



International Foundation  
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS  
(IFES)**

**Request for Proposal (RFP) for the design, supply, installation & delivery of  
Structured Network Cabling System for the High National Election Commission  
HNEC Headquarter in Libya**

**Solicitation # RFP-21-015**

**January 12, 2021**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the design, supply, installation & delivery of Structured Network Cabling System for the High National Election Commission HNEC Headquarter at Tripoli, Libya. The solicitation provides Bidders 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](mailto: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                   | January 12, 2021                        |
| • On Site visit to HNEC             | January 14, 2021, 10:00 AM Tripoli Time |
| • Technical Questions/Inquiries Due | January 17, 2021, 4:00 PM Tripoli Time  |
| • Answers/Addenda from IFES         | January 20, 2021                        |

- RFP Closes

January 26, 2021, 4:00 PM Tripoli Time

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Bidders' Understanding of the Solicitation

Bidders 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 Bidder 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.

**Ian Swank**  
Contracts and Grants  
Manager  
[iswank@ifes.org](mailto:iswank@ifes.org)

**and**

**Sajia Tokhi**  
Contracts and Grants  
Administrator  
[stokhi@ifes.org](mailto: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. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders 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](http://www.ifes.org/procurement-notice).

### **3.4 Submission**

It is mandatory for Bidders to send proposals 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 Bidders 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:**

IFES will evaluate responsive offers based on the following criteria:

1. **Price:** 35 Points

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.

2. **Quality / Experience** 35 Points

The Contractor must be able to provide the different products described at a high quality. Offers will be compared by the Contractors' ability to provide the quality of the materials. IFES will assess the Contractors' past performance, either working with IFES or other similar international NGOs.

3. **Delivery Time:** 30 Points

The speed at which the Contractor can provide the required items, within a reasonable and agreed upon delivery timeline, will be taken into consideration. Vendors will be asked to provide a sample timeline for the amount of materials requested by IFES.

### **3.6 Selection and Notification**

IFES will evaluate Responses to identify responsible Bidders 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**

The High National Election Commission is refurbishing its premises and adding state of the art communications and security. A qualified service provider is required to connect its main office buildings in Tripoli with cabling and installation of a number of security cameras. The service provider will work closely with the IT Department of the HNEC, as well as staff from the International Foundation for Electoral Systems (IFES). Prior to submitting a proposal, vendors will be allowed a full site visit with HNEC, IFES to fully understand the scope of work.

## 1. Passive Local Area Network

Bidder will use the material in the below table to install patch cords (UTP & Fiber) and arrange all racks on site. As part of completing the installation, additional equipment would be required, therefore bidders should include a detailed list with quantities for this equipment in their proposals. but bidders should note that:

- a) Actual Length of cables is determined by a site survey. It is the responsibility of the bidder to visit the site and evaluate the needs.
- b) All CAT6a Patch Cord cables terminated at patch panels and at Switches and Offices should be provided with numbered plastic rings that identify the building, the floor, the cabinet, and the patch panel.

***Bidder proposal should be aiming to a fully functional passive local area network for the HNEC buildings.***

Item	Item Description	Number of Units
1.1	Patch Cord UTP CAT6a Cables – 1m	360
1.2	Patch Cord UTP CAT6a Cables – 3m	360
1.3	Patch Cord Optical Fiber OM4 Cable LC/SC - Buildings	30
1.4	Patch Cord Optical Fiber OM3 Cable LC/SC Cisco Access Switches	120
1.5	Patch Cord Optical Fiber OM3 Cable LC/LC	35
1.6	Cisco 3504 Wireless Controller	1
1.7	Access point ac/n technology all indoor Poe with controller model cisco Aironet 1830 air-ap1832i-e-k9 with controller	20

## 2. Active Local Area Network

Bidder will use the material in the below table to install equipment and Wi-Fi Access Point. As part of completing the installation, additional equipment would be required, therefore bidders should include a detailed list with quantities for this equipment in their proposals.

