



Global Expertise. Local Solutions.  
Sustainable Democracy.

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Date: August 22, 2016

Ref.: **RFQ/16/121**

**Subject: Solicitation for Purchase a Project Vehicle for the IFES – Kenya Program**

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 one (1) full size SUV 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 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.

**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.

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.

**DESCRIPTION OF GOODS**

IFES requests quotations for one (1) full size SUV with the following specifications:

Drive	<input type="checkbox"/>	Left hand	<input checked="" type="checkbox"/>	Right hand	
Type	<input checked="" type="checkbox"/>	SUV	<input type="checkbox"/>	Pick Up	<input type="checkbox"/>
Doors	<input type="checkbox"/>	5	<input type="checkbox"/>		
No. of Seats		7			
Drivetrain	<input type="checkbox"/>	2WD	<input checked="" type="checkbox"/>	4WD	
Engine	<input checked="" type="checkbox"/>	2.0 to 3.0L	<input type="checkbox"/>	V6	<input type="checkbox"/>
Fuel	<input checked="" type="checkbox"/>	Diesel	<input type="checkbox"/>	Gasoline	
					<input type="checkbox"/>
					Sedan

Transmission	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Automatic
Power Steering	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Power Windows	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Power Door Locks	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
AM/FM Stereo	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dual Front Air Bags	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Front Side Air Bags	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
ABS (4-Wheel)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Air Conditioning	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Rear A/C	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Towing Pkg	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
External Color	<input checked="" type="checkbox"/>	Not Specified	<input type="checkbox"/>	

**Other Requirements:**

- Intermittent front wiper, rear washer/wiper
- Anti-lock Brake System (ABS)
- All systems and manuals in English
- **\*Model year 2010 or newer**
- Vehicle to be inspected by independent mechanic of our choosing prior to purchase.

**Delivery:**

Delivery timeline provided must be door-to-door, from the point of origin to the IFES field office in Kenya. In the presence of any local legal requirement to produce or deliver the products and/or services described in the Scope of work, the supplier will include the time needed to obtain possible, licenses, clearances and/or approvals in the timeline.

<b>REQUIREMENTS</b>
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All quotations shall:

1. Be in the English language.
2. Contain **Table 1: Price Schedule** (include below), including the requested detailed costs, in US Dollars, provided against each of the categories of services described in the Price Schedule. Please include all applicable Tax/Charges clearly identified, provided against each of the categories of services described in this request.
3. Include a firm delivery timeline in calendar days.
4. Include evidence and guarantees for the requirements described below:
  - a. Demonstrated proof of the country from which the vehicle is shipped
  - b. Demonstrated proof of the nationality of the supplier
5. A contact name, email address, and telephone number to facilitate communication between IFES and the Bidder.
6. General information about the contractor's history and experience.

7. 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.
8. 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% or more of the company;
  - e. Year business was started or established; and
  - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
10. 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.
11. All questions and responses must adhere to the schedule noted above and shall be to the attention of Ms. Salima Wiggins ([swiggins@ifes.org](mailto:swiggins@ifes.org)) and Ms. Jenny Xu ([jxu@ifes.org](mailto:jxu@ifes.org)).

<b>EVALUATION</b>
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IFES will evaluate bids based on the following criteria:

- |                         |     |
|-------------------------|-----|
| 1. Price                | 40% |
| 2. Meets Specifications | 30% |
| 3. Delivery Time        | 30% |

**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

<b>SCHEDULE OF EVENTS</b>
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Release of RFQ	August 22, 2016
Questions Due	August 25, 2016, by 5:00 p.m. Nairobi local time
Answers from IFES	August 29, 2016
RFQ Closes – Responses Due	September 6, 2016, by 5:00 p.m. Nairobi local time

The deadline for receipt of tenders is September 6, 2016, at 5:00 p.m. Nairobi local time. All offers must be sent via-email to Ms. Salima Wiggins, at [swiggins@ifes.org](mailto:swiggins@ifes.org) and Ms. Jenny Xu, at [jxu@ifes.org](mailto:jxu@ifes.org). **E-mail submissions should be "RFQ-16-121" and the contractor name in the subject line.**

If tenderers wish to also submit a paper copy, offer physical must be delivered no later than September 6, 2016, at 5:00 p.m. (Nairobi local time) at Roshanmaer Plaza, Lenana Road, Nairobi, Kenya in a closed and sealed outer envelope bearing the marked “DO NOT OPEN, RFQ-16-121”.

## GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive quotes from responsible contractors for award.
2. IFES’s project Kenya is funded by the United States Agency for International Development (USAID), under Source and Nationality (S/N) Geographic Code 937. (For more information, please refer to <http://www.usaid.gov/ads/policy/300/310>.) A request for waiver may apply if necessary; however, the estimated time required to obtain the SON waiver will be considered within the “Timeline” in the Evaluation Criteria. IFES encourage all bidders to consider products that fall under S/N Geographic Code 937 as priority whenever possible.
3. 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.
4. Prices quoted must be valid for 90 days.
5. 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.
6. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
7. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
8. IFES reserves the right to accept all or part of the quotation when awarding the contract.
9. All information provided by IFES in this RFQ 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.
10. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
11. The RFQ 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.
12. 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).

**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.**

**Table 1: Price schedule is included in the following page**

**Table 1. Price Schedule**

No.	Item	QTY	Unit	Unit Price	Total Price
1.	Full size SUV	1	Each		
<b>Subtotal</b>					
<b>Firm Delivery Timeline (in Calendar Days)</b>					
<b>Cost of Delivery (Door-to-Door)</b>					
<b>Taxes (If applicable)</b>					
<b>Import Fees (If applicable)</b>					
<b>Grand Total</b>					

All contractors must submit the documentation requested above. **Bids that do not include this information will not be considered.**