



Global Expertise. Local Solutions.  
Sustainable Democracy.

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Date: September 23, 2016

Ref.: RFQ/16/136

Subject: Solicitation for Staffing Services for IFES Timor-Leste

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 services for the IFES office in Timor-Leste. 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 SERVICES**

IFES is searching for a staffing services firm to administer the employment contracts, payments and benefits to our local staff in Timor-Leste on behalf of IFES. Employees may work on one or more projects. The services required are as follows:

- Employment of 2 staff including contracting with the employee(s) on behalf of IFES, following IFES' guidelines and job descriptions as provided;
- Payment of salaries to employees. Salaries include overtime, where eligible, and all legally required bonuses and benefits in accordance with local labor law and any other benefits as offered by IFES to national staff;
- Payment of all required taxes on those payments to relevant authorities. Process monthly contributions to the Social Security administration, or similar authorities on behalf of IFES;
- Provision of market-based salary and benefits advice to IFES;

The selected firm will be required to:

- Ensure that employee processes and required employer contributions are made in a timely manner and are in compliance with local labor law and regulations.
- Maintain timesheet records, vacation and sick leave balances, etc. for each employee;
- Report in detail by project identifier, as required and agreed, on salaries and benefits paid to employees;
- Notify IFES of any change of local labor law which increases employee's costs and affects IFES' budget, including but not limited to social security obligations, tax on salary, etc.
- Comply with all applicable laws, including labor laws, rules, regulations, codes, ordinances and orders.
- Administer benefits for locally hired staff.
- Ensure compliance with IFES general policies and procedures, including obtaining and maintaining IFES required policy certifications up to date.

## REQUIREMENTS

Responses must include the following information for evaluation:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience, including detailed description of past experiences providing similar services to international NGOs.
3. 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)
4. Names, addresses, and telephone numbers of three (3) business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
5. Detailed cost information in USD, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
6. 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.
7. 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.
8. 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.
9. All Responses shall be in the English language.

## EVALUATION

IFES will evaluate bids based on the following criteria:

Criteria	Percentage of Total Score
Total Cost in percentage on top of salaries and any additional fees or costs	40%
Organization's commitment and ability to meet IFES requirements	35%
Organizational capacity	15%
Past performance working with international organizations and references with contact information	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

## SCHEDULE OF EVENTS

Release of RFQ	September 23, 2016
<b>Questions Due</b>	<b>September 29, 2016 by 5pm Washington D.C. time</b>
Answers from IFES	October 5, 2016
<b>RFQ Closes – Responses Due</b>	<b>October 21, 2016 by 5pm Washington D.C. time</b>

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Elisa Velasco at [velasco@ifes.org](mailto:velasco@ifes.org). **All communication must reference "RFQ/16/136 Staffing Services in Timor-Leste".**

## GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for entire length of contract (1 year).
4. 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.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.

8. 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.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. 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](mailto:compliance@ifes.org) or at +1 202-350-6791.**