



Date: February 15, 2017

Ref.: **RFQ/17/051**

**Subject: Solicitation for Internet Services for Nineteen (19) National Elections Commission (NEC) Magistrate Offices 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 an Internet Service Provider to provide internet services to the following 19 NEC Magistrate offices from March 2017 through December 2017.

No.	County	Location
1	Montserrado (Upper)	Civil Compound around Police Station, Bensonville City
2	Bomi	Opposite the Central Bank Of Liberia, Tubmanburg
3	Margibi	Administrative Compound opposite Court House, New Kakata Community
4	Grand Gedeh	Weebo Quarter, behind Ecobank, Zwedru City
5	Maryland	Opposite the Sport Stadium, Harper City
6	Bong (Upper)	Behind the Administrative Building, Gbarnga City
7	Bong (Lower)	Sanoyea Road, Totota, Lower Bong County
8	Gbarpolu	In the Administrative Compound, Boporlu

9	Grand Bassa	Fair Ground Opposite Police Station, Buchanan City
10	Grand Cape Mount	Central Wall, Robertsport city
11	Grand Kru	Barclayville Central High School, Barclayville City
12	Lofa (Upper)	The Unification Monument, Voinjama City
13	Lofa (Lower)	Around the Administrative compound in Kolahun City
14	Montserrado (Lower)	Opposite Court House, Brewerville City
15	Nimba (Upper)	The Administrative Building opposite Ministry of Education, Sanniquillie City
16	Nimba (Lower)	Tapita City
17	Rivercess	Red Cross Community, Cestos City
18	River Gee	After the administrative compound, Fish town city
19	Sinoe	Behind the City Hall, Greenville City

VSAT infrastructure exists in all 19 Magistrate offices. Existing equipment in all 19 Magistrate offices which does not need to be replaced includes:

- Indoor equipment: iDirect Evolution X1 modem, and Linksys Cisco Routers
- Outdoor equipment: 1.8 meter CBAND Dish

The following **five (5)** NEC Magisterial office do not need outdoor Feed-Arm, LNB and BUC:

No.	County	Location
1	Montserrado (Upper)	Civil Compound around Police Station, Bensonville City
2	Bomi	Opposite the Central Bank Of Liberia, Tubmanburg
3	Margibi	Administrative Compound opposite Court House, New Kakata Community
4	Grand Gedeh	Weebo Quarter, behind Ecobank, Zwedru City
5	Maryland	Opposite the Sport Stadium, Harper City

The outdoor Feed-Arm, LNB and BUC **need to be replaced** in the following **fourteen (14)** NEC Magisterial Offices:

No.	County	Location
6	Bong (Upper)	Behind the Administrative Building, Gbarnga City
7	Bong (Lower)	Sanoyea Road, Totota, Lower Bong County
8	Gbarpolu	In the Administrative Compound, Boporlu
9	Grand Bassa	Fair Ground Opposite Police Station, Buchanan City
10	Grand Cape Mount	Central Wall, Robertsport city
11	Grand Kru	Barclayville Central High School, Barclayville City
12	Lofa (Upper)	The Unification Monument, Voinjama City
13	Lofa (Lower)	Around the Administrative compound in Kolahun City
14	Montserrado (Lower)	Opposite Court House, Brewerville City
15	Nimba (Upper)	The Administrative Building opposite Ministry of Education, Sanniquillie City
16	Nimba (Lower)	Tapita City
17	Rivercess	Red Cross Community, Cestos City

18	River Gee	After the administrative compound, Fish town city
19	Sinoe	Behind the City Hall, Greenville City

The contractor will be required to provide the following Internet services (two-way broad band Internet via satellite) from March through December 2017.

Total Bandwidth requirement for all 19 offices (CNO Software will be used to monitor all 19 VSAT terminals):

- Dedicated bandwidth provided must not be less than 2048Kpbs downstream and 512Kbps upstream, with unlimited downloads.
- The contractor must also provide a solution that includes the potential for VOIP service subscription.
- The contractor must ensure that the proposed internet service solutions are compatible with the existing indoor and outdoor VSAT equipment specified above.

