



International Foundation  
for Electoral Systems

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

**Request for Quotation (RFQ) for Computers and Printers in North Macedonia**

**Solicitation # RFQ-21-043**

**May 18, 2021**

## 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 computers and multifunctional printers in North Macedonia. 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                   | May 18, 2021              |
| • Technical Questions/Inquiries Due | May 21, 2021, 5:00 PM EST |
| • Answers/Addenda from IFES         | May 25, 2021              |
| • RFQ Closes                        | June 1, 2021, 5:00 PM EST |

### 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.

Ian Swank  
[iswank@ifes.org](mailto:iswank@ifes.org)

and

Sajia Tokhi  
[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. 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).

#### 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. DELIVERY AND INSTALLATION TIMELINE 20%  
Competitive and reasonable timeline for delivery and installation at the indicated locations. Delivery and installation must take place no later than June 30, 2021, preferably earlier.
2. EXPERIENCE 10%  
Ability to and history of successfully installing and delivering similar products.
3. PRICE 70%  
The financial proposal must be reasonable, competitive, and show efficient use of resources. Additional costs, if any, must be clearly identified.

#### 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

### Background

“Support to Electoral Reforms in North Macedonia” is a project of the Swiss Agency for Development and Cooperation (SDC), implemented by the International Foundation for Electoral Systems (IFES) and its partner National Youth Council of Macedonia (NYCM).

The project overall objective (goal) is to support democratic and credible election processes that facilitate political participation and social integration by enabling voters to freely select their representatives and hold them accountable.

The project activities are designed to support this objective through the achievement of three outcomes:

Outcome 1: Strengthened institutions conduct fair and efficient election processes

Outcome 2: Internally democratized political parties present citizen-oriented policies and election programs

Outcome 3: Empowered citizens hold political parties and elected officials accountable

Project beneficiaries are election management bodies at all levels; government agencies such as Ministry of Information, Society and Administration, Agency for Audio and Audiovisual Media Services, State Statistical Office, Ombudsperson Institution, State Audit Office, Ministry of Interior, Ministry of Justice; political parties, civil society organizations, voters and citizens.

As part of the ongoing joint cooperation, IFES provided support to the State Election Commission (SEC) in conducting a comprehensive assessment of the working environment, capacities and infrastructure primarily targeting SEC Regional Offices and Branches (and to a limited extent the offices of the support staff at the headquarters). The assessment explored key areas for performing SEC core duties, such as: staff needs for education and training; office infrastructure; information technology (equipment, connectivity and cybersecurity).

The findings provided detailed information about existing gaps and priority needs for technical support and assistance aimed to enhance the overall operations and functioning of the SEC and of its the Regional Offices and Branches to implement effective, transparent and inclusive electoral processes.

Based on these findings IFES will initiated a procurement procedure for procurement of computers and multifunctional printers. Below is the detailed info about this procurement.

Quantity	Item Description	Locations of Item Delivery
46	<p><b>Minimum required specification: All in One Computer</b></p> <p>Display - 21.5"                      Minimum 4 CPU Cores with 2.1GHz, L3 Cache 4MB                      Integrated Graphics                      Memory - minimum 2x 4GB DDR4                      Storage - 256GB SSD                      Audio Chip - High Definition (HD) Audio                      Speakers - 3Wx2                      Camera - 720p                      Microphone                      Keyboard - USB, English</p> <p>Cost for delivery and installation at the indicated 32 locations</p>	<p>Berovo, Bitola, Skopje-Centar,                      Chair, Debar, Demir Hisar, Skopje-Gazi Baba, Gevgelija, Gostivar, Skopje-Karposh, Kavadarci, Kichevo, Skopje -Kisela Voda, Kochani, Kratovo, Kriva Palanka, Krushevo, Kumanovo, Makedonski Brod, Negotino, Ohrid, Prilep, Probishtip, Radovish, Resen, Shtip, Struga, Strumica, Tetovo, Valandovo, Veles, and Vinica</p>

<p>10</p>	<p><b>Minimum required specification: Multifunctional Printer</b>                  Print speed up to 28 ppm                  Duty cycle Up to 30,000 images/month                  Print memory 256MB                  Connectivity: 10/100BaseT Ethernet, High-Speed USB 2.0, Wi-Fi b/g/n                  Print features: Bi-directional driver, Booklet printing, Brightness Adjustment, Contrast Adjustment, Custom page size, Earth Smart driver settings, Edge Enhancement, Fit-to-page, Job Monitoring, N-up, Overlays, Paper Selection by Attribute, Poster printing, Print Order, Reduce/Enlarge, Scaling, Skip blank pages, Store and Recall driver settings, Toner save mode, Watermarks                  Scan features 8-bit Greyscale, Black and white, Colour, PDF/JPEG/TIFF, Scan to PC, Scan to WSD, Scan to email, Scan via TWAIN/WIA</p> <p>Cost for delivery and installation at the indicated 9 locations</p>	<p>Skopje -Centar                  Gostivar                  Karposh                  Kavadarci                  Kichevo                  Skopje-Kisela Voda                  Negotino                  Strumica                  Tetovo</p>
<p>7</p>	<p><b>Minimum required specification: Personal Computer Laptop</b></p> <p>Convertible Laptop</p> <p>CPU: Intel Core i5 or equivalent                  GPU: integrated                  RAM: min. 8GB                  Storage: min. 256GB PCIe SSD                  Display : 13.3" Touchscreen AMOLED BrightView micro-edge                  Connectivity: Wi-Fi 6 AX 201 (2x2) and Bluetooth® 5 Combo                  Ports: USB 3.0, USB 3.1, USB 3.1 Type-C, , HDMI, Micro SD Slot, Thunderbolt 3                  Camera: 4K Resolution                  Microphone: Yes                  OS: Windows 10 Pro                  Battery:Up to 10 hours of battery life                  Backlit Keyboard                  Built-in Fingerprint Scanner</p> <p>Wireless mouse</p>	<p>Skopje SEC</p>

	Cost for delivery and installation at the indicated location	
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## 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/or deliver services.

### 5.2 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.

### 5.3 Packing

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

### 5.4 Shipping

Bidders must provide shipping and delivery information in detail in the Response. Delivery addresses are outlined in the table above and further delivery details will be provided at the time of the award.

## 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 90 calendar days.

Pricing must be in Macedonian denars (MKD). 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 MKD	Total Price MKD
<b>Group 1 - All in One Computer</b>						
1.						
2.						
	<b>Subtotal Group 1 - All in One Computer</b>					
<b>Group 2 - Multifunctional Printer</b>						
3.						
4.						
	<b>Subtotal Group 2 - Multifunctional Printer</b>					
<b>Group 3 - Personal Computer Laptop</b>						
5.						
6.						
	<b>Subtotal Group 3 - Personal Computer Laptop</b>					
Total					MKD	
Taxes (if applicable)					MKD	
Shipping/Freight/Delivery Costs					MKD	
<b>Grand Total</b>					<b>MKD</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.

**[End of Solicitation]**