



International Foundation  
for Electoral Systems

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

**Request for Quotation (RFQ) for Provision of Electronics & Technology  
Equipment in Ethiopia**

**Solicitation # RFQ-21-013**

**Issued: December 16, 2020**

**Updated: December 29, 2020**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of Electronics & Technology Equipment in Addis Ababa, Ethiopia. The solicitation provides Bidders 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                   | December 16, 2020                                  |
| • Technical Questions/Inquiries Due | December 21, 2020                                  |
| • Answers/Addenda from IFES         | December 23, 2020                                  |
| • RFQ Closes                        | <del>January 12, 2021</del> <b>January 7, 2021</b> |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Bidders' Understanding of the Solicitation

Bidders 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 Bidder 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.

**Abdullah Abdullah**  
[aabdullah@ifes.org](mailto:aabdullah@ifes.org)

**and**

**Khurram Naz**  
[knaz@ifes.org](mailto:knaz@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. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders 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) and [www.devex.com](http://www.devex.com).

#### 3.4 Submission

It is mandatory for Bidders to send proposals 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 Bidders 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 responsive offers based on the following criteria:

1. TIMELINE 25%
  - Ability to deliver goods and services within IFES' expected timeline
  - Competitive yet reasonable timeline
  
2. EXPERIENCE 25%
  - Ability and history of successfully completing contracts of this type
  - Demonstrated familiarity and understanding of the products/equipment needed
  
3. QUALITY 20%
  - The quality of the equipment meets IFES' requirement
  - Demonstrated ability to deliver quality products
  - Warranty terms meet or exceed IFES' requirement
  
4. PRICE 30%
  - Competitive pricing
  - Competitive payment terms

#### 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 Bidders 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

Bidders are welcome to provide pricing for those items they can provide/deliver. IFES reserves the right to contract one, multiple, or none of the bidders. IFES Ethiopia Office is procuring the below items, please see section 5.5 for delivery and shipping details.

SPECIFICATIONS AND REQUIREMENTS: The following are the minimum specifications and requirements for all the required items. Unless otherwise specified, the following should be considered minimum:

**Group 1 - Computers and Related Equipment's**

Item Description	Quantity
<p><b>Desktop Computer (PC)</b></p> <ul style="list-style-type: none"> <li>• Processor - Intel Core i5+ 8400T</li> <li>• Hard drives - 16 GB PCIe NVMe 3D Xpoint M.2 Solid State - 1 TB</li> <li>• Memory - 8 GB</li> <li>• Built in wifi card</li> <li>• Display - 68.5 cm (27.0 in) diagonal FHD BrightView WLED-backlit (1920 x 1080)</li> <li>• Video graphics - Integrated graphics</li> <li>• Sound/Audio - Integrated audio and Speakers</li> <li>• Networking - Integrated Bluetooth 4.2 and Wireless LAN 802.11a/b/g/n/ac featuring Dual-band (2.4 GHz and 5.0 GHz) 2 x 2 technology - LAN: 1000BASE-T</li> <li>• CD/DVD disc drive - Not required</li> <li>• Memory card reader -3-in-1 Memory card reader</li> <li>• Power supply - External 120 W</li> <li>• I/O ports - Back I/O ports</li> <li>• Wireless keyboard with volume control and wireless optical mouse set</li> <li>• Operating system: Windows 10 64 bit</li> <li>• Warranty: 3 years warranty, with replacement of defective parts covered by the warranty.</li> </ul>	8
<p><b>Webcam</b></p> <ul style="list-style-type: none"> <li>• Resolution – 1080p with 30fps</li> <li>• Auto focus</li> <li>• Built in microphone</li> </ul>	8
<p><b>Laptop &amp; Carrying Bag</b></p> <ul style="list-style-type: none"> <li>• 17" Touch-Screen Laptop</li> <li>• Microprocessor Intel® Core™ i7-10510U (1.8 GHz base frequency, up to 4.9 GHz base with Intel® Turbo Boost Technology, 8 MB cache, 4 cores)</li> <li>• Chipset: Intel® Integrated SoC</li> <li>• Memory, standard: 12 GB DDR4-2666 SDRAM</li> <li>• Video graphics: Intel® Iris® Plus Graphics</li> <li>• Hard drive: 512 GB PCIe® NVMe™ M.2 SSD</li> <li>• Display: 17" diagonal FHD IPS anti-glare touch screen (1920 x 1080)</li> <li>• Wireless connectivity: Wi-Fi 5 (2x2) and Bluetooth® 5 combo</li> <li>• Network interface: Integrated 10/100/1000 GbE LAN</li> <li>• Expansion slots: 1 multi-format SD media card reader</li> <li>• External ports: 1 USB 3.1 Gen 1 Type-C™; 2 USB 3.1 Gen 1 Type-A; 1 AC smart pin; 1 HDMI 2.0; 1 headphone/microphone combo; 1 RJ-45</li> <li>• Battery type: 3-cell, 52 Wh Li-ion prismatic</li> <li>• Webcam: Wide Vision HD Camera with integrated digital microphone</li> </ul>	3

