



International Foundation
for Electoral Systems

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

**Request for Quotation (RFQ) for Provision of Technological Equipment and Bio
Metric Hardware in Pakistan**

Sollicitation # RFQ-21-050

July 7, 2021

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of **Technological Equipment and Biometric Hardware** to the National Database and Registration Authority (NADRA) to establish dedicated registration booths for women in their National Registration Centers (NRC) across **Pakistan**. The solicitation provides prospective vendors 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 7, 2021 |
| • Technical Questions/Inquiries Due | July 18, 2021 |
| • Answers/Addenda from IFES | July 23, 2021 |
| • RFQ Closes | August 06, 2021 |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' 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 vendor 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 Abudllah
Contracts and Grants Manager aabdullah@ifes.org

Khurram Naz
Contracts and Grants Administrator 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. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors 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, www.devex.com and www.BrightSpyre.com.

3.4 Submission

It is mandatory for prospective vendors 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, prospective vendors 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. **TIMELINE** **25 points**
IFES expects the goods/services to be delivered to NADRA by end of September 2021.

2. **EXPERIENCE** **25 points**
IFES expects the vendor to have a solid number of years of experience providing similar scale/service of requested goods.

3. **QUALITY** **25 points**
IFES expects the quality and specifications of the technological equipment and biometric devices provided to be exactly as noted under the scope.

4. **PRICE** **25 points**
IFES expects the price to be cost effective and reasonable per current market rates.

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors 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

NADRA has requested support from its implementing partners to provide technological materials needed to establish women exclusive registration booths in their National Registration Centers (NRCs) across the Pakistan. IFES, with support from Global Affairs Canada, seeks qualified vendors to provide the following materials for 75 booths. Note that vendors may respond to part or all of the below solicitation.

1.) Laser Printer: (75 total)

Functions	Print
Print technology	Laser/LED
Print Speed	22 ppm or above
First Page Out	8.5 sec (from ready mode) or less
Print quality	1200 x 1200 dpi or above
Duty Cycle	80,000 or above pages/month
Memory	256 MB or higher
Interface	High speed USB
Warranty	3 Years

Note: List of consumables along with the yield as per ISO standards, total consumables required to print 10,000 prints as per ISO standards.

2.) Computer (All in one Desktop Computer): (75 total)

Product form factor	All in one
Processor	Intel 8th Generation Core i5 or higher
Number of Cores	4 (Quad-Core)
OS	MS Windows 10 Pro x 64
Resolution	19.5" FHD (1920x 1080) LED
System Graphics	Integrated Intel HD Graphics
Memory (RAM)	4 GB DDR4 RAM or higher
Storage	500 GB HDD or higher SATA SSD
Network Card	10/100/1000 Mbps Gigabit Ethernet
USB Ports	06 (or more)
Power Supply	Up to 180W
Keyboard	Standard
Mouse	Standard
Warranty	Three years standard warranty

3.) Signature Scanner: (75 total)

Form Factor	Portable Mobile Scanner
Document Feeding	Automatic Sheet Feeding
Scanning Resolution	Up to 600dpi
Interface	USB 2.0/3.0
Power supply	Through USB/AC Adapter
Scan Size	A4
Scanning Speed	Minimum 15ppm (A4)
Weight	Not more than 3.0 lbs
OS Support	Windows 10 or higher
Scan Type	Duplex
Warranty	1 Year

Note: Vendor must specify scan speed of quoted model. "Up to" is not allowed.

4.) Form Scanner: (75 total)

Scanner Type	Flatbed Scanner with ADF
Interface	USB
Optical Resolution	1200 dpi or above
BIT Depth	48 bit
Gray Scale Level	256
Duty Cycle	1000 or above pages per day
Interface	USB
Page Size	A4

Standard Warranty	Standard Warranty
--------------------------	-------------------

5.) Fingerprint Scanner (Ten Print): (75 total)

Mandatory Features	<ul style="list-style-type: none"> • SDK for Microsoft.Net; • SDK for java; • Demo applications with source code; • ISO 19794-2/4 format; • Provides PKMAT, WSQ format and other common format like BMP, PNG, JPEG, Tiff and other; • Provides segmentation of a finger in multiple fingers capturing mode; • Allows specific finger skipping in multiple fingers capturing mode; • Automatic capturing mode; • Provides real time quality of finger prints; provides 500dpi or above resolution; • Support documents for integration and API's details; • USB interface; • Built-in license or license management for bulk
Web Application Integration	All mandatory features options (Java applet, ActiveX or other) to integrate into web page
Add-on Features	Compatible with Linux, provides ANSI/INCITS 378/381 format, provides sequence of finger
Standard Warranty	Standard Warranty

6.) Digital Camera: (75 total)

Mega Pixel:	12 or higher
Support	NET support
Speed	High Speed USB and SDK
Operating environment	0 to 40°C
Standard Warranty	1 Year
Camera Stand	Mini tripod or better, compatible with the camera

Note: Vendor will provide SDK along with quoted camera for testing purpose.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

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

5.2 Pakistan License, Clearance and Approvals

The prospective vendors 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

Prospective vendors must arrange for shipping and delivery to locations specified at a later stage of the award. These will be across Pakistan and cost will have to be accounted for in the initial contract. No additional shipping, handling and delivery costs will be allowable. The selected vendor is responsible for covering customs charges, if any, and these must be reflected in the proposal.

5.5 Samples

Samples of the various technological devices will be inspected according to the provided specifications. If the delivered equipment is not according to the specs, the samples will be rejected at vendor cost.

6 QUALIFICATIONS & REFERENCES

Prospective vendors 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
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 vendors 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.

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 **Pakistani rupee (PKR)**. 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.

While one single vendor does not need to provide all six hardwares, preference will be given to vendors who can deliver all components.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price PKR	Total Price PKR
1.	Printer	As detailed above	75			
2.	All in one Desktops Computer	As detailed above	75			
3.	Signature Scanner	As detailed above	75			
4.	Form Scanner	As detailed above	75			
5.	Fingerprint Scanner (Ten Print	As detailed above	75			
6.	Digital Camera	As detailed above	75			
Total					PKR	
Taxes (if applicable)					PKR	
Shipping/Freight/Delivery Costs					PKR	
Grand Total					PKR	

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor 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 vendor 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

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. (if permitted by the 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/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors 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 reserves 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]

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: _____