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Date: February 1, 2017
Ref.: RE-ISSUE of RFQ/17/033

Subject: Request for Quotations for the Design and Provision of Promotional Products 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. Since 1987, IFES has worked in over 145 countries – from developing democracies to mature democracies. 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

IFES Kenya, with funding from Global Affairs Canada (GAC), seeks to motivate the Kenyan electorate, particularly youth, women, and persons with disabilities, to increase their level of political participation and actively engage in the electoral process.

DESCRIPTION OF GOODS/SERVICES

IFES wishes to engage the services of a professional firm to design and provide a wide array of promotional materials in order to expand the reach and visibility of IFES Kenya programming. The selected contractor would work under a basic ordering agreement, with task orders for specific types and amounts of products issued at various times and amounts over the course of a calendar year.

Examples of materials to be designed, produced and supplied to IFES Kenya include, but are not limited to:

- T-shirts
- Notebooks
- Bags
- Pens
- Mugs
- Hats
- Tear-drop banners
- Sun visors

Participating contractors are expected to present the full range of appropriate promotional products offered by their company, including detailed specifications for each product type.

For each task order, the selected contractor may be requested to design the promotional imagery, incorporating a diverse range of artwork and text provided by IFES. IFES Kenya will provide the selected vendor with information about the planned uses of the promotional items so that the designs are customized to suit the intended purpose.

The selected contractor is also expected to deliver the finished products to the IFES Kenya office at IFES Kenya, Roshanmaer Plaza, Lenana Road, Nairobi.

Using the format provided below, proposals must include the following cost information in Kenyan Shillings (KES) for each type of proposed promotional product:

- Cost for promotional image design;
- Unit prices for production, including price points for various quantities (if applicable); and
- Delivery cost, including price points for various quantities (if applicable).

Responsive contractors must also use the table below to indicate the number of calendar days required for design, production and delivery, respectively. The ability to begin design of the promotional materials in February 2017 is highly desired.

Table 1: Pricing & Delivery Schedule

Product Type	Detailed Specifications	Process Elements	Price in KES [Unit Price(s) for Production]	Time Required (in Calendar Days)
		<i>Design</i>		
		<i>Production</i>		
		<i>Delivery</i>		
		<i>Design</i>		
		<i>Production</i>		
		<i>Delivery</i>		
		<i>Design</i>		
		<i>Production</i>		
		<i>Delivery</i>		

Capacity & Past Performance Requirements

The prospective contractor should have in-house graphic design expertise, as well manufacturing and production capacity. Proposals must include a corporate profile that includes details of in-house graphic design and production capabilities.

Any sub-contracting with regards to either design or production must be fully disclosed in proposals. IFES may conduct site visits with prospective contractors to confirm in-house capacity.

Responsive proposals must include photographs, video and/or physical samples of previous promotional items that the contractor has both designed and produced. Physical samples may be delivered before the RFQ deadline to the IFES Kenya office—in a sealed box labeled “RFQ-17-033 – Do Not Open Until RFQ Close”—at the following address: IFES Kenya, Roshanmaer Plaza, Lenana Road, Nairobi.

Vendors must also provide contact information for at least three business references. 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) using **Table 1: Pricing & Delivery Schedule**, with any applicable charges and taxes clearly identified, provided against each of the categories of services described.
4. **Contain firm timelines in calendar days, using Table 1: Pricing & Delivery Schedule.** 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 above,** via samples of relevant previous work.
6. **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.
7. Include a contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
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. 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.
10. **The prospective contractor must disclose in its response in writing 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. 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. Reasonableness of cost proposal	30%
2. Quality of merchandise available	20%
3. Variety of merchandise available	20%
4. Responsiveness to RFQ description of goods/services	15%
5. Past performance & organizational capacity	15%

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 or in a hardcopy sealed bid—by no later than 5PM Nairobi local time on February 15, 2017. Email submissions must be sent to the attention of Salima Wiggins (swiggins@ifes.org) and Chris Bassett (cbassett@ifes.org), and should have “RFQ-17-033” and the service provider name in the subject line.

Bids submitted via email are strongly preferred. However, sealed bids—labeled “RFQ-17-033 - Do Not Open Until RFQ Close”—may be delivered by hand to IFES’ office in Kenya at Roshanmaer Place, Lenana Road, Nairobi, Kenya.

SCHEDULE OF EVENTS

Release of RFQ	February 1, 2017
Questions Due	February 6, 2017, by no later than 5PM Nairobi local time
Answers from IFES	February 8, 2017
RFQ Closes – Responses Due	February 15, 2017, 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.

End of RFQ