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Date: February 21, 2017
Ref.: RFQ-17-050
Subject: **Solicitation for Production and Delivery of Printed Materials to Abuja and the Federal Capital Territory, Nigeria**

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 printing & delivery services for the IFES office in Abuja, Nigeria. 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. IFES promotes democratic stability by providing technical assistance to the electoral cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency.

Under its USAID funded project, IFES will require a variety of printing services, including copying, laminated printing, leaflets, posters and production of bound documents. To ensure flexibility and responsiveness to the needs of stakeholders in IFES' dynamic program, IFES/Nigeria seeks to establish a Basic Ordering Agreement (BOA) with one or multiple vendors, to provide production of these printed materials as well as delivery to Abuja and throughout the Federal Capital Territory (FCT) for one year. Please note that while participating vendors may be located outside of Abuja, the delivery portion of this RFQ will be to Abuja and FCT only.

The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES/Nigeria office for each required printing service as the need arises. Each Task Order will be numbered and constitute an order for services.

DESCRIPTION OF GOODS & SERVICES

The selected vendor(s) may be requested to provide the following printing and delivery services. Participating vendors must provide unit costs for the categories included below. Vendors that provide unit costs for all categories will be at a significant advantage in the selection process. Please note that IFES is exempted from Value Added Tax in Nigeria.

I. Un-bound Printing Services

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 – One Side (NGN) | Unit Price – Double Sided (NGN) |
|---------------------------------|--|---------------|-----------------------------|---------------------------------|
| Photocopies | Color: black & white | 1-99 | [insert unit prices] | |
| | Paper Type: uncoated, flat white bond paper, 80 gsm | 100-999 | | |
| | Paper size: A4 | 1,000 + | | |
| | Color: full color | 1-99 | | |
| | Paper Type: uncoated, flat white bond paper, 80 gsm | 100-999 | | |
| | Paper size: A4 | 1,000 + | | |
| Lamination + Printing | Color: black & white | 1-99 | | |
| | Paper Type: premium matte white, 150 gsm | 100-999 | | |
| | Paper size: A4 | 1,000 + | | |
| | Lamination: 3 mil glossy polyester | 1,000 + | | |
| | Color: full color | 1-99 | | |
| | Paper Type: premium matte white, 150 gsm | 100-999 | | |
| | Paper size: A4 | | | |
| | Lamination: 3 mil glossy polyester | 1,000 + | | |
| MATERIALS / SERVICES | SPECIFICATIONS | NO. OF COPIES | Unit Price (NGN) | |
| Lamination of Pre-printed Items | Paper Type: premium matte white, 150 gsm | 1-99 | | |
| | Paper size: A4 (or smaller) | 100-999 | | |
| | Lamination: 3 mil, glossy, polyester film | 1,000 + | | |
| Un-folded Leaflets | Color: full color | 1-999 | | |
| | Paper Type: art paper, 135 gsm | 1,000-9,999 | | |
| | Paper size: A4 | 10,000-99,999 | | |
| | Printing: double sided | 100,000 + | | |

| | | | |
|--------------------------|---------------------------------------|---------------|--|
| Tri-fold Leaflets | Color: full color | 1-999 | |
| | Paper Type: art paper, 135 gsm | 1,000-9,999 | |
| | Paper size: A4, three folds | 10,000-99,999 | |
| | Printing: double sided | 100,000 + | |
| Posters | Color: full color | 1-999 | |
| | Paper Type: art paper, 135 gsm | 1,000-9,999 | |
| | Paper size: A2 | 10,000-99,999 | |
| | Printing: single-sided | 100,000 + | |
| | Color: full color | 1-999 | |
| | Paper Type: art paper, 135 gsm | 1,000-9,999 | |
| | Paper size: A2 | 10,000-99,999 | |
| | Printing: double-sided | 100,000 + | |

II. Bound Documents

Please provide **unit price per page** 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 | | | |
|---|---|---------------------------------|------------------|-------------------------------|------------------|--|
| | | | 1-99 documents | 100-999 documents | 1,000+ documents | |
| Interior Stock: premium matte white, 120 gsm | Cover Stock: glossy cardstock, 215 gsm | Paper size: A4 | | | | |
| Interior Ink: black & white | | | 1-49 pages | [insert unit prices per page] | | |
| Cover Ink: full color | | | 50-99 pages | | | |
| Binding: saddle-stitched | | 100+ pages | | | | |
| Interior Ink: full color | Cover Ink: full color | Binding: saddle-stitched | 1-49 pages | | | |
| Cover Ink: full color | | | 50-99 pages | | | |
| Binding: saddle-stitched | | | 100+ pages | | | |

| SPECIFICATIONS | | # of Pages | NO. OF DOCUMENTS | | |
|------------------------|------------------------------|-------------|------------------|-------------------|------------------|
| | | | 1-99 documents | 100-999 documents | 1,000+ documents |
| Interior Stock: | premium matte white, 120 gsm | | | | |
| Cover Stock: | glossy cardstock, 215 gsm | | | | |
| Paper size: | A4 | | | | |
| Interior Ink: | black & white | 1-49 pages | | | |
| Cover Ink: | full color | 50-99 pages | | | |
| Binding: | saddle-stitched | 100+ pages | | | |
| Interior Ink: | full color | 1-49 pages | | | |
| Cover Ink: | full color | 50-99 pages | | | |
| Binding: | saddle-stitched | 100+ pages | | | |

III. Delivery Costs & Timelines

Please provide comprehensive estimates for delivery times—in calendar days, from proof approval through final delivery—and delivery cost per kilogram, in Nigerian Naira. IFES will provide the selected vendor(s) with specific delivery locations in each task order. Inclusion of delivery to all locations in vendors' quotations is not required but is strongly preferred. Delivery is the only portion of this this scope of work which may be subcontracted, and disclosure of any subcontracting is required in the quotation.