***Bidder proposal should be aiming to a fully functional active local area network for the HNEC buildings.***

Item	Item Description	Number of Units
2.1	Aggregation switch Cisco WS-C3850-24XS-S -Cisco Smartnet	3
2.1	1G SFP compatible with Cisco WS-C3850-24XS-S	90
2.2	1G SFP compatible with HPE 1950 48G 2SFP+ 2XGT PoE+ Switch JG963A "	10
2.3	1G SFP Compatible with Cisco (SG500-52p)	10
2.4	1G SFP compatible with cisco (SG300-28p)	4
2.5	1G SFP compatible with SonicWall NSA 2650	10
2.6	Media converter Ethernet 1G to fiber LC	10
2.7	Access Switch 48G,4SFP port Switch POE 370W, voice (Cisco) WS-C2960L-48PQ-LL/WS-C2960L-SM-48PQ	15
2.8	1G SFP compatible with 48G,4SFP port Switch POE 370W, voice (cisco)WS-C2960L-48PQ-LL/	55

### 3. CCTV Surveillance System

Bidder will use the material in the below table to install and configure a surveillance system to monitor, control and record all cameras of the main building. Installation should be according to codes and standards described in *Annex (A)* and technical specification described in *Annex (B)*

***Bidder proposal should be aiming to a fully functional CCTV Surveillance System for the HNEC buildings.***

Item	Item Description	Number of Units
3.1	Indoor Fixed Megapixel Dome Camera Low light, WDR	13
3.2	Outdoor Fixed Megapixel Camera Low light, WDR with built-in basic analytics, outdoor housing, varifocal lens	9
3.3	Outdoor Motorized Fixed Megapixel Camera Low light, WDR with built-in basic analytics, outdoor housing, varifocal lens	18
3.4	Network Video Recorders 64 channel with built in storage to record all the cameras for 30 days.	2
3.5	Surveillance HDD compatible with NVR 6TB	16
3.6	LCD 55 inch each will display 16 cameras	3
3.7	Ethernet Switches for CCTV - 8 port	6
3.8	Ethernet Switches for CCTV - 24 port	1
3.9	Rack 32U	1
3.10	Rack 9U what we have are out door	6

As part of completing the installation, additional equipment would be required, the table below is for the list of equipment needed to complete the CCTV Surveillance System. This list is subject to modification as per the bidder proposal

Item	Item Description	Number of Units
3.11	Patch Panel 24 port	7
3.12	Cable Management	7
3.13	PDU	7
3.14	Patch Cord UTP Cat6a	84
3.15	Fiber Patch Cord	10
3.16	SFP 1 G	7
3.17	UTP Cable CAT6a	6,300m
3.18	Power Cable 3*6	300

### 4. UPS System

Bidder will provide and install the material in the below table to set an efficient UPS system that can back up the CCTV surveillance system and the Local Area Network.

***Bidder proposal should be aiming to a fully functional UPS System for the HNEC buildings.***

Item	Item Description	Number of Units
4.1	Smart UPS 1500VA Tower UPS (APC / SOCOMEC or equivalent)	5
4.2	Smart UPS 1500va Rack Mount (APC / SOCOMEC or equivalent)	5
4.3	Installation and configuration	1
4.4	Om4 MM fiber optic	200m
4.5	ODF	3
4.6	Fiber patch cord 1m SC-SC	6
4.7	Fiber patch cord 1m SC-LC	4

**5. Call Center**

Bidder will supply and install the material in the below table to set an efficient local network for the call center at the HNEC Headquarter

***Bidder proposal should be aiming to a fully functional Network System for the Call center.***

Item	Item Description	Number of Units
5.1	PC Socket single Jack	36
5.2	PC Socket Duple Jack	6
5.3	Data Cabinet 26U	1
5.4	Power Distribution Unit 8 port for IT racks	2
5.5	Ethernet Cat 6A 24-Ports Patch Panel	2
5.6	Cable UTP Cate 6 A	2,000 m
5.7	Cable management	2
5.8	Trunk & Accessories	1

**6. Media Center**

Bidder will supply and install the material in the below table to set an efficient local network for the Media center at the HNEC Headquarter

***Bidder proposal should be aiming to a fully functional Network System for the Media Center***

Item	Item Description	Number of Units
6.1	PC Socket single Jack	6
6.2	PC Socket Duple Jack	21
6.3	Power Distribution Unit 8 port for IT racks	2
6.4	Ethernet Cat 6A 24-Ports Patch Panel	2
6.5	Cable UTP Cate 6 A	3,000 m

