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Sustainable Democracy.

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Date: October 4, 2016

Ref.: RFQ/16/142

Subject: Request for Quotations for a Basic Ordering Agreement on Production and Delivery of Printed Materials in Monrovia, Liberia

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 and services for IFES' office in Monrovia, Liberia. 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/SERVICES

The selected vendor(s) may be requested to provide some or all of the following range of printing and delivery services, at various times over the course of a calendar year. Participating vendors must provide unit costs for the categories detailed below. **Vendors that provide unit costs for all categories will be at a significant advantage in the selection process.** Please note that IFES is tax exempt in Liberia.

Vendors are also expected to complete the Example Purchase Order included in Attachment A, using the unit prices provided in the price lists detailed below.

I. Bound Documents

Please provide unit price **per document** for each of the categories listed below. Final manuscripts with text and artwork will be provided to the selected vendor(s) by IFES. Graphics (on select pages) must be high-resolution, photo quality. Paper orientation will vary by design.

SPECIFICATIONS		# OF PAGES	NO. OF DOCUMENTS	
			10-999 documents	1,000+ documents
Cover: 135 gsm, glossy stock Interior: 80 gsm, uncoated text stock				
Size: A4	Cover/interior ink: Black & white Binding: Spiral-bound	10-99 pages	[enter per document unit price in each cell]	
		100+ pages		
	Cover/interior ink: Color Binding: Spiral-bound	10-99 pages		
		100+ pages		
	<u>Cover ink:</u> Color <u>Interior ink:</u> Black & White Binding: Spiral-bound	10-99 pages		
		100+ pages		
	Cover/interior ink: Black & white Binding: Stapled (Saddle Stitch)	10-99 pages		
		100+ pages		
	Cover/interior ink: Color Binding: Stapled (Saddle Stitch)	10-99 pages		
		100+ pages		
	<u>Cover ink:</u> Color <u>Interior ink:</u> Black & White Binding: Stapled (Saddle Stitch)	10-99 pages		
		100+ pages		
Size: A5	Cover/interior ink: Black & white Binding: Spiral-bound	10-99 pages		
		100+ pages		
	Cover/interior ink: Color Binding: Spiral-bound	10-99 pages		
		100+ pages		
	<u>Cover ink:</u> Color <u>Interior ink:</u> Black & White Binding: Spiral-bound	10-99 pages		
		100+ pages		
	Cover/interior ink: Black & white Binding: Stapled (Saddle Stitch)	10-99 pages		
		100+ pages		
	Cover/interior ink: Color Binding: Stapled (Saddle Stitch)	10-99 pages		
		100+ pages		
	<u>Cover ink:</u> Color <u>Interior ink:</u> Black & White Binding: Stapled (Saddle Stitch)	10-99 pages		
		100+ pages		

II. Posters & Banners

Final manuscripts with text and artwork will be provided to the selected vendor(s) by IFES. Graphics must be high-resolution, photo quality. Paper orientation will vary by design.

MATERIALS / SERVICES	SPECIFICATIONS	NO. OF COPIES	Unit Price
<p align="center">Posters 135 gsm, glossy art paper, single sided</p>	Paper size: A1	1-99	
	Ink: Black & white	100+	
	Paper size: A1	1-99	
	Ink: Color	100+	
	Paper size: A3	1-99	
	Ink: Black & white	100+	
	Paper size: A3	1-99	
	Ink: Color	100+	
	Paper size: A4	1-999	
	Ink: Black & white	1,000+	
	Paper size: A4	1-999	
	Ink: Color	1,000+	
<p align="center">Flex Banners <i>FLEX PVC Vinyl,</i> <i>300 GSM, single</i> <i>sided</i></p>	Size: A1	1-9	
	Ink: Black & white	10+	
	Size: A1	1-9	
	Ink: Color	10+	
	Size: 4' X 8'	1-9	
	Ink: Black & white	10+	
	Size: 4' X 8'	1-9	
	Ink: Color	10+	

III. Delivery Costs & Timelines

Vendors must provide comprehensive production/delivery costs and timelines—**in calendar days**—using the table below. The timeline should begin from IFES approval of proof and end with arrival of the finished product at the final destination. IFES will provide the selected vendor(s) with specific delivery locations in each task order.