| North (19 state capitals plus FCT) | | |
|------------------------------------|---------------------|---------------------------------------|
| State Capital | Total Calendar Days | Delivery Cost (NGN) per Kilogram (kg) |
| 1. Abuja | | |
| 2. Yola | | |
| 3. Bauchi | | |
| 4. Makurdi | | |
| 5. Maiduguri | | |
| 6. Gombe | | |
| 7. Dutse | | |
| 8. Kaduna | | |
| 9. Kano | | |
| 10. Katsina | | |
| 11. Birnin Kebbi | | |
| 12. Lokoja | | |
| 13. Ilorin | | |
| 14. Lafia | | |
| 15. Minna | | |
| 16. Jos | | |
| 17. Sokoto | | |
| 18. Jalingo | | |
| 19. Damaturu | | |
| 20. Gusau | | |

| South (17 state capitals) | | |
|----------------------------------|----------------------------|--|
| State Capital | Total Calendar Days | Delivery Cost (NGN) per Kilogram (kg) |
| 1. Umuahia | | |
| 2. Uyo | | |
| 3. Awka | | |
| 4. Yenagoa | | |
| 5. Calabar | | |
| 6. Asaba | | |
| 7. Abakaliki | | |
| 8. Benin | | |
| 9. Ado-Ekiti | | |
| 10. Enugu | | |
| 11. Oshogbo | | |
| 12. Abeokuta | | |
| 13. Akure | | |
| 14. Ibadan | | |
| 15. Owerri | | |
| 16. Ikeja | | |
| 17. Port Harcourt | | |

IV. Past Performance/Capacity Documentation

Participating vendors are strongly encouraged to provide at least 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 Nigeria office at: 4B Buchanan Close, Off Aminu Kand Crescent, Wuse 2, Abuja, Nigeria. 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. **Contain detailed unit prices in Nigerian Naira (NGN),** with any applicable charges clearly identified, provided against each of the categories of services described, **using both of the following formats:**
 - 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.

Please note that IFES is exempted from Value Added Tax in Nigeria.

2. **Include firm timelines for production/delivery of materials described in this RFQ, per the production/delivery table included above.** (In the event of delays beyond the firm delivery date provided, IFES may apply a financial penalty to be deducted from the final payment.)
3. General information about the bidder history and experience, brochure, past customer list (including contact information) & past experiences providing similar services to international NGOs.
4. **Provide documented evidence of past performance**, via delivered physical samples or photographs of physical samples.
5. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
6. General information about the contractor’s history and experience providing similar services.
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 (N/A 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. **Delivery is the only portion of the required scope of work for which subcontracting is permitted; subcontracting is expressly prohibited for printing-related tasks.** 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. Contain detailed cost in Nigerian Naira (NGN) with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
11. Detailed description of past experiences providing similar services.
12. 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.
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.
14. All Responses shall be in the English language.

| |
|-------------------|
| EVALUATION |
|-------------------|

IFES will evaluate bids based on the following criteria:

- | | |
|--|------------|
| 1. Price: | 40% weight |
| 2. Delivery Time: | 25% weight |
| 3. Past Performance/Capacity: | 25% weight |
| 4. Responsiveness to RFQ Requirements: | 10% weight |

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

| | |
|----------------------------|---|
| Release of RFQ | February 21, 2017 |
| Questions Due | February 27, 2017, by 17:00 Abuja local time |
| Answers from IFES | March 1, 2017 |
| RFQ Closes – Responses Due | March 7, 2017, received by no later than 17:00 Abuja local time |

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be addressed to the attention of Ms. Salima Wiggins & Mr. Chris Bassett (contact details below).

APPLICATION

Your quotation must be *received* via email by no later than 17:00 Abuja local time on March 7, 2017, sent to the attention of the following:

Ms. Salima Wiggins swiggins@ifes.org
Mr. Chris Bassett cbassett@ifes.org

All quotes must be on a company's letterhead with the company's contact name and address. Email submission should have "RFQ-17-050" and the service provider name in the subject line.

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 ninety (90) calendar days from the date of quotation.
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 (NGN) | Subtotal (NGN) | Delivery Time (in Calendar Days) |
|-----------------------------|--|--------|-----------|-----------------|---------------------------------------|----------------------------------|
| I. Unbound Documents | | | | | | |
| 1. | Lamination + Printing Color: black & white Paper Type: premium matte white, 150 gsm Paper size: A4 Lamination: 3 mil glossy polyester Printing: double-sided | 1,000 | Pages | | | |
| 2. | Tri-fold Leaflets Color: full color Paper Type: art paper, 135 gsm Paper size: A4, three folds Printing: double-sided | 20,000 | Leaflets | | | |
| 3. | Posters Color: full color Paper Type: art paper, 135 gsm Paper size: A2 Printing: single-sided | 500 | Posters | | | |
| II. Bound Documents | | | | | | |
| 4. | Interior Stock: premium matte white, 120 gsm Cover Stock: glossy cardstock, 215 gsm Paper Size: A4 Interior Ink: black & white Cover Ink: full color Binding: saddle-stitched | 1,500 | Documents | | | |
| 5. | Interior Stock: premium matte white, 120 gsm Cover Stock: glossy cardstock, 215 gsm Paper Size: A4 Interior Ink: full color Cover Ink: full color Binding: spiral bound | 50 | Documents | | | |
| | | | | | Subtotal | |
| | | | | | Delivery Costs (if applicable) | |
| | | | | | Total | |