



**International Foundation  
for Electoral Systems**

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS**

**(IFES)**

**Request for Quotation (RFQ) for the delivery of the hardware equipment and related services for the Information and Communication System «Political Finance Portal» in Ukraine**

**Solicitation # RFQ-23-029**

**September 1, 2023**

## 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 the hardware equipment and related services for the Information and communication system «Political Finance Portal» in Kyiv, Ukraine. 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                   | September 1, 2023  |
| • Technical Questions/Inquiries Due | September 7, 2023  |
| • Answers/Addenda from IFES         | September 11, 2023 |
| • RFQ Closes                        | September 30, 2023 |

### 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.

**Kareina Bakleh**  
kbakleh@ifes.org

**and**

**Hend Ghobrial**  
hghobrial@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-notices](http://www.ifes.org/procurement-notices).

#### 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. PRICE 40%  
The total price must be reasonable and show efficient use of resources. Additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.
  
2. TECHNICAL PROPOSAL 30%  
The range of services and approaches to its delivery should be presented in a clear and detailed manner. The quality of the technical proposal will be evaluated according to the technical approach and demonstrated organizational capacity to meet the requirements outlined in the scope of work.
  
3. EXPERIENCE 30%  
The bidders should have relevant experience in providing similar types of services of similar technical complexity, and provide references.

### 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.

Since the resulting contract will be funded by U.S. government funds, the selected winner will be required to certify compliance with the U.S. government 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. For further details about this requirement, please read **Annex 3- Section 889 Contractor Certification.**

## 4 SCOPE OF WORK/GOODS/SERVICES

Within its support to the National Agency on Corruption Prevention (NACP), IFES seeks an independent, qualified IT company to deliver, install, and provide technical support for the hardware equipment for the Information and communication system «Political Finance Portal» (ICT POLITDATA 2.0). The development of ICT POLITDATA 2.0 is intended to introduce electronic reporting by parties, candidates, and other participants of election and referendum processes in all types of elections and referendums. This should simplify the reporting procedures, allow fast publication of campaign finance data in accessible and machine-readable format, streamline verification of campaign reports by the state oversight institutions, and increase transparency of campaign finance in general.

The required hardware equipment and related services are provided in the table below. The full and detailed scope of work is indicated in **Annex 1** to this RFQ.

#	Description of Equipment / Services	Quantity	Timeline
1.	Server Bastion node	1	Not later than 3.5 months from signing the agreement
2.	Server Master node	3	
3.	Server Infrastructure node	3	
4.	All-Flash Unified Storage	1	
5.	Cable 25GBASE Active Optical SFP28, 10M [SFP-25G-AOC10M=]	4	
6.	Red Hat OpenShift Platform Plus with Red Hat OpenShift Data Foundation Advanced (Bare Metal Node), Standard (1-2 sockets up to 64 cores)	3	
7.	Red Hat OpenShift Container Platform (Bare Metal Node), Standard (1-2 sockets up to 64 cores)	4	
8.	Installation services	1	Not later than 2 months from the delivery of the equipment
9.	Technical support (12 months)	1	For 12 months after the completion of the installation services
10.	Warranty support (36 months)	1	For 36 months after the delivery of the equipment

## 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 Geographic Code (applicable to USAID funding only)

IFES' project in Ukraine 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 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.

### 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 Kyiv, Ukraine. The delivery address is provided in **Annex 1** to this RFQ.

## 6 QUALIFICATIONS & REFERENCES

### Qualifications

- Official partner status with the manufacturer or the manufacturer's authorizations – in relation to the items 1–4 in the table in Section 4 of this RFQ.
- Successful experience in delivering similar hardware equipment and providing similar services.
- Successful experience in collaboration with governmental institutions on similar projects.

Bidders must provide the following information for their Response to be considered:

1. **Technical proposal** for the delivery of the requested hardware equipment and related services, including the completed **Annex 2** with the specifications, prices, and timelines. Please note the following considerations under the technical proposal:
  - Bidders must clearly confirm the delivery time for each good and service indicated in Annex 1 to this RFQ. If the proposed dates in **Annex 1** are not possible, bidders must indicate possible delivery dates and related service dates, but any deviation from the schedule is at the risk of the Bidder, that his offer may be rejected.
  - IFES will impose financial penalties on late delivery when issuing the contract to ensure timely delivery and full commitment from the selected contractor.
  - Delivery terms for all items are Delivered Duty Paid (DDP) to NACP warehouse/offices in Kyiv.
  - Bidders must include in their offers all documents/information required from IFES and/or NACP to facilitate and complete the customs clearance without delay as applicable.
  - Bidders must include in their offer their draft of the Service-Level Agreement (SLA) for the 12-month technical support.
  - The hardware equipment and software indicated in Section 4 of this RFQ will be bought by IFES and transferred to NACP. The NACP is the end user, and this must be considered for licenses and any other documents throughout the process.

2. 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)
3. Confirmation of an official partner status of the manufacturer or the manufacturer's authorizations.
4. Information on previously completed projects of a similar size and complexity, including previously completed projects with governmental institutions. Reference/recommendation letters from the previous clients are not obligatory, but preferred.
5. 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.
6. 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.
7. 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.
8. The proposed price offer should contain detailed costs in USD, with all applicable taxes/charges clearly identified, provided against each of the categories of goods described in this request. The contract will be in USD.

## **7 PRICING**

Bidders must submit **Annex 2** - Budget Template to this RFQ for the implementation of their solution for IFES' project as described in this solicitation. 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 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.

IFES is VAT exempt in Ukraine, and the selected contractor must honor this exemption if they are subject to VAT in Ukraine.

## **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**

The Bidder 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 Bidder's offer being removed from consideration.

## **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.

## **Annexes**

### **Annex 1- Technical Requirements**

### **Annex 2- Budget**

### **Annex 3- Section 889 Contractor Certification.**



**[End of Solicitation]**