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Date: December 5, 2016

Ref.: **RFQ/17/031**

**Subject: Solicitation for Purchase of Nineteen (19) Diesel Generators in 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 for the National Elections Commission (NEC) 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. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

**DESCRIPTION OF GOODS**

In support of the conduct of the October 2017 general elections, the International Foundation for Electoral Systems is providing material support to Liberia's National Elections Commission (NEC). As part of this effort, IFES seeks offers for nineteen (19) wheel-mounted diesel generators with either 10kVA OR 13kVA prime power rating to be delivered to Magisterial offices across the country.

The offers should meet or exceed the below specifications:

No.	Description	Quantity
1.	<b>Wheel-mounted diesel generator with 10 kVA / 8 kW prime power rating (11 kVA / 8.8 kW stand-by power rating)</b> <ul style="list-style-type: none"><li>• DC12V / 8.3AH battery</li><li>• 220 V – 240 V / 50 Hz</li><li>• R.P.M: 1500</li><li>• 30 L / 8-hour Base Mounted Fuel Tank</li><li>• Main Line Circuit Breaker: 50 Amp</li></ul>	19

	<ul style="list-style-type: none"> <li>• Rated Maximum Continuous Load Current 220 Volts, Single Phase: 45.5 LP/45.5 NG</li> <li>• Battery Charging Alternator</li> <li>• Mainline circuit breaker</li> <li>• Digital control panel</li> <li>• Electric start</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Wheel-mounted diesel generator with 13 kVA / 10.4 kW prime power rating (14 kVA / 11.2 kW stand-by power rating)</b></p> <ul style="list-style-type: none"> <li>• Volts: 400/ 230 v</li> <li>• Cycles Hz: 50</li> <li>• R.P.M.: 1500</li> <li>• 60 L Base Mounted Fuel Tank</li> <li>• Main Line Circuit Breaker: 65 Amp</li> <li>• Rated Maximum Continuous Load Current 220 Volts, Single Phase: 59 LP/59 NG</li> <li>• Fuel consumption: 3.3-3.7 Liter per Hour</li> <li>• Battery Charging Alternator</li> <li>• Mainline circuit breaker</li> <li>• Digital control panel</li> <li>• Electric start</li> </ul>	
2.	Weatherproof enclosure (optional)	19
3.	Transportation, Installation and Engineering (see below)	19

### Transportation, Installation and Engineering

The selected contractor will be responsible for all aspects of transportation and installation of the generators in the 19 NEC Magisterial offices throughout Liberia (*see Annex 2 for locations*). The selected contractor will also be responsible for all engineering necessary for the generator to be fully operational in order for performance to be considered fully completed. In addition, the contractor must guarantee the satisfactory performance for a period of no less than 12 months.

### Training

The selected contractor must provide training to designated NEC staff in each Magisterial Office on the generator's use and maintenance.

<b>REQUIREMENTS</b>
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All quotations shall:

1. Be in English language.

2. Contain **Annex I: Price Schedule** (included below), including the requested detailed costs, in US Dollars, provided against each of the categories of services described in the Price Schedule. Please include all applicable Tax/Charges clearly identified, provided against each of the categories of services described in this request.
3. Include details regarding the contractor's refund policy and product warranties.
4. Include a firm delivery and installation timeframe in calendar days.
5. Include evidence and guarantees for the requirements described below:
  - a. Demonstrated proof of manufacturer's distribution authorization
  - b. If the proposed goods must be imported from outside of Liberia, Contractors are required to identify the country from which the proposed goods would be shipped.
6. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
7. General information about the contractor's history and experiences for similar services.
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. 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)
10. 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.
11. 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.
12. 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.

<b>EVALUATION</b>
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IFES will evaluate bids based on the following criteria:

- |  |     |
|--|-----|
| 1. Price   | 40% |
| 2. Equipment Specifications<br>(in relation to RFQ requirements) | 10% |
| 3. Delivery Time   | 40% |
| 4. Past Performance & Warranty                                   | 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

*Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. IFES reserves the right to waive immaterial deficiencies at its discretion.*

## SCHEDULE OF EVENTS

Release of RFQ	December 5, 2016
Questions Due	December 9, 2016 by 5:00 PM local Monrovia time
Answers from IFES	December 12, 2016
RFQ Closes – Responses Due	December 20, 2016 by 5:00 PM local Monrovia time

All offers must be submitted electronically to Ms. Salima Wiggins, at [swiggins@ifes.org](mailto:swiggins@ifes.org) and Ms. Jenny Xu, at [jxu@ifes.org](mailto:jxu@ifes.org) or in a hardcopy sealed bid which must be on a company’s letterhead with company’s contact name and address. Preference will be given to bids submitted via email, however, sealed bids may be delivered by hand to IFES’ office in Liberia at IFES Liberia, Niang Compound, Cheeseman Avenue, between 16th and 17th Streets, Sinkor, Monrovia, Liberia. **Email submission must state “RFQ/17/031” and the vendor’s name in the subject line.**

## GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. IFES’s project in Liberia 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 S/N 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.
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 90 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](mailto:compliance@ifes.org) or at +1 202-350-6791.**

**Annex I. Price Table**

No.	Item	Make, Model, & Specifications	Unit	QTY	Unit Price (USD)	Total Price (USD)
1.	Wheel-mounted diesel generator with <b>10 kVA</b> prime power rating  OR  Wheel-mounted diesel generator with <b>13 kVA</b> prime power rating	<i>[include the make, model and detailed technical specifications of the specific goods proposed, in accordance with the RFQ requirements detailed above]</i>	Each	19		
2.	Weatherproof enclosure (optional)		Set	19		
3.	Transportation, in house set up (installation) and training for NEC staff		Each	19		
<b>Delivery in Calendar Days from Issuance of the PO</b>						
<b>Installation Timeframe (in Calendar Days)</b>						
<b>Warranty</b>						
<b>Delivery Costs (if applicable)</b>						
<b>Taxes (if applicable)</b>						
<b>Total (USD)</b>						

**All contractors must submit the documentations requested above, including details of refund and product's warranties. Bids that do not include this information will not be considered.**

**Annex II. Location of NEC Magisterial Offices (County / City)**

<b>County</b>	<b>City NEC Magisterial Offices</b>
Bomi	Opposite the Central Bank Of Liberia, Tubmanburg
Bong (Upper)	Behind the Administrative Building, Gbarnga City
Bong (Lower)	Sanoyea Road, Totota, Lower Bong County
Gbarpolu	In the Administrative Compound, Boporlu
Grand Bassa	Fair Ground Opposite Police Station, Buchanan City
Grande Cape Mount	Central Wall, Robertsport city
Grand Gedeh	Weebo Quarter, behind Ecobank, Zwerdu City
Grand Kru	Barclayville Central High School, Barclayville City
Lofa (Upper)	The Unification Monument, Voinjama City
Lofa (Lower)	Around the Administrative compound in Kolahun City
Margibi	Administrative Compound opposite Court House, New Kakata Community
Maryland	Opposite the Sport Stadium, Harper City
Montserrado (Upper)	Civil Compound around Police Station, Bensonville City
Montserrado (Lower)	Opposite Court House, Brewerville City
Nimba (Upper)	The Administrative Building opposite Ministry of Education, Sanniquillie City
Nimba (Lower)	Tapita City
Rivercess	Red Cross Community, Cesstos City
River Gee	After the administrative compound, Fish town city
Sinoe	Behind the City Hall, Greenville City