



Global Expertise. Local Solutions.  
Sustainable Democracy.

2011 Crystal Drive  
Floor 10  
Arlington, VA 22202

Tel: 202.350.6700  
Fax: 202.350.6701  
www.IFES.org

**Date: May 25, 2018**

**Ref.: RFQ/18/039**

**Subject: Request for Quotations for Printing and Pre-Printing Design Services**

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 services for the IFES office in Kyiv, Ukraine. 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 and 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 SERVICES**

IFES Ukraine requires the following services, on an as-needed basis for a 16-month period during 2018-2019. One or multiple blanket agreements could be contracted:

- Pre-printing design services, including of handbooks, training manuals, training materials (folders, pens, notebooks), posters, leaflets, banners, reports and other day-to-day pre-printing design services.
- Printing services, including handbooks, training manuals, training materials (folders, pens, notebooks), posters, leaflets, banners, reports and other day-to-day printing services.

## SERVICE DELIVERY QUOTATION

The Service Delivery Quotation must contain the following for all services:

- Evidence of experience in providing similar services to at least three different companies/organizations in last three years. Please provide at least three references with full contact of the previous clients (name, title, e-mail and phone number)
- Price Offer, Availability, and Capacity (please, complete Annex A for required printing services/capabilities)

IFES requests bids for printing services on a per page and quantity ordered basis for each of the required printing categories or types that the printer can supply. Please only include values for services that you are applying for; it is not necessary to provide all services below to be competitive for this solicitation. (Please see Annex A for required printing services/capabilities).

## REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. 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.
4. 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% of more of the company;
  - e. Year business was started or established; and
5. 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.
6. IFES requests quotations for the above listed services on a per page and quantity ordered basis.
7. All costs must be in UAH and with VAT and without VAT, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request. The selected Service Provider(s) must be based in Ukraine.
8. All Responses shall be in the English language.

## EVALUATION

IFES will evaluate bids based on the following criteria:

- 1. PRICE** **35 %**  
Based on overall best value for all services provided
  
- 2. RANGE OF SERVICES OFFERED AND QUALITY OF SAMPLES PROVIDED** **35 %**  
Based on the range of services offered (Annex-A, Sections A-H) by the bidder and a review of the bidder's samples.
  
- 3. EXPERIENCE AND PAST PERFORMANCE** **30 %**  
Based on bidders' references, as well as the bidders' documented history and experience providing similar services.

### 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	May 25, 2018
Questions Due	May 29, 2018, 4:00 PM Kyiv Local Time
Answers from IFES	June 1, 2018
RFQ Closes – Responses Due	June 29, 2018, 4:00 PM Kyiv 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 Mr. Najeebullah Yousef at [nyousef@ifes.org](mailto:nyousef@ifes.org) and Ms. Sajia Tokhi at [stokhi@ifes.org](mailto:stokhi@ifes.org) with "RFQ-18-039- Printing Services" in the subject line.

## GENERAL TERMS AND CONDITIONS

1. IFES reserves the right to contract one, multiple, or none of the bidders.
2. IFES will only consider responsive Responses from responsible contractors for award.
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 minimum.
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.**