<ul style="list-style-type: none"> <li>• Operating system: Windows 10 64 bit</li> <li>• Warranty: 3 years warranty, with replacement of defective parts covered by the warranty.</li> </ul>	
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**Group 2 – Software**

Item Description	Quantity
<b>Microsoft Office</b> Genuine Microsoft® Office 2019 license (not yearly subscription)	11
<b>Anti-virus</b> Anti-virus protection for internet and local exchange with one-year license	11

**Group 3 - Projection Equipment**

Item Description	Quantity
<b>Projector and Carrying bag</b> <ul style="list-style-type: none"> <li>• Projector suitable for use in a large conference room with a high ambient light level.</li> <li>• Lumens Brightness: 4000 ANSI Lumens</li> <li>• Native Resolution: 1024 x 768 (XGA)</li> <li>• Contrast Ratio: 3000:1</li> <li>• Aspect Ratio: 4:3 Supports Zoom1, Zoom2, 16:9</li> <li>• System: Full NTSC, PAL, SECAM,</li> <li>• Data: VGA (640 x 480), SVGA (800 x 600), XGA (1024 x 768), SXGA (1280 x 1024)</li> <li>• HDTV Compatibility: 480i, 576i, 480p, 576p, 720p, 1080i</li> <li>• Focus and Zoom Adjusting</li> <li>• Ceiling Mountable: Yes</li> <li>• Rear Screen Projection: Yes</li> <li>• Input/output Connectors: VGA, DVI, HDMI, COMPONENT, S-Video, and USB</li> <li>• Remote Control: Yes</li> <li>• Power Requirements: 100 - 240 volts at 50 - 60 Hz</li> </ul>	3
<b>Tripod Pullup Screen</b> <ul style="list-style-type: none"> <li>• Adjustable self-locking screen with extension tube and high-low case adjustment</li> <li>• Aspect ratio: 1:1</li> <li>• Screen size (HxW): 96"x96"</li> <li>• Screen size Diagonal (HxW): 244x244</li> </ul>	3
<b>Projection Stand</b> Raises projector above table height, has an adjustable height and an adjustable tilt projector tray. They can also come with a laptop tray.	3