In addition, it must be possible for the contractor's solution to be managed from the National Election Commission (NEC) Headquarters in Monrovia, Liberia. This management shall include bandwidth settings/assignments for each location. NEC HQ will also manage according to their internal internet usage policies.

To account for variance in infrastructure and the ability to provide back-up solutions between prospective contractors across different counties in Liberia, IFES reserves the right to contract a combination of vendors for different office locations.

### **Transportation, Installation, and Engineering**

The selected contractor will be responsible for all aspects of transporting and installing the replacement equipment specified above, prior to the provision of internet services within ten (10) business days of full contract execution (*see Table 2 for all 19 office locations*). The selected contractor must ensure that all equipment and internet services are fully operable within this timeframe and that Magistrate staff have received instruction on accessing the Internet. In addition, on-site and remote technical support services must be included in the offer for the duration of the contract, with a narrative description of the modalities offered (methods of contact, process for requesting / receiving technical support, staffing structure, etc.).

## **REQUIREMENTS**

All quotations shall:

1. Be in English language.
2. Contain **Table 1: 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 included 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 and service cancellation policies as well as 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. Delivery Time                      | 40% |
| 3. Past Performance                   | 10% |
| 4. Responsiveness to RFQ Requirements | 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	February 15, 2017
Questions Due	February 20, 2017 by 5:00 PM local Monrovia time
Answers from IFES	February 23, 2017
RFQ Closes – Responses Due	March 2, 2017 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/17/051” 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. 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 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](mailto:compliance@ifes.org) or at +1 202-350-6791.

Table 1. Price Table

No.	Item	Unit	QTY	Unit Price (USD)	Total Monthly Price (USD)	Total Price (USD)
1.	Feed-Arm, LNB & BUC replacement	set	14			
2.	Broadband Internet service with dedicated bandwidth of not less than 2048Kpbs downstream and 512Kpbs upstream, with unlimited downloads.	location	19			
3.	Transportation, Installation, Engineering and Technical Support	lump	14			
<b>Delivery in Calendar Days from Issuance of the PO</b>						
<b>Installation Timeframe (in Calendar Days)</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 service cancellation policies. ***Bids that do not include this information will not be considered.***

**Table 2. Location of NEC Magisterial Offices**

<b>County</b>	<b>City NEC Magisterial Offices</b>	<b>Replace Feed-Arm, LNB and BUC</b>
Bomi	Opposite the Central Bank Of Liberia, Tubmanburg	
Bong (Upper)	Behind the Administrative Building, Gbarnga City	<b>Yes</b>
Bong (Lower)	Sanoyea Road, Totota, Lower Bong County	<b>Yes</b>
Gbarpolu	In the Administrative Compound, Boporlu	<b>Yes</b>
Grand Bassa	Fair Ground Opposite Police Station, Buchanan City	<b>Yes</b>
Grande Cape Mount	Central Wall, Robertsport city	<b>Yes</b>
Grand Gedeh	Weebo Quarter, behind Ecobank, Zwerdu City	
Grand Kru	Barclayville Central High School, Barclayville City	<b>Yes</b>
Lofa (Upper)	The Unification Monument, Voinjama City	<b>Yes</b>
Lofa (Lower)	Around the Administrative compound in Kolahun City	<b>Yes</b>
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	<b>Yes</b>
Nimba (Upper)	The Administrative Building opposite Ministry of Education, Sanniquillie City	<b>Yes</b>
Nimba (Lower)	Tapita City	<b>Yes</b>
Rivercess	Red Cross Community, Cesstos City	<b>Yes</b>
River Gee	After the administrative compound, Fish town city	<b>Yes</b>
Sinoe	Behind the City Hall, Greenville City	<b>Yes</b>

**END OF RFQ**