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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)

Request for Proposals for Vehicle Services in Indonesia

RFP/17/045

January 18, 2017

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1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective contractors to submit a Response for vehicle services in Indonesia. The solicitation provides prospective contractors 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 RFP 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.

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 RFP | January 18, 2017 |
| • Technical Questions/Inquiries Due | January 23, 2017 at Midnight Wash DC Time |
| • Answers/Addenda from IFES | January 27, 2017 |
| • RFP Closes | February 7, 2017 at Midnight Wash DC time |
| • Inspections of proposed Vehicles | February 8, 2017 through February 10, 2017 |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Contractors' 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 contractor 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 RFP 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.

Elizabeth Durbin
Sr. Contracts & Grants Manager
edurbin@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 contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective contractors should notify IFES of any discrepancies, errors, or omissions that may

exist within this solicitation. Prospective contractors 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 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* in 2.2.

3.4 Proposal Submission

It is mandatory for prospective contractors to send proposals in electronic copy via e-mail to the individual listed in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events* in 2.2.

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 contractors 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:

- | | |
|--|-----|
| 1. Technical Proposal | 40% |
| <i>Meets specification requirements as itemized in the Technical Specifications outlined in Scope of Work</i> | |
| 2. Cost Proposal | 40% |
| <i>Best value for money</i> | |
| 3. Organizational Capacity | 10% |
| <i>Proposal provides enough information to demonstrate that the contractor has the ability to provide the services needed.</i> | |
| 4. References | 10% |
| <i>Confirmation of previous experience providing similar services to other INGOs or similar organizations</i> | |

Evaluation Criteria Grading:

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 contractors 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

The International Foundation for Electoral Systems (IFES) invites your firm to participate in this competitive solicitation for pricing and terms of lease for two vehicles for use by IFES' office in Jakarta, Indonesia.

Vehicle Specifications:

Vehicle 1

- Car Type: SUV/Van/Compact
- Drive System: two-wheel drive
- Transmission: 4 speed automatic
- Steering System: Electronic power steering
- Brake System: ABS
- Tires: Alloy rims
- Engine Type: 4L
- Fuel Type: gasoline
- Not older than 2014
- Additional Accessories:
 - Dual Air Conditioning/Heating
 - Rear Camera
 - Spare wheel, standard emergency toolkit with standard jack and rod, and user manual
 - Dual SRS airbags; front and rear seatbelts
 - Power windows and power lock doors

Vehicle 2

- Car Type: SUV/Van/Compact
- Drive System: two-wheel drive
- Transmission: Manual or 4 speed automatic
- Steering System: Electronic power steering
- Brake System: ABS
- Tires: Alloy rims
- Engine Type: 4L
- Fuel Type: gasoline
- Not older than 2014
- Additional Accessories:
 - Dual Air Conditioning/Heating

- Rear Camera
- Spare wheel, standard emergency toolkit with standard jack and rod, and user manual
- Dual SRS airbags; front and rear seatbelts
- Power windows and power lock doors

Vehicle Conditions:

The vehicle should be furnished with

- New tires
- Undamaged windshields

Requirements

- The vendor will be responsible for the maintenance and repair of the vehicle during the service period.
- The vendor will be responsible for providing vehicle insurance, and should include these costs in the provided quotation.
- The vendor is responsible for providing proper and current operating licenses from the Government of Indonesia.
- Vehicle rental services will be required beginning February 17, 2017 for 12 months. Services period may be extended beyond 12 months or decreased, according to IFES Indonesia activities, project requirements and satisfactory performance.
- Vendor will be responsible for all repairs (major or minor) and replacements and will be responsible for keeping the vehicle in proper working condition at all times.
- In case of any necessary major repair to the leased vehicle, the vendor will provide a replacement of the vehicle equivalent to the one which is under lease agreement to IFES in order to provide uninterrupted services to IFES.
- IFES Indonesia reserves the right to reject any provided vehicles.
- IFES will be responsible to provide only fuel for the leased vehicle.
- IFES Timor-Leste requires 24/7 services support.

NOTE: The vendor should clearly write in their proposal if there are any limitations of kilometer/usage per month and also provide extra charges, if applicable.

Pricing:

The vendor must complete the following table for each vehicle

Item No.	Item or Service	Description	QTY	Price per Month	Months	Item Price
1	Vehicle 1		1		12	
2	Insurance for Vehicle 1		1		12	
3	Maintenance/Repairs for Vehicle 1		1		12	
Total Lease Price per Month (IDR)				IDR		IDR

Item No.	Item or Service	Description	QTY	Price per Month	Months	Item Price
1	Vehicle 2		1		12	
2	Insurance for Vehicle 2		1		12	
3	Maintenance/Repairs for Vehicle 2		1		12	
Total Lease Price per Month (IDR)				IDR		IDR

5 FUNCTIONAL REQUIREMENTS**5.1 Timeline**

Prospective contractors must submit a timeline in the Response showing the time required to produce and consolidate the products and deliver services. IFES expects the goods and services to be delivered on or about February 16, 2018.

5.2 License, Clearance and Approvals

The prospective contractor 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 Inspection of Proposed Vehicle (s)

The prospective contractor will present the vehicle proposed to be leased to IFES at:
 IFES Indonesia Office
 Intiland Tower
 J. Jenderal Sudirman 32
 Jakarta, Indonesia

for IFES' inspection between February 8th and 10th, 2017. The inspections of potential proposed vehicles will be made by IFES' driver and IFES' Procurement Officer.

6 QUALIFICATIONS & REFERENCES

Prospective contractors 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)
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 contractor must be legally registered under the laws of Indonesia and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
5. A certification signed by an officer or authorized representative that the prospective contractor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 ADDITIONAL TERMS & CONDITIONS

7.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective contractor to enter into a non-disclosure agreement.

7.2 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.

7.3 Companies Owned or Controlled by Government

The prospective contractor 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 of managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

7.4 Subcontracting

No subcontracting is allowed under this solicitation.

7.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor or third parties, in connection with the Response.

7.6 Intellectual Property

Prospective contractors 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.

7.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

7.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

7.9 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 prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

7.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

8 Prospective Contractor Certification

This certification attests to the prospective contractor's awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective contractor must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP/17/045 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

(Prospective Contractor's Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective contractor and its principals (check one):

☐ IS

☐ IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective contractor for purposes of this solicitation are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____