6.6	Cable management	2
6.7	Trunk & Accessories	1

<b>ANNEX A: Codes and Standards</b>	
<p>Work shall be performed in accordance with the applicable national and local codes or standards current at the commencement of installation. The following list summarizes applicable standards:</p> <ul style="list-style-type: none"> <li>▪ National Electrical Safety Code, latest edition.</li> <li>▪ National Fire Protection Association National Fire Codes, current edition.</li> <li>▪ EIA/TIA – 568: Commercial Building Telecommunications Wiring Standard.</li> <li>▪ EIA/TIA – 569: Commercial Building Standard for Telecommunications Pathways and Spaces.</li> <li>▪ EIA/TIA – 606: Administrative Standards for the Telecommunications Infrastructure of Commercial Buildings.</li> <li>▪ IEEE, RS 170 Variable Standard.</li> <li>▪ PAL</li> <li>▪ IEEE 802.3 digital data network standard.</li> <li>▪ Premises cabling standard EIT/TIA 568A.</li> <li>▪ Member, MPEG-4 Industry Forum</li> <li>▪ Member, Universal Plug and Play (UPnP) Forum Member, Universal Serial Bus (USB) Implementers Forum</li> <li>▪ Contributor, International Standards for Organization/ Electro technical Commission (ISO/IEC) Joint Technical Committee 1 (JTC1), “Information Technology” Subcommittee 29, Working Group 11</li> <li>▪ Compliance, ISO/IEC 14496 standard (also known as MPEG-4)</li> <li>▪ Compliance, International Telecommunication Union (ITU) Recommendation G.711, “Pulse Code Modulation (PCM) of Voice Frequencies” Where more than one code or regulation is applicable; the more stringent regulation shall apply.</li> </ul>	
<b>ANNEX B: Installation Technical Specification</b>	
<p><b>A. <u>CCTV System</u></b></p> <ol style="list-style-type: none"> <li>1. The Security Video System shall be an IP network-based, fully distributed, digital video system. The system will utilize Local Area Networks as a transmission medium for video, configuration, as well as storage of all data on LAN and WAN.</li> <li>2. The system shall provide full video control at the control room, with additional full selection capability at any point within the network from a workstation or a video console display. The</li> </ol>	



Security Video System shall provide unlimited expansion capability for the addition or modification of video inputs.

3. The bidder shall install all security video cameras, pan/tilt/zoom cameras, fixed cameras, network cables, connectors, equipment racks, monitors, computer-controlled network switchers, work stations, network video recorders, video displays and all other hardware and software to provide a fully operational system. System shall permit the normal and event monitoring of all secured areas on Monitors as required.
4. Equipment shall be selected and installed so repairs may be accomplished on site, by module replacement, utilizing spare components whenever possible.
5. The intent of this specification is to provide to the owner a distributed networked digital security system supplied by the Contractor and shall be a complete and operational system per the performance requirements and objectives of these specifications.
6. The IP Video Security System network shall be arranged so each area will operate independently and shall communicate via a Giga-bit network at a minimum to the System Manager. The system shall utilize virtual matrix switcher capabilities through the use of a System Manager. The System Manager shall provide a user interface and database management of the IP Video Security System. The System Manager shall allow for users to be restricted via software to logical configurable groups of cameras, monitors and system operations.
7. The system manager shall function as the default system time server, using the industry standard NTP protocol, to ensure integrated devices are synchronized. The system manager shall support UpnP architecture and shall provide DHCP services, supporting the dynamic addition of network devices.
8. The System Manager shall be capable of incorporating RSA 256 bit public/private key authentication in addition to custom bit public/private keys. The system shall be capable of authenticating any video produced by the encoder that originally produced the stream, NVR recording the stream, operator who exported the stream, all with time/date stamped video.
9. The System Manager shall manage rights and permissions for all devices, persons, and any system video or other data.
10. The system shall provide an API/SDK that is capable of being used at a level that is consistent with a full-featured gateway. The gateway shall provide RS232 ASCII interface, Ethernet interface, and the ability to create custom plug-ins to the system user interface.
11. The system shall provide multi-level diagnostics of each component in all critical areas. These diagnostics shall be reported to a diagnostic console for processing.
12. The IP Video Security System shall be able to handle future expansion of an unlimited total capacity.
13. The system manager software shall support database failover when using two servers by maintaining a continuously synchronized duplicate of the main database at all times.

