



International Foundation  
for Electoral Systems  
Zimbabwe Trust

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Date: 19 November 2017

Ref.: **RFP/18/005**

### **Request for Proposals for Supply, Installation & Configuration of 20 Desktop Computers and 2 Uninterrupted Power Supply Units**

The International Foundation for Electoral Systems (IFES) and the Zimbabwe Election Commission (ZEC), invites suppliers to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following goods and services for the Zimbabwe Electoral Commission(ZEC) in Harare, Zimbabwe. IFES and the ZEC reserve 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 RFP does not obligate ZEC and IFES to enter into a contract nor does it obligate ZEC and IFES to pay any costs incurred in the preparation of submission of any Response.

#### **DESCRIPTION OF GOODS AND SERVICES**

Supply of:

##### **Workstations**

- **Quantity:** Twenty (20)
- **Brand name:** please specify
- **Model:** please specify
- **Part Number:** Required
- **Processor:** Core i7 Processor, 3.4 GHz
- **Memory:** 24 GB (3 x 8GB)
- **Hard Disk Drive:** 1TB
- **Board with 2 Video Output ports, one being VGA:** required
- **Internal cooling system:** required
- **Monitor:** 23" TFT Colour
- **Optical drives:** SATA DVD+/-RW 16x SuperMulti LightScribe
- **Keyboard, Mouse & Pad:** required
- **Ports:** 6 x 3.0 USB Port, 4 x 2.0 USB Port
- **Network connections:** 1 x Gigabit Ethernet adapter
- **Power cables with standard plugs:** required
- **Operating System:** 64 bit pre-installed and activated Windows latest version with perpetual licence key plus Recovery CDs for each machine
- **Microsoft Office:** MS Office latest version, preinstalled and activated with perpetual licence key plus Recovery CDs for each machine
- **Anti-Virus:** ESSET Endpoint Security latest version pre-installed & activated with license key & CD

- **Warranty Period:** please specify
- **User Manuals in English Language:** required

With respect to **Software**, ZEC and IFES must be able determine the authenticity of Microsoft products.

Supply, installation and configuration of:

### **Uninterrupted Power Supply**

- **Quantity:** Two (2)
- **Brand Name: Please State**
- **Model: Please Specify**
- **Part Number:** required
- **Power Ratings:** 10KVA
- **Topology:** Double Conversion
- **Nominal input and Output Voltage:** 220 Volts
- **Diagnostics:** Full system self-test at start-up
- **UPS Bypass:** Automatic on Overload or UPS Failure
- **LCD Display:** Graphical LCD required
- **LEDs for notice and alarm:** required
- **Audible Alarms:** Required
- **Racking, Hardware Preparation, Installation and Configuration:** Required
- **Warranty Period covering Parts, Labour and Onsite support:** 3 Year warranty period including Technical Support and Updates
- **Manuals & Documentation in English Language:** required

**It is recommended that prospective contractors visit the ZEC offices to familiarize with the current environment in order to prepare the most suitable proposal.**

<b>REQUIREMENTS</b>
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Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between ZEC and IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
4. A brief outline of the company, including:
  - a. Full legal name and address of the company or individual;
  - b. Corporate and tax registration documents
  - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
  - d. Name of any individuals or entities that own 50% or more of the company;
  - e. Year business was started or established; and
  - f. Companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. 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.

6. IFES and the ZEC request quotations for the above listed goods/services on a per unit or item basis.
7. Contain detailed costs in US Dollars with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. The prices should be quoted CIF for imported goods, and should be off-the-Zimbabwe-shelf prices for other goods. Costs for packaging and packaging materials should be included in the CIF price.
9. The prices must represent the full costs to IFES and the ZEC of the equipment/items, work, travel, subsistence and any other elements specified.
10. Detailed description of past experiences providing similar services to international NGOs.
11. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES and the ZEC reserve the right to request and check additional references.
12. Prospective contractor 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.
13. Prospective contract must be a certified dealership and must provide such certification in their bids.
14. All Responses shall be in the English language.
15. The prospective contractor **must be registered with the Zimbabwe Revenue Authority (ZIMRA)** and must submit proof of registration together with their bids.
16. Additional Mandatory Zimbabwe requirements:

## **Bid Bond**

### **15.1. Option 1**

Tenderers must provide a bid bond of 2.5% of the total bid value or up to a maximum of \$6,000.00 (for local bidders) or 10% of the tender value (for international bidders) up to a maximum of USD 50 000.00 endorsed by a Registered Commercial Bank to ZEC when submitting their tender.

