



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Quotation (RFQ) for Promotional Products in Libya

Solicitation # RFQ-19-065

July 31, 2019

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors to submit a written response (“Response”) for the procurement of promotional products in Tripoli, Libya. The solicitation provides prospective contractors with the relevant operational and performance requirements.

1.2 Coverage & Participation

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.

1.3 Zero Tolerance for Fraud

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.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|-------------------------------------|
| • Issuance of RFQ | July 31, 2019 |
| • Technical Questions/Inquiries Due | August 15, 2019, 5:00 PM Tunis Time |
| • Answers/Addenda from IFES | August 20, 2019 |
| • RFQ Closes | August 30, 2019, 5:00 PM Tunis Time |

3 OFFER PREPARATION INSTRUCTIONS

3.1 Prospective Contractors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective contractor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation 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 use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective contractors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective contractors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for prospective contractors to send offers in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective contractors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate bids based on the following criteria:

1. Price: 40%

The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

2. Variety and quality of merchandise available 30%

The vendor must be able to provide the different products described in the table below at a high quality. Offers will be compared by the vendors' ability to provide both the quantity of promotional materials request as well as the quality of the materials. IFES may request samples from vendors to assess this.

3. Delivery Time: 20%

The speed at which the vendor can provide the required materials, within a reasonable and agreed upon delivery timeline, will be taken into consideration. Vendors will be asked to provide a sample timeline for the amount of materials requested by IFES at any given time.

4. Past performance/capacity: 10%

IFES will assess the vendors' past performance, either working with IFES or other similar international NGOs.

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

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible contractors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

The contractor will provide a wide array of promotional materials in order to expand the reach and visibility of IFES' Libyan partners at the national and municipal levels.

The contractor will 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.

The types of products to be produced and supplied to IFES' Libyan partners include, but are not limited to:

Category	Item	Specifications	No. of Copies	Unit Price
Wearables	T- shirts	Small Size	0 - 100	
			100 - 500	
			500 +	
		Medium Size	0 - 100	
			100 - 500	
			500 +	
		Large Size	0 - 100	
			100 - 500	
			500 +	
	Polo - shirt	Small Size	0 - 100	
			100 - 500	
			500 +	
		Medium Size	0 - 100	
			100 - 500	
			500 +	
		Large Size	0 - 100	
			100 - 500	
			500 +	
	Hat	Standard size	0 - 100	
			100 - 500	
			500 +	
Wristbands	rubber bands, adult size	0 - 500		
		500 - 10,000		
		10,000 +		
Vest	Tissue type: polyester Vest Size: 49.3 cm width by 68.4 cm length. 2 ribbons and with 1 logo design printed on the back and 1 on the front Front logo size: 5cm by 5cm Back logo size: 17cm by 17cm	0 - 100		
		100 - 500		
		500 +		
Bags	Cotton Bag	Standard size	0 – 10,000	
			10,000 – 50,000	
			50, 000 +	
	Plastic bag	Standard size	0 – 10,000	
			10,000 – 50,000	
			50,000	

			50,000 +	
	Laptop Bag	Standard size	0 - 100	
			100 - 500	
			500 +	
	Messenger Bag	Standard size	0 - 100	
			100 - 500	
			500 +	
	Backpack	Standard size	0 - 100	
			100 - 500	
			500 +	
Utensils	Mug	Standard size	0 - 100	
			100 - 500	
			500 +	
	Plastic Cup	Standard size	0 - 1000	
			1000 - 5000	
			5000 +	
	Paper Cup	Standard size	0 - 10,000	
			10,000 - 50,000	
			50,000 +	
	Badges	Standard size	0 - 1000	
			1000 - 5000	
			5000 +	
Key Ring	Standard size	0 - 1000		
		1000 - 5000		
		5000 +		
Stationary	Badge Holders & Lanyards	Standard size	0 - 100	
			100 - 500	
			500 +	
	Pen	Standard size	0 - 10,000	
			10,000 - 50,000	
			50,000 +	
	Pencil	Standard size	0 - 10,000	
			10,000 - 50,000	
			50,000 +	
	Notebook	A5, 96 sheet, 80g, 130g cover with ribbon	0 - 10,000	
		Standard size	10,000 - 50,000	
			50,000 +	
Calendar	Standard size	0 - 1000		
	Standard size	1000 - 5000		

			5000 +	
	Cardboard stand	Standard size	0 - 100	
			100 - 500	
			500 +	
Printing	Logo Stickers	Vinyl Waterproof Sticker	0 – 10,000	
			10,000 – 50,000	
			50,000 +	
	Photo frame	Standard size	0 - 100	
			100 - 500	
			500 +	
Billboards	Billboards	0-100		
		100-500		
		500+		
Gadgets	USB flash drive	4gb	0-100	
			100-500	
	USB flash drive	8gb	500+	
			0-100	
			100-500	
	USB flash drive	16gb	500+	
			0-100	
			100-500	
				500+

- The prospective contractor will be required to undertake the entire production process and adhere to deadlines for both production and distribution set by IFES Libya.
- Offer must include the different types of promotional merchandise available and include product and quality specifications. Offers must include a corporate profile that includes details of in-house production capabilities, as well as a complete timeline from the beginning of engagement that specifies the required time periods for production and supply/delivery.
- Offers should include a detailed cost breakdown based on different quantities for each type of promotional item specified above and suggested by the contractor.
- Offers must include samples images and/or video of promotional items produced for other clients and must also include references.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective contractors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 Geographic Code (applicable to USAID funding only)

IFES' project in **Libya** is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 935 (please refer to [22 CFR 228.03](#) for more

information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the “Timeline” in the Evaluation Criteria. IFES encourages all prospective contractors to consider products that fall under S/N Geographic Code 935 whenever possible.

5.3 License, Clearance and Approvals

The prospective contractors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

5.4 Packing

The Response must contain details of packing for each product that requires shipping with full dimensions (length, width, and height) and weight.

5.5 Shipping

Prospective contractors must provide shipping and delivery information in detail in the Response. Final delivery will be to Tripoli, Libya. The delivery address will be provided with the award.

6 QUALIFICATIONS & REFERENCES

Prospective contractors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Corporate and tax registration documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
 - No subcontracting is allowed under this solicitation.
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Prospective contractors 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. Scope of Work.
5. A certification signed by an officer or authorized representative that the prospective contractor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES’ project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in US Dollars (USD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
Group 1						
1.						
2.						
	Subtotal Group 1					
Group 2						
3.						
4.						
	Subtotal Group 2					
Group 3						
5.						
6.						
	Subtotal Group 3					
Total					USD	
Taxes (if applicable)					USD	
Shipping/Freight/Delivery Costs					USD	
Grand Total					USD	

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective contractor to enter into a non-disclosure agreement.

8.2 No Collusion

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.

8.3 Companies Owned or Controlled by Government

The prospective contractor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.4 Subcontracting

No subcontracting is allowed under this solicitation.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective contractors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]