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Date: November 1, 2016

Ref.: RFQ/17/009

Subject: Request for Quotations for a Basic Ordering Agreement on Graphic Design, Production and Delivery of Printed Materials 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 and services for 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/SERVICES

The selected contractor(s) may be requested to provide some or all of the following range of graphic design, printing and delivery services, at various times and amounts over the course of a calendar year.

Participating contractors must provide unit costs for the categories detailed below. **Contractors may respond to some or all of the categories outlined below; however, contractors that provide unit costs for all categories will be at a significant advantage in the selection process.**

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.

A Microsoft Word file containing the pricing tables and example purchase order is available online for your convenience at <http://www.ifes.org/procurement-notice> and upon request to the contacts listed in this RFQ.

I. GRAPHIC DESIGN SERVICES

Potential contractors should identify an hourly rate for graphic design, and the estimated number of hours required for full design and layout of the following types of printed materials (per the specifications listed below). IFES will provide the selected contractor with messaging and concept information for each graphic design request.

DOCUMENT TYPE	HOURLY RATE	ESTIMATED HOURS REQUIRED	ESTIMATED SUBTOTAL
Leaflets			
Posters			
Banners			
Bound documents (cover only)			
Bound documents (per 10 interior pages)			

II. UN-BOUND PRINTING SERVICES

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

MATERIALS / SERVICES	SPECIFICATIONS	NO. OF COPIES	Unit Price – One Side (KES)	Unit Price – Double Sided (KES)
General Printing/ Photocopies	Color: <u>black & white</u>	1-999		
	Paper Type: uncoated, flat white bond paper, 80 gsm	1,000-9,999		
	Paper size: A4	10,000+		
	Color: <u>color</u>	1-999		
	Paper Type: uncoated, flat white bond paper, 80 gsm	1,000-9,999		
	Paper size: A4	10,000+		

MATERIALS / SERVICES	SPECIFICATIONS	NO. OF COPIES (per design)	Unit Price (KES)
Letterhead	Color: 3 spot colors	1-99	
	Paper Type: watermarked, laid texture, 100 gsm	100-999	
	Printing: single-sided	1,000 +	

MATERIALS / SERVICES	SPECIFICATIONS	NO. OF COPIES (per design)	Unit Price (KES)
Business Cards	Paper Type: premium ivory cardstock, 300 gsm Printing: double-sided	1-99	
		100-999	
		1,000+	
Un-folded Leaflets	Color: full color Paper Type: art paper, 135 gsm Paper Size: A4 Printing: single-sided	1-999	
		1,000-9,999	
		10,000+	
Tri-fold Leaflets	Color: full color Paper Type: art paper, 135 gsm Paper Size: A4 Printing: double-sided	1-999	
		1,000-9,999	
		10,000+	
Posters	Color: full color Paper Type: art paper, 135 gsm Paper Size: A2 Printing: single-sided	1-999	
		1,000-9,999	
		10,000+	
Roll-up Banners	Color: full color, high resolution Material Type: non-tear/non-curl, water proof, satin coated paper with UV-resistant finish, 450 gsm Size: 2m x 1m Printing: single-sided Stand: wide-base, foldable, silver-colored, aluminum stand with supporting rod	1-9	
		10-99	
		100+	

III. 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 contractor(s) by IFES. The selected contractor will be expected to typeset the document. Graphics (on select pages) must be high-resolution, photo quality. Paper orientation will vary by design.

SPECIFICATIONS Cover: 250 gsm, glossy stock Interior: 135 gsm, glossy art paper			NO. OF DOCUMENTS	
			# OF PAGES	10-999 documents
Size: A4	Cover/interior ink: Black & white Binding: Spiral-bound	10-99 pages	[enter per document unit price in each cell]	
		100-999 pages		
	Cover/interior ink: Color Binding: Spiral-bound	10-99 pages		
		100-999 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		
		100-999 pages		
Size: A5	Cover/interior ink: Black & white Binding: Spiral-bound	10-99 pages		
		100-999 pages		
	Cover/interior ink: Color Binding: Spiral-bound	10-99 pages		
		100-999 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		
		100-999 pages		
Size: B5	Cover/interior ink: Black & white Binding: Spiral-bound	10-99 pages		
		100-999 pages		
	Cover/interior ink: Color Binding: Spiral-bound	10-99 pages		
		100-999 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		
		100-999 pages		

IV. 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. Timelines are not inclusive of graphic design. IFES will provide the selected contractor(s) with specific delivery locations in each task order.

