-through tour of the building on the date specified in the RFP's "Schedule of events". During the tour HNEC officials will clarify the requirements listed in this RFP and vendors will be able to view all spaces and take measurements if needed in order to align their proposals with the actual layout of the venue. Failure to attend the walk-through visit will result in the company's bid being rejected.
- c) **IFES right for partial award:** Vendors must consider that IFES reserves the full right to select only some items from the submitted proposals based on the project's needs and budget. No assumption should be made, therefore, that the final contract will include all items listed below.
- d) **All designs and items presented by bidders must consider accessibility for people with disabilities.**


Bidding vendors should refer to the layout map in Annex 1 and 2 below.


4.3 Required services and items: The list below outlines all needed services. They are listed into three distinct groups. Bidding vendors must provide separate prices for each item, as well as the totals.


Group 1: Graphic design, main stage and printing		
<ul style="list-style-type: none"> - All quoted prices must cover cost of design, printing and installation. - Submitting company must clarify the material suggested for each item. - Material proposed must be durable and designed for long term use. - Submitting company should estimate the sizes of print material needed based on its proposed design and the visit to the MC venue. - All content on printed material will be in both Arabic and English. 		
	Description	Cost
1	<p>Creative Design & Graphics The selected company will develop an overall visual design theme for the HNEC MC. The theme must be founded on the HNEC’s existing visual identity and must also expand on that into vibrant graphic elements making the MC a lively and modern election communications center. The design must include a sperate logo for the MC itself. Once the design is developed in close consultation with HNEC, the company would be expected to accommodate three rounds of feedback/revisions for all designs needed. The selected company will use the finalized design to design and implement the complete interior of the media center and all items listed below.</p>	
2	<p>Auditorium stage with branded background and banners: This will be the main backdrop and complete stage surroundings in the main auditorium. It will include two large screens installed as shown in the image below. (The screens must be quoted for separately as detailed further below in the Screens section).</p> <p>The permanent structure must be durable and allow for easy change of the branding graphics on the background to reflect different electoral events. Approximate stage background dimensions: 20m(W) x 8m(H). The proposed design and material needed to construct the stage and background must be in line with the existing space at the venue. It must also take into full account the need to easily access the screens for cabling, reinstallation, maintenance etc.</p>	
3	<p>Branded banners to be placed on front of speakers’ panel. (see image below).</p>	
4	<p>Small branded banner to be placed on podium (See image below)</p>	

Example: The following image is provided as a guiding example only from a previous MC in the region with a similar installation of background and screens.



	Description	Quantity	Unit price	Total
5	<p>External light pole banners: Permanent external light pole banners that will brand the road to the venue. Vendor must propose dimensions of the banners to achieve good visibility.</p> 	5		
6	<p>HNEC Compound entrance signs: A large map/ directional sign for the HNEC compound showing all buildings within it and highlighting the media center. The signs must be weather durable.</p>	1		
7	<p>Directional signs: Permanent directional and parking signs in the MC parking lot. Signs will direct guests to the media center, accessible parking for persons with disabilities, broadcast van parking, and general parking. The design company must propose design, material and size of print material insuring weather durability. The number of signs, their locations and exact names on each will be prepared with HNEC staff consultation.</p>	2		

8	Branded banner on front of information desk (See image below)			
9	Branded background behind information desk (See image below)			
	Branded walls: The design of the MC will include large banners/print surfaces covering some of the venue's walls. These walls will display different HNEC and elections related designs and messages to be used by media as backgrounds for interviews, reports and photos. The submitting company should propose the quantity in size and material to be used for each branded wall depending on the overall proposed design. Company should consider that some of these branded walls must accommodate for the mounting of TV screens on them. The TV screens will be purchased later and separately from this RFP. In order to provide a simple way to compare quoted prices, each vendor is required to submit the cost of printing and installation on the following material using 30 square meters as the approximate need for each.			
10	Printing on Vinyl	30 Square meters		
11	Printing on Fabric	30 Square meters		
12	Printing on fabric + installation on light box (See image below)	30 Square meters		
	<p>An example of an information desk with a branded front (Print on fabric with light box installation) and background (Print on fabric + a mounted screen).</p> 			
13	Artistic mural: The company will propose and implement an artistic mural that will be installed on a main wall in the MC's reception lobby. The company will have to propose the material used for this mural. The HNEC will clarify the location and objective of this mural during the walk-through tour of the venue.	1		
14	Official pole flags: 60cm x 2.5m (Flags of Libya and HNEC logo on self-standing metal poles)	30		