This is to cover ZEC in case the supplier withdraws the bid after submission, or is unable to honour his/her proposal after award of tender. Please note: that the required Bid Bond should include the following features in order for it to be considered valid:

- Letter head of a registered Commercial Bank (i.e. the Supplier of the Bid Bond/Surety).
- The Header to clearly state that it is a Bid Security Bond.
- Purpose of the Bid Bond to be clearly stated.
- The date when the Common Seal of the said Surety was effected to be stated.
- Conditions of the said Obligation to be stated.
- The physical address of the Surety to be stated.
- Signature of Surety and the date when it was endorsed to be clearly shown.
- It must be an original document and date stamped.

**NB:Bonds from Insurance Companies, Building Societies, Insurance Brokers and Stock Brokers will not be accepted**

**The Bid Bonds of the unsuccessful bidders will be released immediately after award of Tender while that of the winning bidder will only be released after submission of the Performance Bond.**

### **15.2. Bid Bond: Option 2**

Payment of a non-refundable cash administration/ establishment fee of USD 280.00 for local companies and USD 750.00 for foreign companies payable to the State Procurement Board. Please attach proof of payment in the form of original and copy receipts to your bid documents. **PLUS**

Refundable cash bid bond of 2.5% of the total bid price to a maximum USD 6 000.00 (Six thousand United States Dollars) for local companies and 10% of the Tender sum up to a maximum of USD 50 000.00 (Fifty thousand United States Dollars) for foreign companies issued by the State Procurement Board only. Strictly only original receipts of the bid bond are acceptable and must be attached to your bid documents. Bid bonds of the unsuccessful bidders will be released through the State Procurement Board soon after the award of the tender.

**15.3 Failure to provide a bid bond will lead to automatic disqualification of the potential supplier's bid.**

**16.** After award of the tender, and before the contract is signed, the winning bidder must produce an adequate form of security acceptable to ZEC to guarantee that the work will be continued in case of failure of performance by the supplier, i.e. in the event of delay in the delivery of the goods or failure to meet performance requirements, including latent defects. **This guarantee will be in the form of a Performance Bond equivalent to the value of 10% of the total cost of the supplier's proposal, valid for the period of the contract and endorsed by a registered Commercial Bank.**

16.1 Bidders must bid for only one option, that is, multiple options will not be allowed for this tender. Where options are registered, only the first option shall be considered.

16.2 Bidders must show proof of dealership arrangement with the Manufacturer in the form of a letter of certification from the Manufacturer for both hardware and software.

**16.3 Failure to meet mandatory requirements will lead to automatic disqualification of the potential supplier's bid.**

<b>EVALUATION</b>
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ZEC and IFES will evaluate bids based on the following criteria:

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|---|-----|
| 1. Product Compliance to Specifications | 25% |
| 2. Technical Support                    | 25% |
| 3. References and Past Experience       | 15% |
| 4. Cost                                 | 35% |

**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

<b>SCHEDULE OF EVENTS</b>
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Release of RFP	19 November 2017
Questions Due	26 November 2017
Answers Due	27 November 2017
RFQ Closes – Bids Due	29 November 2017 10:00 Hours Zimbabwe time

The schedule noted above may be changed at any time in the sole discretion of IFES and the ZEC.

All bids must adhere to this schedule and should be sent to [ifeszimbabwe@ifes.org](mailto:ifeszimbabwe@ifes.org) or submitted to the Chairperson (Procurement Committee), Zimbabwe Electoral Commission and Bidders must submit three copies of proposals in sealed envelopes clearly marked: "Supply, Installation and Configuration of 20 x Desktop Computers and 2 Uninterrupted Power Supply units."

#### **GENERAL TERMS AND CONDITIONS**

1. ZEC and IFES will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for ninety (90) days. No price increase will be allowed after a contract is issued.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to ZEC and IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. Delay of delivery of the equipment would result in a penalty being levied equivalent to 1% of the total cost of the equipment, per week past the agreed implementation date up to six weeks after which the contract can be cancelled.
7. ZEC and IFES reserve the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
8. ZEC and IFES reserve the right to accept all or part of the quotation when awarding the contract.
9. All information provided by ZEC and IFES in this RFP is subject to change at any time. ZEC and IFES make no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
10. ZEC and IFES reserve the right to require any prospective contractor to enter into a non-disclosure agreement.
11. The RFP does not obligate ZEC and IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties in connection with the Response. All Responses and supporting documentation shall become the property of ZEC and IFES.

**ZEC and IFES have 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 ZEC/ IFES projects, contracts or activities, please contact t ZEC on +263 4 758677 or +263 712601802 or [cchigwamba@zec.gov.zw](mailto:cchigwamba@zec.gov.zw) and/or IFES' Compliance Hotline at [compliance@ifes.org](mailto:compliance@ifes.org) or at +1 202-350-6791.**