**B. NETWORK VIDEO RECORDER (NVR)**

1. The NVR must build on a robust Linux OS-based platform, to have reliability with redundant power supply, redundant fans, and RAID 6 recording structure that allows for two simultaneous drive failures while protecting recorded video
2. Recording Throughput up to 250 Mbps Meets Demanding Performance Requirements for Write-Intensive Applications
3. Hardware Designed to Eliminate Single Points of Failure, Including Redundant Fans, Power Supplies, and RAID 6 Storage for Optimum Reliability

4. Pooled Storage Management Provides Automatic Distributed Load Balancing and Active-Active Failover Across a Storage Pool Continued Recording If Catastrophic Failure Occurs
5. Built-in Storage Management Increases Storage Efficiency by Grooming Recorded Streams Based on Age and Priority
6. Expandable Storage Capacity using Direct Attached Storage Boxes
7. Ability to Serve 32 Simultaneous Playback Streams
8. Performance Levels Maintained in Normal and RAID Error Conditions
9. Built-in Diagnostic Monitoring Provides Preventative Maintenance and SNMP Monitoring
10. Built in storage to record all the cameras for 30 days.

**C. VIRTUAL MATRIX CONTROLLERS**

1. The system shall be capable of providing a virtual matrix keyboard that provides rotation of modules for easy single- or dual-handed operation.
2. The system shall be capable of providing a virtual matrix keyboard that provides control module interchangeability for both right- and left-handed operation of any module
3. The video console display shall be a high-performance, multiple stream decoding unit, and shall convert multiple MPEG-4 streams into video signal to be viewed on VGA or analog monitor, and shall provide a user interface to the Distributed Network Video Surveillance System. The video console display shall allow for up to 16, 32, 48 or 64 streams to be decoded and displayed simultaneously, and shall allow for video to be displayed on PAL composite, PAL S-video, or VGA monitors. Every output option shall display a single image, four images (2x2), nine images (3x3), or sixteen images (4x4). When multiple images are displayed, the IP Video Security System shall automatically provide the best video display frame rate for the selected cameras and optimize video display.
4. The video console display provides a user interface to the IP Video Security system, and when used with the keyboard controller, the video console display shall allow a user to operate the system like a traditional matrix, using the joystick, jog shuttle, and keypad to control the video display. The video console display shall also provide NVR like functionality, allowing users to record, play back, and export video.
5. The video console display shall provide full access to operations, through user-friendly, highly intuitive, semi-transparent on-screen menus, through a graphical overlay on the monitor screen, and shall allow the user to turn the overlay on and off with a single button push from the keyboard controller. The video console display shall have onscreen PTZ, device playback, property controls, and alarm interface display.
6. The video console display system shall allow for growth to accommodate more users by adding additional video console displays and keyboards and shall allow for the addition of monitors to decode additional video inputs without adding user workstations. The video console display shall allow for the installation of compatible four channel decoders to create a completely scalable virtual matrix, and shall allow for multiple display views for live or playback cameras or devices.

**D. Ethernet Switches for CCTV**

1. All switches must support IGMP V1,2,3
2. 8 10/100 POE switches for cameras
3. 24 10/100/1000 POE for Control room

#### **4.1 Timeline**

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

#### **4.2 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 Bidders to consider products that fall under S/N Geographic Code 935 whenever possible.

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

The Bidders 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.

#### **4.4 Packing**

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

#### **4.5 Shipping**

Bidders 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.

### **5 QUALIFICATIONS & REFERENCES**

Bidders 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)
  - 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. Bidders 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 Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

**6 PRICING**

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders 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
<b>Group 1</b>						
1.						
2.						
	Subtotal Group 1					
<b>Group 2</b>						
3.						
4.						
	Subtotal Group 2					
<b>Group 3</b>						
5.						
6.						
	Subtotal Group 3					
Total					USD	
Taxes (if applicable)					USD	
Shipping/Freight/Delivery Costs					USD	
<b>Grand Total</b>					<b>USD</b>	

## **7 ADDITIONAL TERMS & CONDITIONS**

### **7.1 Non-Disclosure Agreement**

IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

### **7.2 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.

### **7.3 Companies Owned or Controlled by Government**

The Bidder 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 Bidder's offer being removed from consideration.

### **7.4 Subcontracting**

The Bidder 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 Bidder's offer being removed from consideration. (if permitted by the solicitation) / No subcontracting is allowed under this solicitation.

### **7.5 Costs**

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

### **7.6 Intellectual Property**

Bidders 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.

### **7.7 Bidders' Responses**

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

### **7.8 Partial Awarding**

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

### **7.9 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 Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

### **7.10 Entire Solicitation**

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

**[End of Solicitation]**