MATERIALS / SERVICES	NO. OF COPIES	Delivery Cost	Total <u>Calendar Days</u>
Bound Documents	10-999		
	1,000+		
Posters	1-999		
	1,000+		
Flex Banners	1-9		
	10+		

IV. Past Performance/Capacity Documentation

Participating vendors are strongly encouraged to provide three physical samples of their prior work, representative of the categories included in this RFQ. Physical samples should be delivered in a sealed package, before the RFQ deadline, to the IFES Liberia office at: IFES/Liberia, Niang Building, Cheeseman Avenue, 16th & 17th Streets, Sinkor, Monrovia, Liberia. The sealed package should be marked “RFQ-16-142 – Do Not Open until RFQ Closes.” In lieu of delivered physical samples, photographs of physical samples may be considered.

Vendors must also provide contact information for at least three business references with similar organizations. IFES may elect to conduct a site visit to production facilities as part of the selection process. Vendors that do not provide strong documentation of past performance will be at a significant disadvantage in the selection process.

REQUIREMENTS

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. Contain detailed costs in Liberian Dollars (LRD), with any applicable charges clearly identified, provided against each of the categories of services described, using:
 - a. **The price lists included above, in Sections I and II of the “Description of Goods/Services”**
AND
 - b. **A completed example task order for evaluation, as detailed in Attachment A: Example Task Order.**
4. **Contain firm timelines in calendar days, using the table included above in Section III. Delivery Costs & Timelines.**
In the event of delays caused by the vendor beyond the firm delivery timelines provided, IFES may apply a financial penalty to be deducted from final payments.
5. **Provide documented evidence of past performance**, via delivered physical samples or photographs of physical samples.
6. Include 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. Contain 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% of more of the company; and
 - v. Year business was started or established.
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.

EVALUATION

IFES will evaluate bids based on the following criteria:

- | | |
|---|-----|
| 1. Price | 40% |
| 2. Delivery Time | 30% |
| 3. Responsiveness to RFQ Product Specifications | 20% |
| 4. Past Performance | 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 by no later than 5PM Monrovia local time on **October 18, 2016**, sent to the attention to both of the following: Salima Wiggins (swiggins@ifes.org) and Jenny Xu (jxu@ifes.org). **Email submissions should have "RFQ-16-142" and the service provider name in the subject line.**

SCHEDULE OF EVENTS

Release of RFQ	October 4, 2016
Questions Due	October 10, 2016, by no later than 5PM Monrovia local time
Answers from IFES	October 12, 2016
RFQ Closes – Responses Due	October 18, 2016, by no later than 5PM Monrovia local time

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

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 sixty (60) days.
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 or at +1 202-350-6791.

Attachment A: Example Task Order

Participating contractors must complete the following sample task order using the applicable unit prices from their completed pricing tables (as per the categories detailed in Description of Goods/Services). Please note that this example task order is for illustrative purposes only and does not represent an actual, upcoming purchase.

	Item/Service	Qty.	Units	Unit Cost (LRD)	Subtotal (LRD)	Delivery Time (in Calendar Days)
I. Bound Documents						
<ul style="list-style-type: none"> • Cover: 135 gsm, glossy stock • Interior: 80 gsm, uncoated text stock 						
1.	"The Ballot" Newsletter <ul style="list-style-type: none"> • Size: A4 • Cover/interior ink: Color • Binding: Staple/Saddle-Stitch • # of Pages: 16 	1,100	Documents			
2.	Election Law Booklets <ul style="list-style-type: none"> • Size: A5 • Cover/interior ink: Black & white • Binding: Spiral-bound • # of Pages: 150 	100	Booklets			
II. Posters: 135 gsm, glossy art paper, single sided						
3.	Exhibition Posters <ul style="list-style-type: none"> • Paper size: A1 • Ink: Color 	900	Posters			
4.	Voter Registration Posters <ul style="list-style-type: none"> • Paper size: A3 • Ink: Color 	2,000	Posters			
III. Flex Banners: FLEX PVC Vinyl, 300 GSM, single sided						
5.	Workshop Banners <ul style="list-style-type: none"> • Size: A1 • Ink: Color 	2	Banners			
6.	Polling Station Banners <ul style="list-style-type: none"> • Size: 4' X 8' • Ink: Black & white • Background: Yellow material 	100	Banners			
Subtotal						
Delivery Costs (if applicable)						
Total						