



International Foundation  
for Electoral Systems

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

**Request for Quotation (RFQ) for Air Conditioning Unit for the High National  
Elections Commission in Libya**

**Solicitation # RFQ-20-013**

**November 19, 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 air conditioning unit to the media center for the High national electoral commission 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](mailto: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                   | November 19, 2019                       |
| • Technical Questions/Inquiries Due | November 24, 2019, 5:00 PM Tripoli Time |
| • Answers/Addenda from IFES         | November 26, 2019                       |
| • RFQ Closes                        | December 07, 2019, 5:00 PM Tripoli 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](mailto:iswank@ifes.org)

and

Sajia Tokhi  
Contracts and Grants Administrator  
[stokhi@ifes.org](mailto:stokhi@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](http://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:** 25%  
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. **Quality / Experience** 25%  
The Contractor must be able to provide the different products described in the table below at a high quality. Offers will be compared by the Contractors' ability to provide the quality of the materials. IFES will assess the Contractors' past performance, either working with IFES or other similar international NGOs.
3. **Appropriateness of Proposal** 30%  
The AC Units should be able to keep the Media Center at or below 20 degrees Celsius with a full set of TV/sound equipment running
4. **Delivery Time:** 20%  
The speed at which the Contractor can provide the required items, 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.

#### 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.

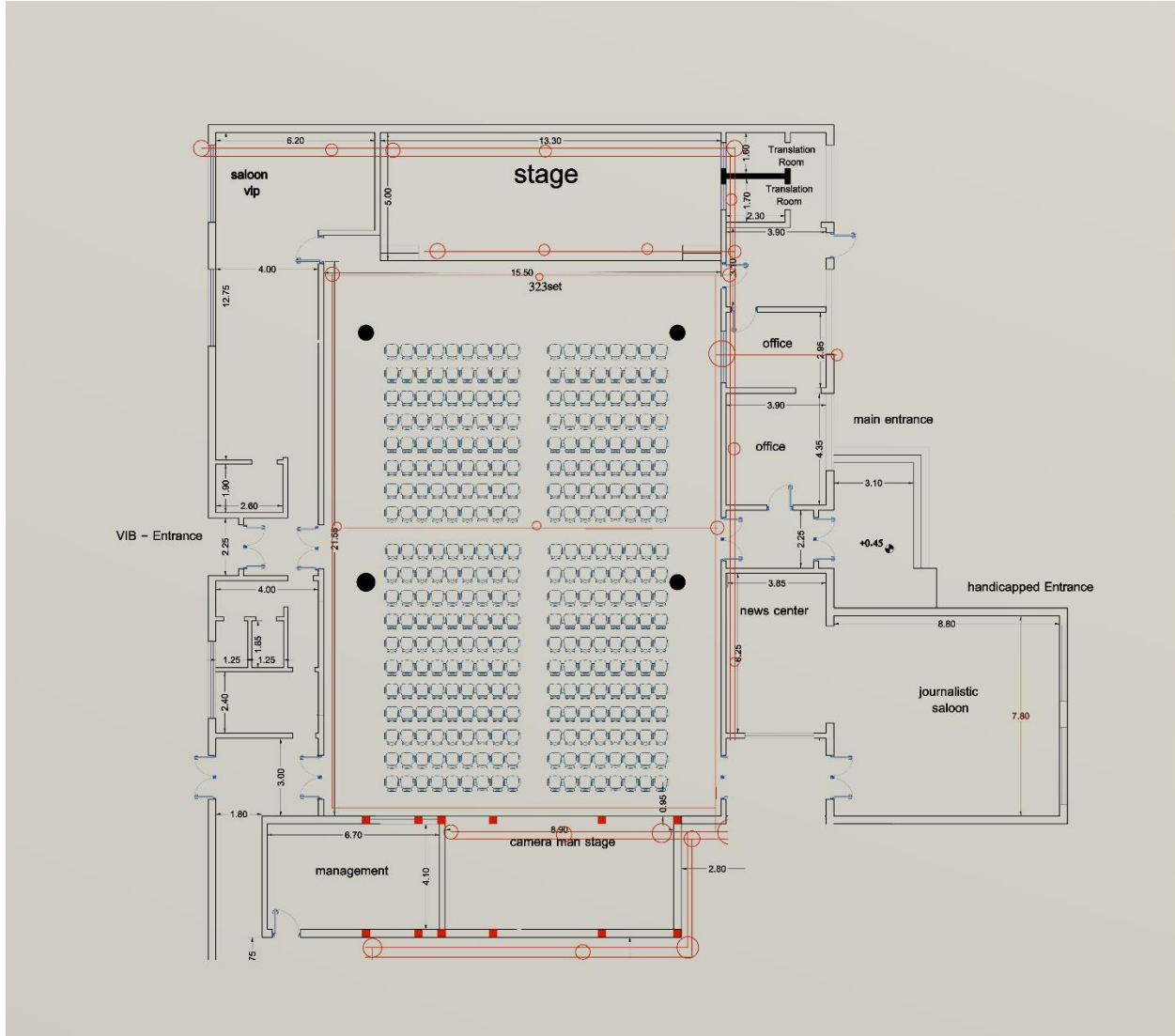
#### **4 SCOPE OF WORK/GOODS/SERVICES**

The High National Elections Commission of Libya (HNEC) is establishing a permanent media center at its new headquarter in Tripoli, Libya. When ready, the media center room will host press conferences and other public events during elections and for general public outreach.

As part of its support to HNEC work on establishing the new media center, the International Foundation for Electoral Systems (IFES) will be supporting the procurement of air conditioning unit for the media center.

IFES is therefore soliciting quotations from capable Libyan companies for the following:

- Identify and propose options for the internal cooling unit(s) and propose solution based on figure 1 below.
- Supply and install internal cooling unit(s) (hidden) to cover the area in figure 1 below.
- Supply and install mechanical, electronic, and electrical equipment complementary to the operation of the cooling unit(s).



## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Prospective contractors must submit a timeline in the Response showing the time required to 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
<b>Group 1</b>						

1.						
2.						
Subtotal Group 1						
<b>Group 2</b>						
3.						
4.						
Subtotal Group 2						
<b>Group 3</b>						
5.						
6.						
Subtotal Group 3						
Total					USD	
Taxes (if applicable)					USD	
Shipping/Freight/Delivery Costs					USD	
<b>Grand Total</b>					<b>USD</b>	

**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]**