



Global Expertise. Local Solutions.
Sustainable Democracy.

2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

Date: **August 26, 2016**
Ref.: **RFQ/16/124**
Subject: **Solicitation for Purchase and Delivery of Laptops 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 the following goods 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. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF GOODS

IFES requests quotations from contractors for sale and delivery of laptops with the following specifications:

Description of Goods	Quantity
<p>Laptops</p> <ul style="list-style-type: none"> • Processor: Core i5 minimum • Display: 13.3” 1080p or higher with HDMI output • Memory: 8GB RAM • Storage: 256GB SSD (Solid State Drive) • Operating System: Windows 10 • Warranty: At least 1 year • Battery: 8+ hours battery life on standard tests (PC Magazine, CNET or other) • Maximum weight: 3.5 lbs • Ultrabook • Multi-touch touchpad • Minimum 2 USB 3.0 ports • Online accessible drivers to support Windows 10 	10

All laptops must be delivered to the IFES Kenya office at Roshanmaer Place, Lenana Road, Nairobi, Kenya.

Delivery: Vendors **must** provide a door-to-door delivery timeline, from the point of origin to the IFES field office in Kenya. In the presence of any local legal requirements regarding sale and delivery of 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.

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. All responses shall be in the English language.
2. Contain **Table 1: Price Schedule** (included below), including the requested detailed costs, in Kenyan Shillings (KES) for any contractor legally based in Kenya, and in U.S. Dollars (USD) for all other contractors. 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 details regarding the vendor's refund policy and product's warranties.
5. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
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. 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)
10. 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.
11. 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. Price 40%
2. Delivery Time 30%
3. Equipment Specifications
(In Relation to RFQ Requirements) 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

SCHEDULE OF EVENTS

Release of RFQ	August 26, 2016
Questions Due	August 30, 2016 by 5:00 PM Nairobi local time
Answers from IFES	September 2, 2016
RFQ Closes – All Bids Due	September 9, 2016 by 5:00 PM Nairobi local time

All offers must be submitted to Ms. Salima Wiggins at swiggins@ifes.org and Ms. Jenny Xu at 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 "RFQ/16/124" and the vendor's name in the subject line.**

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive quotes from responsible contractors for award.
2. IFES's project in 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 S/N 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 entire length of contract.
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 and Ms. Jenny Xu at jxu@ifes.org.

All vendors 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 or at +1 202-350-6791.

Table 1. Price Schedule

No.	Description of Goods	Unit	QTY	Unit Price	Total Price
1.	<p>Laptops</p> <ul style="list-style-type: none"> • Processor: Core i5 minimum • Display: 13.3" 1080p or higher with HDMI output • Memory: 8GB RAM • Storage: 256GB SSD (Solid State Drive) • Operating System: Windows 10 • Warranty: At least 1 year • Battery: 8+ hours battery life on standard tests • Maximum weight: 3.5 lbs • Ultrabook • Multi-touch touchpad • Minimum 2 USB 3.0 ports • Online accessible drivers to support Windows 10 	Each	10		
Subtotal					
Cost of Delivery (if applicable)					
Import fees (if applicable)					
Taxes (if applicable)					
Grand Total					
Firm Delivery Timeline (in calendar days)					

END OF RFQ