



Global Expertise. Local Solutions.
Sustainable Democracy.

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Date: October 31, 2016

Ref.: Re-issue #2 of RFQ/16/131

Subject: Request for Quotations for a Sport Utility Vehicle (SUV) for the IFES Nigeria Office

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 equipment for the IFES office in Abuja, Nigeria. 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 EQUIPMENT

IFES is seeking a contractor to provide sale and delivery of one full-size sport utility vehicle (SUV). Prospective contractors are requested to propose one or more make and model of vehicle that meet the minimum specifications detailed below.

| | | | | | |
|--------------|-------------------------------------|-------------|-------------------------------------|------------|--------------------------------|
| Drive | <input checked="" type="checkbox"/> | Left hand | <input type="checkbox"/> | Right hand | |
| Type | <input checked="" type="checkbox"/> | SUV | <input type="checkbox"/> | Pick Up | <input type="checkbox"/> Sedan |
| Doors | 5 | | | | |
| No. of Seats | 7 | | | | |
| Drivetrain | <input type="checkbox"/> | 2WD | <input checked="" type="checkbox"/> | 4WD | |
| Engine | <input type="checkbox"/> | 2.0 to 3.0L | <input checked="" type="checkbox"/> | V6 | <input type="checkbox"/> V8 |

Details Continued Below

| | | | | |
|---------------------|-------------------------------------|--------|-------------------------------------|-----------|
| Fuel | <input type="checkbox"/> | Diesel | <input checked="" type="checkbox"/> | Gasoline |
| 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 Package | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| External Color | <input type="checkbox"/> | White | <input checked="" type="checkbox"/> | Black |

- Intermittent front wiper, rear washer/wiper
- All systems and manuals should be in English
- Vehicle should be new, with a model year of 2014 or newer.
- Substantial cargo space is highly preferred.

Delivery of Materials

Contractors must provide comprehensive delivery costs and timelines—**in calendar days**—for the proposed vehicle. The timeline should begin from full execution of the purchase order and end with arrival of the vehicle at the final destination: IFES Nigeria, 4B Buchanan Close, Off Aminu Kand Crescent, Wuse 2, Abuja, Nigeria.

Warranty/After-sale Services

Contractors must specify the duration and scope of warranty and after-sale services included in their quotation. Such warranty and after-sale services should either be explicitly included in the cost of the vehicle itself, or quoted separately.

International Shipping & Country of Manufacture

Responsive contractors must confirm that they are able to ship the proposed vehicle to Abuja, Nigeria, including international shipping if applicable. **Contractors should identify the country where the proposed vehicle was manufactured**, and if the vehicle must be imported from outside of Nigeria, should **identify the country from which the vehicle would be shipped**.

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| REQUIREMENTS |
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Prospective contractors must submit the following information in the Response:

1. Be in the English language.
2. Be on the company's letterhead with the company's contact name and address.
3. **Include detailed information on the make, model and technical specifications** of the specific vehicle(s) proposed.
4. **Contain detailed costs using Table 1: Price Schedule** (include below), in Nigerian Naira, with any applicable charges clearly identified, provided against each of the categories of services described. Please note that IFES is exempted from Value Added Tax in Nigeria.

5. **Include a firm timeline in calendar days** for availability of the vehicle described in this RFQ in Abuja, Nigeria. In the event of delays beyond the firm delivery timeline provided, IFES may apply a financial penalty to be deducted from the final payment.
6. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
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:
 - i. Full legal name and address of the company or individual;
 - ii. Corporate and tax registration documents
 - iii. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - iv. Name of any individuals or entities that own 50% or more of the company;
 - v. Year business was started or established; and
 - vi. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
9. There will be no subcontracting allowed under this RFQ and bids must be submitted by the Contractor who intends to provide the services described in this RFQ.
10. **Include 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.

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| EVALUATION |
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IFES will evaluate bids based on the following criteria:

- | | |
|--|-----|
| 1. Price | 40% |
| 2. Equipment Specifications (in relation to RFQ requirements) | 30% |
| 3. Delivery Time | 20% |
| 4. Warranty & After-sales Services | 10% |

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 |

APPLICATION

Your submission must be received via email no later than 5PM Abuja local time on **November 14, 2016**, sent to the attention to both of the following: Salima Wiggins (swiggins@ifes.org) and Chris Bassett (cbassett@ifes.org). **Email submissions should have “RFQ-16-131” and the service provider name in the subject line.**

Please note that contractors that have already submitted quotations do not need to re-submit quotes at this time.

SCHEDULE OF EVENTS

| | |
|---|--|
| Original Release of RFQ | September 7, 2016 |
| Original RFQ Close Date | September 21, 2016 |
| Re-issue #1 of RFQ | September 22, 2016 |
| Re-issue #1 Close Date | October 6, 2016 |
| Re-issue #2 of RFQ | October 31, 2016 |
| Questions Due | November 4, 2016, by no later than 5PM Washington, DC time |
| Answers from IFES | November 8, 2016 |
| Re-issue #2 Closes – Responses Due | November 14, 2016, by no later than 5PM Washington, DC time |

The schedule noted above may be changed at any time in the sole discretion of IFES.

GENERAL TERMS AND CONDITIONS

1. IFES’s project in Nigeria 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.
2. IFES will only consider responsive Responses from responsible contractors for award.
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 sixty (60) 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.

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

Participating Contractors must provide the following information, per the specifications detailed above under "Description of Equipment." If the Contractor elects to propose more than one make/model of vehicle,

| ITEM DESCRIPTION | MAKE, MODEL & SPECIFICATIONS | QTY | SUBTOTAL (NGN) |
|---|---|-----|----------------|
| Full-size Sport Utility Vehicle (SUV) | <i>[Include the make, model and detailed technical specifications of the specific vehicle proposed, in accordance with the RFQ requirements detailed above]</i> | 1 | |
| Delivery Cost (If Applicable) | | | |
| Warranty/After-sale Service Cost (If Applicable) | | | |
| Applicable Taxes (Note: IFES is VAT Exempt) | | | |
| Total (NGN) | | | |

| REQUIRED INFORMATION | |
|--|--|
| Delivery Timeline to IFES-Nigeria Office in Abuja (Calendar Days from Purchase Order Execution to Final Delivery) | |