MATERIALS / SERVICES	NO. OF COPIES	Delivery Cost	Total Calendar Days (from proof approval to final delivery)
Unbound Documents (except banners)	10-999		
	1,000+		
Roll-up Banners	1-99		
	100+		
Bound Documents	1-999		
	1,000+		

V. PAST PERFORMANCE/CAPACITY DOCUMENTATION

Participating contractors are expected to provide:

- Three digital examples of their company’s graphic design work. Examples reflecting the following are highly preferred:
 - Creative design of full-color civic education posters, or similar work
 - Creative design of public service outreach to women/youth, or similar work
- AND**
- Three physical samples of their company’s printing work. (In lieu of delivered physical samples, photographs of physical samples may be considered.)

Examples should reflect the categories included in this RFQ. Physical samples should be delivered in a sealed package, before the RFQ deadline, to IFES’ KEAP office at Roshanmaer Place, Lenana Road, Nairobi, Kenya. The sealed package should be marked “RFQ/17/009 – Do Not Open until RFQ Closes.”

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 Kenyan Shillings (KES), 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, II & III 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 IV. Delivery Costs & Timelines.**
In the event of delays caused by the contractor 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, as detailed in Section V,** via samples of relevant previous work.
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% or 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:

Section 1: Graphic Design

- | | |
|----------------------------------|-----|
| 1. Billing Rates/Timeframes | 50% |
| 2. Creativity of Sample Work | 30% |
| 3. Demonstrated Past Performance | 20% |

Section II-IV: Printing & Delivery of Unbound & Bound Documents

- | | |
|---|-----|
| 1. Price | 40% |
| 2. Responsiveness to RFQ Product Specifications | 30% |
| 3. Delivery Time | 20% |
| 4. Demonstrated 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 Nairobi local time on **November 15, 2016**, sent to the attention of both of the following: Salima Wiggins (swiggins@ifes.org) and Chris Bassett (cbassett@ifes.org). **Email submissions should have “RFQ-17-009” and the service provider name in the subject line.**

SCHEDULE OF EVENTS

Release of RFQ	November 1, 2016
Questions Due	November 4, 2016, by no later than 5PM Nairobi local time
Answers from IFES	November 8, 2016
RFQ Closes – Responses Due	November 15, 2016, by no later than 5PM Nairobi 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.

No.	Item/Service	Qty.	Units	Unit Cost (KES)	Subtotal (KES)	Delivery Time (in Calendar Days)
I. Graphic Design						
1.	Voter Education Poster <ul style="list-style-type: none"> Full graphic design of one poster based on concepts and messaging provided by IFES 	[To be estimated by contractor]	Hours			
II. Unbound Documents						
2.	Un-folded Leaflets <ul style="list-style-type: none"> Color: full color Paper Type: art paper, 135 gsm Paper Size: A4 Printing: single-sided 	8,000	Leaflets			
3.	Roll-Up Banners <ul style="list-style-type: none"> Color: full color, high resolution Material Type: non-tear/non-curl, water-proof, satin coated paper with UV-resistant finish, 450 gsm Size: 2m x 1m Printing: single-sided Stand: wide-base, foldable, silver-colored, aluminum stand with supporting rod 	100	Banners			
III. Bound Documents						
<ul style="list-style-type: none"> Cover: 250 gsm, glossy stock Interior: 135 gsm, glossy art paper 						
4.	Training Manuals <ul style="list-style-type: none"> Size: A4 Cover/interior ink: Color Binding: Spiral-Bound # of Pages: 80 	1,100	Booklets			
5.	Voter Education Booklets <ul style="list-style-type: none"> Size: B5 Cover/interior ink: Color Binding: Staple/Saddle-Stitch # of Pages: 12 					
Subtotal						
Delivery Cost (if applicable)						
16% VAT						
Total						

End of RFQ