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Date: January 20, 2017
Ref.: RFQ/16/044 RE-ISSUE

Subject: Request for Quotations for Purchase of a Project Vehicle for the
IFES Zimbabwe Trust Office in Harare, Zimbabwe

The International Foundation for Electoral Systems (IFES) Zimbabwe Trust invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following goods/services for the IFES Zimbabwe Trust office in Harare. 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.

DESCRIPTION OF GOODS/SERVICES

The IFES Zimbabwe Trust seeks a qualified vendor to provide sale and delivery of a Sport Utility Vehicle that meets the following required minimum specifications:

Drive	<input type="checkbox"/> Left hand	<input checked="" type="checkbox"/> Right hand	
Type	<input checked="" type="checkbox"/> SUV (Compact)	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Sedan
Doors	5		
No. of Seats	5		
Drivetrain	Front Wheel Drive		
Engine	1.5 liter minimum (2.0 liter engine preferred)		
Fuel	<input type="checkbox"/> Diesel	<input checked="" type="checkbox"/> Gasoline/Petrol	
Fuel Tank	50 liter minimum		
Tire Size	195 mm minimum		
Ground Clearance	170 mm minimum		
Trunk Capacity	340 liter minimum		
Transmission	<input type="checkbox"/> Manual	<input checked="" type="checkbox"/> Automatic	
Power Steering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Power Windows	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Power Door Locks	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Airbags	<input checked="" type="checkbox"/> Yes (6+)	<input type="checkbox"/> No	
ABS (4-Wheel)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Air Conditioning	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Warranty/After-sale Services

Contractors must specify the duration and scope of warranty and after-sale services included in their quotation. Such warranty and after-sale services should either be explicitly included in the cost of the vehicle itself, or quoted separately.

Required Delivery and Manufacture Information

Responsive contractors must confirm that they are able to deliver the proposed vehicle to the IFES Zimbabwe Trust office in Harare, Zimbabwe, including a firm timeline in calendar days. The timeline must be from point of purchase through final delivery at the IFES Zimbabwe Trust office, including any time required for international shipping and customs, if applicable. **Contractors must identify the country where the proposed vehicle was manufactured,** and if the vehicle must be imported from outside of Zimbabwe, **must identify the country from which the vehicle would be shipped.**

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. **Contain a detailed and complete cost proposal in U.S. Dollars**, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
3. **Include detailed information on the make, model and technical specifications** of the specific vehicle(s) proposed.
4. **Include a firm timeline in calendar days** for delivery of the proposed vehicle to the IFES Zimbabwe Trust office in Harare. In the event of delays beyond the firm delivery timeline provided, IFES may apply a financial penalty to be deducted from the final payment.
5. 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.
6. 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. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
7. **No subcontracting is allowed under this solicitation.**
8. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
9. 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.

All Responses shall be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- | | |
|--|------------|
| 1. Price | 40% Weight |
| 2. Vehicle Characteristics in Relation to RFQ Specifications | 35% Weight |
| 3. Delivery Timeline | 15% Weight |
| 4. Past Performance | 10% weight |

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

SCHEDULE OF EVENTS

Original RFQ Release	January 12, 2016
Original RFQ Close Date	January 28, 2016

Release of RFQ Re-Issue	January 20, 2017
Questions Due	January 25, 2017
Answers from IFES	January 27, 2017

RFQ Closes – Responses Due February 3, 2017, received by no later than 1700 Harare local time

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be directed solely to the attention of Ms. Salima Wiggins and Mr. Chris Bassett at the following e-mail address: ifeszimbabwe@ifes.org.

APPLICATION

Your submission must be received via email by no later than 1700 Harare local time on February 3, 2017, sent to the attention of Ms. Salima Wiggins and Mr. Chris Bassett at the following e-mail address: ifeszimbabwe@ifes.org. All quotations must be submitted on the company's letterhead with company's contact name and address. Email submissions must state "RFQ/16/044" and the contractor's name in the subject line.

Please note that contractors that submitted quotes during the original issuance of this solicitation must submit new quotes that are responsive to the current solicitation terms and description of goods/services.

GENERAL TERMS AND CONDITIONS

1. 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 60 calendar days.
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 IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.

7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ 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 reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate 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 IFES.

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.