**Group 4 - Printer and Related Items**

Item Description	Quantity
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<p><b>Small Printer</b></p> <p>The MFP printer should be wi-fi capable, have a sheet feeder, two paper trays and be medium volume.</p> <p><b>FUNCTIONS</b></p> <p>Print, Copy &amp; Scan</p> <ul style="list-style-type: none"> <li>• RESOLUTION (BLACK) Up to 1200 x 1200 dpi</li> <li>• Monthly duty cycle: Up to 150,000 pages</li> <li>• Print technology: Laser</li> <li>• Display: LCD (color graphics), smooth gesture, enabled touchscreen</li> <li>• Connectivity standard: Hi-Speed Device USB 2.0; Ethernet; Hardware Integration Pocket; Wi-Fi direct; Bluetooth low energy</li> <li>• Compatible operating system: Windows Client OS (32/64 bit), Mobile OS, iOS, Android, Mac, Discrete PCL6 Printer Driver</li> <li>• Memory Standard: 1.25 GB (printer); 512 MB (Scanner)</li> <li>• Memory Maximum: 3.75 GB MAX memory, when Accessory DIMM is installed</li> <li>• Hard Disk: Standard, minimum 320 GB</li> <li>• Paper handling input standard: 100-sheet multipurpose Tray 1, 500-sheet input Tray 2, automatic duplex printing</li> <li>• Paper handling output: 250-sheet output bin, convenience stapler</li> <li>• Duplex printing: Automatic (standard)</li> <li>• Media size supported: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, postcards (JIS single and double), envelopes (B5, C5, C6, DL);</li> <li>• Supported media weight: 16 to 53 lb</li> <li>• Power: Input voltage 100-240V, 50 - 60 Hz</li> <li>• Print speed, Black (Normal): 45 ppm</li> <li>• Energy Efficiency: EPEAT® Gold; ENERGY STAR® qualified;</li> <li>• Warranty: Two year</li> </ul>	3
<p><b>Cartridge</b></p> <p>Compatible cartridge for the above printer spec.</p>	8

**Group 5 – Adaptors**

Item Description	Quantity
<p><b>Universal Travel Adaptor</b></p> <ul style="list-style-type: none"> <li>• Power Rating 6A max. 100-240Vac (660W max. at 110Vac. 1380W max. at 230Vac)</li> <li>• Dual USB charging port</li> <li>• Universal plugs</li> </ul>	20
<p><b>Automatic voltage Regulator/ Stabilizer</b></p> <ul style="list-style-type: none"> <li>• APC LSW1200 – 600 Watt, 230V - Voltage Stabilizer (160-285V Range)</li> <li>• 1200VA / 600-Watt Automatic Voltage Regulator Device (Without Battery Backup)</li> <li>• Ideal for Home Electronics and Electrical Appliances with load capacity up to 600 Watts</li> <li>• Handles power fluctuation effectively with wide Voltage Range of 160 to 285 Volts</li> <li>• Automatically steps up low voltage and steps down high voltage to levels that are suitable for equipment</li> </ul>	20

**Group 6 - TV and Related Equipment**

Item Description	Specification	Quantity
Smart TV 55-inch	<ul style="list-style-type: none"> <li>• 55", 65", 85" Flat screen TVs</li> <li>• INPUT: USB, HDMI, AV</li> <li>• Power: 120-240V 50-60Hz</li> <li>• Full HD 1080p</li> <li>• Native Refresh Rate: 60Hz</li> <li>• Motion Rate: 120Hz</li> </ul>	3
Smart TV 65-inch		2
Smart TV 85-inch		3
Wall Mounted Bracket	Standard Wall mount bracket for 55" TV size	3
Wall Mounted Bracket	Standard Wall mount bracket for 65" TV size	2
Wall Mounted Bracket	Standard Wall mount bracket for 85" TV size	3

**Note: The quantities of the above-mentioned items may increase.**

## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and deliver services.

### 5.2 Geographic Code (applicable to USAID funding only)

IFES' project in Ethiopia is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (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 Bidders to consider products that fall under S/N Geographic Code 937 whenever possible.

### 5.3 License, Clearance and Approvals

The Bidders 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. The selected vendor will not be responsible for custom clearances.

### 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

Bidders must provide shipping and delivery information in detail in the Response. Final delivery will be to Addis Ababa, Ethiopia. We will provide the more specific delivery address with the award. Use of Ethiopian Airlines for shipping is preferred.