15	<p>Mobile pop-up/press wall: (3m wide x 2.5m long) backdrop pop-up with HNEC and elections designs. To be used for walk through photos and interviews. Example of pop-up/ press walls:</p> 	1		
16	<p>Roll-ups: Approximately 85 X 200 CM.</p>	6		
17	<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"> - HNEC MC building site map to be installed in the reception hall - Reception hall - Registration area - Translation room - Cafeteria - Toilets - Press working room - Main auditorium - Audio / video control room - VIP room - Interview room - Camera positions 	NA		

Group 2: Interior design, fixtures and furniture					
<ul style="list-style-type: none"> - Quoted prices must cover production and installation if needed. - Submitted company must clarify through photos exact items available on Libyan market to satisfy needs below. 					
	Needed service	Details	Cost		
18	Interior Design	Selected company will deliver an interior design proposal for all rooms and spaces of the MC venue. The proposal must include suggestions for the colour and material for the different fixtures and furniture needed as listed below.			
Fixtures and furniture needed per room					
	Space / room	Needs	Qty	Unit price	Subtotal
19	Auditorium Hall Please see photos below	Carpeting	Company to suggest		
		Chairs: To seat up to 200 guests during press conferences and other events. Should be very presentable and comfortable. Also stackable for easy storage.	200		
		Podium: For standing speaker	1		
		Panel table: On stage to fit 9 speakers. With easy access for mics and cables (to be installed later).	For 9 Speakers		
		Chairs for panelists: Formal chairs with wheels. To fit sliding under the panel table	9		
		Interview space: To include one high round table and 4 stools	One table + 4 stools		
		Design and implementation of auditorium walls: Company to suggest solution. E.g. paint or wall paper etc.	NA		
		Acoustic solution: Company to suggest solution to reduce echo and achieve good acoustics in the auditorium hall. Solutions proposed should be cost effective achieving minimal needs without being too costly.	Company to suggest		

Examples of fixtures and furniture on stage:



Examples of interview space furniture:



20	Reception hall	Seating (Sofas and/or chairs) to seat 20 guests	For 20 guests		
		Information desk (long desk to seat up to 5 employees behind it).	1		
		Stools: for information desk staff	5		
		Mobile shelves: To display printed documents	4		

