



International Foundation
for Electoral Systems

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

Request for Quotation (RFQ) for Provision of Desktop Computers in Kenya

Solicitation # RFQ-21-026

April 9, 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 desktop computers in Nairobi, Kenya. 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 | April 9, 2021 |
| • Technical Questions/Inquiries Due | April 14, 2021 |
| • Answers/Addenda from IFES | April 16, 2021 |
| • RFQ Closes | April 20, 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 Abdullah
aabdullah@ifes.org

and

Khurram Naz
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 and www.devex.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%
 - Ability to deliver goods and services within IFES' expected timeline
 - Competitive yet reasonable timeline

2. **EXPERIENCE** 25%
 - Ability and history of successfully completing contracts of this type
 - Demonstrated familiarity and understanding of the products/equipment needed

3. **QUALITY** 20%
 - The quality of the equipment meets IFES' requirement
 - Demonstrated ability to deliver quality products
 - Warranty terms meet or exceed IFES' requirement

4. **PRICE** 30%
 - Competitive pricing
 - Competitive payment terms

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 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

Bidders are welcome to provide pricing for those items they can provide/deliver. IFES reserves the right to contract one, multiple, or none of the bidders. IFES Kenya Office is procuring the below items, please see section 5.5 for delivery and shipping details.

SPECIFICATIONS AND REQUIREMENTS: The following are the minimum specifications and requirements for all the required items. Unless otherwise specified, the following should be considered minimum:

TECHNICAL SPECIFICATIONS FOR AN ALL-IN-ONE DESKTOP COMPUTER

ITEM	MINIMUM SPECIFICATIONS
Processor	Intel® Core™ i7 minimum 4.0 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 4 cores
Graphics	Integrated: Intel® Iris® Xe Graphics

Display	21" diagonal, FHD (1920 x 1080), Bright View, 250 nits, 72% NTS
Memory	8GB DDR4-3200 upgradable
Maximum memory	Supports up to 32 GB max system memory
Storage	512 GB PCIe® NVMe™ M.2 SSD
Memory card device	3-in-1 memory card reader
Network interface	Integrated 10/100/1000 Gigabit Ethernet LAN
Wireless technology	Realtek 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 comb
External I/O Ports	Side:1 SuperSpeed USB Type-A 5Gbps signaling rate Rear:2 SuperSpeed USB Type-A 5Gbps signaling rate; 2 USB 2.0 Type-A; 1 headphone/microphone combo
Expansion slots	2 M.2 (1 for SSD, 1 for WLAN)
Video connector	1 HDMI-out 1.4
Webcam	Minimum 720p HD privacy camera with integrated dual array digital microphone
Audio	Speakers
Keyboard	USB white wired keyboard and mouse comb
Warranty	1 year limited hardware warranty

SPECIFICATIONS FOR LIGHT DUTY MULTI-FUNCTIONAL PRINTER (25+/A4/A3) MONOCHROME

ITEM	REQUIREMENTS
Make & Model	
Technology:	Laser Monochrome
Control panel	4.3-inch full colour touch panel display
Duplex copying	Automatic
Speed	Up to 25/12 pages A4/A3 per minute
Print Resolution	1200 x 1200 dpi (print), 600 x 600 dpi (scan/copy)
Memory	At least 1 GB
Processor	Dual core 1.2GHz
COPY FUNCTIONS	
Continuous copying	1-999
Zoom range	25–400% in 1% steps
Features	Scan-once-copy-many, electronic sort, 2in1, 4in1, ID-card copy, priority print, program, continuous scan, copy density control
Exposure mode: Manual	7 steps
SCAN FUNCTIONS	
Function	Scan-to-Email, Scan-to-FTP, Scan-to-SMB, Scan to USB Host, Network TWAIN, WIA, WSD scan
Speed minimum	50 ipm (300 dpi, A4, b/w, simplex), 50 ipm (300 dpi, A4, colour, simplex)
Resolution	600 dpi

ITEM	REQUIREMENTS
File formats	TIFF, PDF, PDF/A-1, high compression PDF, encrypted PDF, JPEG, XPS
PRINT FUNCTIONS	
Emulations	PCL 6 (PCL 5e/PCL-XL), PostScript 3 (KPD L 3), PDF Direct Print, XPS/OpenXPS
Operating systems	All current Windows operating systems, MAC OS X Version 10.5 or higher, Unix, Linux as well as other operating systems on request
Interfaces	USB 2.0 (Hi-Speed), USB Host Interface, Gigabit Ethernet (10BaseT/100BaseTX/1000BaseT),
Mobile printing	Mobile Print app for iOS and Android, AirPrint
Trays	3 paper trays including the bypass tray.
Reversing Document Processor	50 sheets
Bypass Tray	100 sheets
Output Tray Capacity	250 Sheets
Standard Tray	Tray 1 - 500 sheets
Media Sizes	A3, A4, A5, A6, B5,
Power	220-240 VAC 50/60 Hz
Warm up time	30 Seconds max
First Print/Copy out time	6/8 seconds or less
Toner Life	12,000 Pages B&W for each toner
Safety standards	ISO 9001 quality standard
Packaging	Initialization Ink Supply Units, Main unit, Paper tray, Power cable, Quick Setup Guide, User manual (CD), Warranty Documents
Warranty	One (1) Year
Original detailed and highlighted Brochures MUST be submitted	

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 Kenya 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 provide shipping and delivery information in detail in the Response. Final delivery will be to Nairobi, Kenya. The delivery address will be provided with the award.

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
 - 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. 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.
5. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the 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 120 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.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
Group 1						
1.	Desktop Computer (PC) - as per the above-		75			

	mentioned specifications					
2.	Light Duty Multi-Functional Printer (25+/A4/A3) Monochrome - as per the above-mentioned specifications		25			
Subtotal Group 1						
Total					USD	
Taxes (if applicable)					USD	
Shipping/Freight/Delivery Costs					USD	
Grand Total					USD	

IFES reserves the right to adjust the quantity of items procured based on the needs at the time of final purchase.

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

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 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 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.

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: _____