## 6 QUALIFICATIONS & REFERENCES

Bidders 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
  - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
  - 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. Bidders 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 Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## 7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 120 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 - Computers and Related Equipment per the above-mentioned specifications</b>						
1.	Desktop Computer (PC)		8			
2.	Webcam		8			
3.	Laptop & Carrying Bag		3			
	<b>Subtotal Group 1</b>					
<b>Group 2 – Software per the above-mentioned specifications</b>						
4.	<b>Microsoft Office</b>		11			
5.	<b>Anti-virus</b>		11			

<b>Subtotal Group 2</b>						
<b>Group 3 - Projection Equipment per the above-mentioned specifications</b>						
6.	Projector and Carrying Bag		3			
7.	Tripod Pullup Screen		3			
8.	Projection Stand		3			
<b>Subtotal Group 3</b>						
<b>Group 4 - Printer and Related Items per the above-mentioned specifications</b>						
9.	Small Printer		3			
10.	Cartridge		8			
<b>Subtotal Group 4</b>						
<b>Group 5 – Adaptors per the above-mentioned specifications</b>						
11.	Universal Travel Adaptor		20			
12.	Automatic Voltage Regulator/ Stabilizer		20			
<b>Subtotal Group 5</b>						
<b>Group 6 - TV and Related Items per the above-mentioned specifications</b>						
13.	Smart TV 55"		3			
14.	Smart TV 65"		2			
15.	Smart TV 85"		3			
16.	Wall Mounted Bracket for 55" TV		3			
17.	Wall Mounted Bracket for 65" TV		2			
18.	Wall Mounted Bracket for 85" TV		3			
<b>Subtotal Group 6</b>						
Total					USD	
Taxes (if applicable)					USD	
Insurance/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 Bidder 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 Bidder 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 Bidder'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 Bidder or third parties, in connection with the Response.

### **8.6 Intellectual Property**

Bidders 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 Bidders' Responses**

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

### **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 Bidder, 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.

### Certification

The undersigned, a duly authorized representative of \_\_\_\_\_ (“Contractor”) hereby certifies, for reliance of International Foundation for Electoral Systems (“IFES”), that the following statements are true, correct and complete:

1. I am authorized to provide this Certification on behalf of Contractor and I have independent knowledge or have conducted due diligence sufficient to verify the information necessary to provide this Certification.

2. Contractor is providing this Certification in response to a solicitation or in connection with a contract that will involve the expenditure or obligation of U.S. government funds.

3. Contractor acknowledges and agrees (i) that IFES and Contractor are prohibited under the US Code of Federal Regulations from obligating or expending U.S. government funds to (a) procure or obtain “covered telecommunications equipment or services,” or (b) procure or obtain equipment, services or systems that uses “covered telecommunications equipment or services,” and (ii) for IFES to comply with these regulatory requirements, IFES must verify that those parties with whom it expends or obligates U.S. government funds can certify compliance with the regulatory requirement that they not in connection with the solicitation or contract obtain, procure or provide any “covered telecommunications equipment or services” or equipment, services or systems that uses “covered telecommunications equipment or services.”

4. In furtherance of the forgoing requirements, Contractor hereby certifies for reliance by IFES that the following statements are true, correct and complete.

A. Contractor will not in connection with this solicitation or contract use, procure or obtain any “covered telecommunications equipment or services” as a substantial or essential component of any system or as critical technology as part of any system. For the purpose of this certification, “covered telecommunications equipment or services” is telecommunications equipment produced by or services provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

B. Contractor will not in connection with this solicitation or contract use, procure or obtain any video surveillance or telecommunication equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

C. Contractor will not in connection with this solicitation or contract use, procure or obtain any telecommunication or video surveillance services provided by the entities named in Section 4(A) or Section 4(B) of this Certification or using the equipment identified in Section 4(A) or Section 4(B) of this Certification.

5. Contractor acknowledges and agrees that IFES intends to rely upon the foregoing certifications in potentially obligating or expending U.S. government funds to or for the benefit of Contractor. To the extent that any of the foregoing certifications is untrue, inaccurate, incomplete or misleading, Contractor will indemnify, defend and hold IFES harmless from and against all claims, damages, liabilities, or losses,

including all expenses and actual attorneys' fees, arising directly or indirectly from or in connection with the inaccuracy of any of Contractor's certifications.

By: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_