



Date: November 2, 2016

Ref.: **RFQ/17/008**

Subject: Solicitation for a Basic Ordering Agreement (BOA) for the Supply of Printing Papers and ICT Consumables in Nairobi, Kenya

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. 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

Please provide unit prices for the following items:

| Description | Unit | Unit Price |
|---|------|------------|
| Printing Papers: <ul style="list-style-type: none">• Product: copy paper 80gsm• Size: A4 (210 x 297 mm)• Quantity: 500 sheets per ream | Box | |

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|---|---|------|--|
| • Applications: Laser, Ink-JET, Copier, Fax & 2 sided | | | |
| Consumables - Canon Digital Copier | Drum Units: C-EXV34 Black & Color | Each | |
| | Black Toner Cartridge: C-EXV34 (please specify the number of units per pack) | Pack | |
| | Color Toners Cartridge: C-EXV34 Magenta, Cyan & Yellow (please specify number of units per pack) | Pack | |
| | Maintenance Kit inclusive of drum, developer, transfer Units | Each | |
| | Staple Cartridge | Each | |
| Consumables – Kyocera 2551ci MFP | Drum Units: TK-8325 Black & Color | Each | |
| | Black Toner Cartridge: TK-8325K (please specify the number of units per pack) | Pack | |
| | Color Toner Cartridge: TK-8325 Magenta, Cyan & Yellow (please specify the number of units per pack) | Pack | |
| | Maintenance kit inclusive of drum, developer, and transfer units | Each | |
| | Staple Cartridge | Each | |

Delivery: Contractors must provide a door-to-door delivery timeline in calendar days, from the point of origin to the IFES field office in Kenya.

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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. A complete pricing table corresponding to the table included in this RFQ under “Description of Services.”
4. Include a delivery timeline in calendar days.
5. Contain detailed cost in Kenyan Shillings with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
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.
10. Description of past experiences providing similar services.
11. 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.
12. Bidders are invited to submit any additional information such as reference letters, previous awards, etc. that would assist IFES in selecting the most qualified and capable Contractor.
13. 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:

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| 1. Price | 40% |
| 2. Delivery Time | 40% |
| 3. Past Performance | 20% |

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

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|----------------------------|---|
| Release of RFQ | November 2, 2016 |
| Questions Due | November 7, 2016 by 5:00 PM local Nairobi time |
| Answers from IFES | November 10, 2016 |
| RFQ Closes – Responses Due | November 16, 2016 by 5:00 PM local Nairobi time |

APPLICATION

Your submission must be received by e-mail or in a hardcopy sealed bid no later than 5PM Nairobi local time on November 16, 2016. To be considered, submissions must be sent via email to:

Ms. Salima Wiggins

swiggins@ifes.org

Ms. Jenny Xu

jxu@ifes.org

All quotes must be on a company's letterhead with the company's contact name and address. Preference will be given to bids submitted via email, however, sealed bids maybe delivered by hand to IFES' office in Kenya at Roshanmaer Place, Lenana Road, Nairobi, Kenya. **Email submission should have "RFQ-17-008" and the contractor's name in the subject line.**

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive quotes 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 or at +1 202-350-6791.

END OF RFQ