Example of information desk + mobile shelves



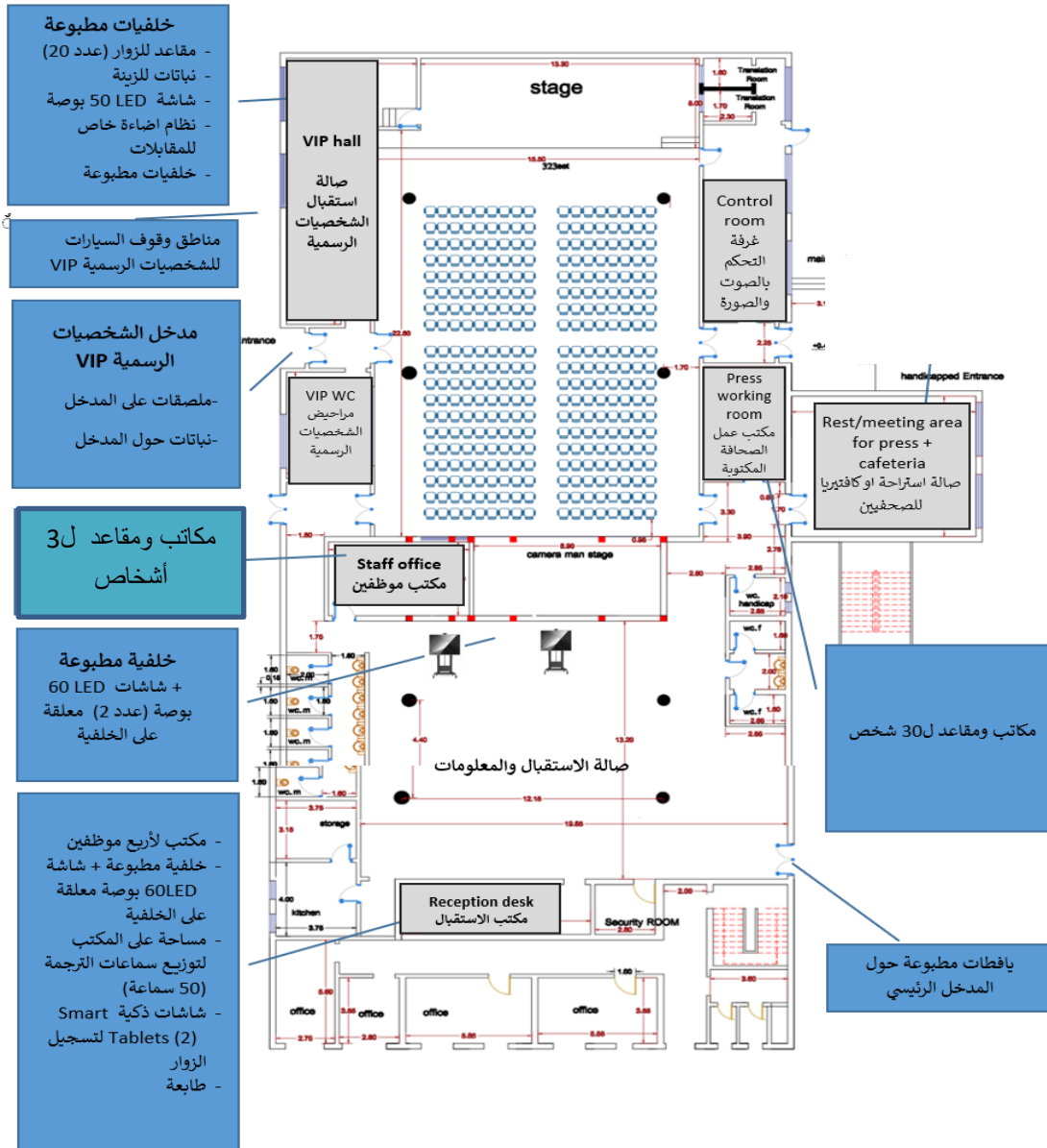
21	Press working room	Shared desks space and seats to accommodate 30 journalists	To fit 30 people		
		Carpeting	Company to suggest		
22	VIP lounge	Lounge seating (Chairs and/or sofas)	To fit 20 people		
		Carpeting	Company to suggest		
		Curtains	Company to suggest		
23	Staff room	Desks and chairs to accommodate 3 staff members	For 3 employees		

Group 3: Screens and operating equipment				
All quoted prices must include installation and testing of equipment				
	Description	Quantity	Cost per unit	Total Cost
24	<p>Large Led Screens:</p> <p>As mentioned above the main stage background will incorporate two large led screens as shown in the image example above.</p> <p><u>Specifications:</u> High definition/high resolution full color LED screens. The screen must be suitable for TV coverage of events on stage, meaning that content on screens would be visible in TV coverage. Luminance must be set for indoor use. Preference will be given for screens with the lowest pixel pitch. Screens must accommodate both 4x3 and 16:9 video formats. Anticipated screen size: 4 x 3 meters.</p> <p><u>Installation:</u> The two screens must be installed within the main stage background in a method that achieves the best esthetic design and seamlessness between the screens and printed background, i.e. the screens must be flush with the background. The structure of the background and the way the screens are installed must allow for easy access and maintenance of the screens in the future, including ability to remove them, if needed, without damaging the background.</p>	2		
25	<p>Processors and converters: Vendor must specify and quote for additional equipment (e.g. converters + processors) that will enable HNEC to display different content on each screen meaning that one screen could be showing a video while the other graphics.</p>	To be specified by vendor		
26	<p>Video mixing console: The console will be located in the AV control room and must accommodate multiple inputs and outputs to enable full TV coverage of events + display of video and graphic data on screens</p>	1		



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



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% of 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: Graphic design, main stage and printing						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
	Subtotal Group 1					
Group 2: Interior design, fixtures and furniture (Vendor must specify price for each item per room as detailed in the services needed section for this group)						
18.						
19.						
20.						
21.						
22.						
23.						
	Subtotal Group 2					

Group 3: Screens and operating equipment						
24.						
25.						
26.						
	Subtotal Group 3					
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

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]