



Date: November 18, 2016

Ref.: **RFQ/17/022**

Subject: Solicitation for Purchase, Delivery and Installation of Battery Bank in Liberia

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following goods for the National Elections Commission (NEC) in Monrovia, Liberia. 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.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF GOODS

In advance of Liberia's October 2017 general elections, the NEC will conduct a nationwide voter registration campaign using Optical Mark Recognition technology. In support of this exercise, IFES seeks offers for a hybrid solar power back up battery bank capable of providing the NEC's Data Center with 24 hours back-up at 100% capacity. The offers should meet or exceed the below specifications:

No.	Description	Quantity	Unit
1.	6CRP525 RE Series Batteries, 6V Cell	72	ea.
2.	Metal Battery Storage Rack (see Annex II)	1	ea.
3.	260-watt Solar panel 24 Volts (monocrystalline)	33	ea.
4.	Solar Panel Mounting Rack (12ft Long & Aluminum – 1 per 2 panels)	16	ea.
5.	Combiner Box / Fuses (Circuit Breaker 125 amp)	1	ea.
6.	#12-2c US grade, 90°C, sunlight resistant wire (roll)	4	ea.
7.	55mm Battery & Inverter Cable & lugs	2	ea.
8.	Solar Charge Controller (85 amp)	4	ea.
9.	Documentation	1	set

10.	60 KVA 3 Phase Automatic Voltage Regulator/Stabilizer	1	ea.
11.	Transportation, in house set up (installation) and training for NEC staff (see below)	1	ea.

NEC Load Breakdown

- 2417 Watts Per Server Rack (3 Server Racks) 7,251 watts
- CCTV System 1,400 watts

Total 8,651 watts

Transportation, Installation and Engineering

The selected contractor will be responsible for all aspects of transportation and installation of the battery bank in the NEC Data Center. The selected contractor will also be responsible for all engineering necessary for the battery bank to be fully operational in order for performance to be considered fully completed. In addition, the contractor must guarantee the satisfactory performance for a period of no less than 12 months.

Training

The selected contractor must provide one (1) day of structured training to designated NEC IT staff in Monrovia, Liberia, followed by on-call technical support for 12 months.

REQUIREMENTS

All quotations shall:

1. Be in English language.
2. Contain **Annex I: Price Schedule** (included below), including the requested detailed costs, in US Dollars, provided against each of the categories of services described in the Price Schedule. Please included all applicable Tax/Charges clearly identified, provided against each of the categories of services described in this request.
3. Include details regarding the contractor's refund policy and product warranties.
4. Include a firm delivery and installation timeframe in calendar days.
5. Include evidence and guarantees for the requirements described below:
 - a. Demonstrated proof of manufacturer's distribution authorization
 - b. If the proposed goods must be imported from outside of Liberia, Contractors are required to identify the country from which the proposed goods would be shipped.
6. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
7. General information about the contractor's history and experiences for similar services.
8. 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.
9. 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)
10. 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.
 11. Include 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.
 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.

EVALUATION

IFES will evaluate bids based on the following criteria:

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| 1. Price | 40% |
| 2. Equipment Specifications
(in relation to RFQ requirements) | 10% |
| 3. Delivery Time | 40% |
| 4. Past Performance & Warranty | 10% |

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

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. IFES reserves the right to waive immaterial deficiencies at its discretion.

SCHEDULE OF EVENTS

Release of RFQ	November 18, 2016
Questions Due	November 22, 2016 by 5:00 PM local Monrovia time
Answers from IFES	November 28, 2016
RFQ Closes – Responses Due	December 2, 2016 by 5:00 PM local Monrovia time

All offers must be submitted electronically to Ms. Salima Wiggins, at swiggins@ifes.org and Ms. Jenny Xu, at jxu@ifes.org or in a hardcopy sealed bid which must be on a company's letterhead with company's contact name and address. Preference will be given to bids submitted via email, however, sealed bids may

be delivered by hand to IFES' office in Liberia at IFES Liberia, Niang Compound, Cheeseman Avenue, between 16th and 17th Streets, Sinkor, Monrovia, Liberia. **Email submission must state "RFQ/17/022" and the vendor's name in the subject line.**

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. IFES's project in Liberia is funded by the United States Agency for International Development (USAID), under Source and Nationality (S/N) Geographic Code 937. (For more information, please refer to <http://www.usaid.gov/ads/policy/300/310>.) A request for waiver may apply if necessary; however, the estimated time required to obtain the S/N waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourage all bidders to consider products that fall under S/N Geographic Code 937 as priority whenever possible.
3. 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.
4. Prices quoted must be valid for 90 days.
5. 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.
6. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
7. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
8. IFES reserves the right to accept all or part of the quotation when awarding the contract.
9. 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.
10. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
11. 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.

Annex I. Price Table

No.	Item	Make, Model, & Specifications	Unit	QTY	Unit Price (USD)	Total Price (USD)
1.	6CRP525 RE Series Batteries, 6V Cell	<i>[include the make, model and detailed technical specifications of the specific goods proposed, in accordance with the RFQ requirements detailed above]</i>	Each	72		
2.	Metal Battery Storage Rack (see Annex II)		Each	1		
3.	260-watt Solar panel 24 Volts (monocrystalline)		Each	33		
4.	Solar Panel Mounting Rack (12ft Long & Aluminum – 1 per 2 panels)		Each	16		
5.	Combiner Box / Fuses (Circuit Breaker 125 amp)		Each	1		
6.	#12-2c US grade, 90°C, sunlight resistant wire (roll)		Each	4		
7.	55mm Battery & Inverter Cable & lugs		Each	2		
8.	Solar Charge Controller (85 amp)		Each	4		
9.	Documentation		Set	1		
11.	60 KVA 3 Phase Automatic Voltage Regulator/Stabilizer		Each	1		
12.	Transportation, in house set up (installation) and training for NEC staff		Each	1		
Delivery in Calendar Days from Issuance of the PO						
Installation Timeframe (in Calendar Days)						

Warranty	
Delivery Costs (if applicable)	
Taxes (if applicable)	
Total (USD)	

All contractors must submit the documentations requested above, including details of refunds and product's warranties. **Bids that do not include this information will not be considered.**

Annex II. Diagram

