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Date: December 1, 2016
Ref.: RFQ/17/029
Subject: Request for Quotations for Data Center Equipment in Monrovia, 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 IFES office 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.

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.

DESCRIPTION OF GOODS/SERVICES

In advance of the October 2017 general elections, the International Foundation for Electoral Systems (IFES) will support Liberia's National Elections Commission (NEC) through the provision of a wide variety of office IT equipment and furniture to be used in the NEC Data Center.

To that end, participating contractors must provide a detailed quotation for equipment that meets or exceeds the illustrative specifications detailed below. While variations in specifications will be considered, equipment will be evaluated based on its responsiveness to the illustrative specifications.

All equipment quoted must be certifiably sourced from the original equipment manufacturer (OEM)—officially authorized contractors are strongly preferred. Contractors that are able to respond to all line items of the RFQ will also receive strong preference.

Contractors are also requested to provide quotations for service and terms regarding shipment of the proposed equipment to Monrovia, Liberia. (See Section II: Shipment)

(CONTINUED ON NEXT PAGE)

SECTION I: EQUIPMENT SPECIFICATIONS

ITEM	MINIMUM SPECIFICATIONS AND REQUIREMENTS	QTY	UNIT
Computers: All proposed computers must include genuine, licensed copies of Microsoft Office 2013 Professional Plus and Microsoft Windows 10, including a 2-year warranty. All equipment must be 220v / 240v compatible.			
1	Desktop Computers <ul style="list-style-type: none"> ● Intel Core 6th Generation i7-6700T ● Intel Integrated Graphics ● 17" Flat Panel Monitor ● 16 GB RAM DDR4 ● 500 GB HDD (7,200 rpm) 	25	Pcs.
2	Laptop Computers – Type 1 <ul style="list-style-type: none"> ● High performance, business grade ● 3.1 GHz Dual Core Intel Core i7 ● 16GB 1866 MHz LP DDR3 SDRAM ● High-precision, multi-touch trackpad ● Included external CD-RW/DVD-RW drive & spare battery per laptop ● Included 512 GB External Hard Drive ● Dual voltage ● 512 GB Internal SSD ● Intel Iris Graphics 61000 ● Backlit keyboard (English) 	2	Pcs.
3	Laptop Computers – Type 2 <ul style="list-style-type: none"> ● High performance, business grade ● Core i7-5500u ● GeForce 840M graphics card ● 15.6" FHD 1080p IPS Touchscreen ● Convertible laptop/tablet modes preferred ● Included spare battery for each laptop ● Included 512 GB External Hard Drive ● Dual voltage ● 512 GB HDD ● 64 GB RAM ● Backlit keyboard (English) ● AC Wi-Fi 	2	Pcs.
Other Equipment			
4	LCD Console Server Mount Monitor/ Keyboard <ul style="list-style-type: none"> ● Integrated keyboard/mouse/foldable 17" LCD Monitor (ideally 1U) ● 8m response time ● 99-key keyboard and touchpad in rack-mountable housing ● USB 1.1 peripheral port on the front of the unit ● Can be mounted in racks with a depth ranging from 22" to 34" ● Includes a USB/PS2 Combo KVM Cable Kit ● Back panel of the unit includes external VGA, PS/2 (x2) and USB (x2) ports for connecting an external console ● Construction: heavy-duty steel housing ● 220V - 240V 	2	Pcs.
5	Display Monitors <ul style="list-style-type: none"> ● Heavy duty bracket for wall mount ● Native resolution 1920 x 1080 ● Brightness 450 cd/m2 ● 15 million displayable colors ● PC and Mac compatible connectivity ● VGA 15-pin D-sub analog terminal ● Stereo mini-jack and HDMI audio (input/output) ● 52"- 55" ● Contrast ratio 4000:1 ● Aspect ratio 16:9 ● Analog RGB 0.7 Vp-p/75 Ohm ● HDMI & DVI digital terminals ● Ethernet (RJ45) ext. control ● 220V-240V 	2	Pcs.

6	Portable Digital Projectors	<ul style="list-style-type: none"> ● High resolution with minimum 16:9 image aspect ratio ● 1080p (full HD) video format, minimum 60,000:1 contrast ratio ● Minimum 2 HDMI ports ● 10W +10W audio output ● Minimum 3200 lumens ● 1 spare lamp & HDMI cable per projector 	4	Pcs.
7	Rack Mount Servers	<ul style="list-style-type: none"> ● Dual Intel Xeon or Dual AMD Opteron, 32GB RAM, 3 TB HDD ● RAID controller with operating system (Windows 2012 Enterprise R2 server operating system including 50 CAL) ● 220V - 240V 	2	Pcs.
8	Cable Management Kit	<ul style="list-style-type: none"> ● Cable management kit for 3 servers and 3 racks ● Must be fully compatible with servers provided (Item #7) 	3	Kits
9	Projector Screens	<ul style="list-style-type: none"> ● 120" diagonal or larger projector screen ● Approximately 56" H and 104" W — specify exact dimensions ● 16:9 or 16:10 Aspect Ratio ● View Size: 72.0" H x 96.0" W ● Overall size: 125.4" H x 102.4" W ● Bright White, 1.1 Gain ● Multi-layer weave, 180 degree wide viewing angle, fully black backed front projection screen with textured surface 	4	Pcs.
10	24 Port Managed Switches	<ul style="list-style-type: none"> ● 24 Port 1000 Mbps managed network switches ● 2 fiber uplink ports (required) 	8	Pcs.
11	Office Desks	<ul style="list-style-type: none"> ● Wood construction, at least two drawers ● Rectangular, approximately 30" x 72" (76cm x 183cm) ● High weight/load capacity desired – please specify capacity in lbs./kg 	70	Pcs.
12	Office Chairs	<ul style="list-style-type: none"> ● Swivel chairs with armrests & rollers ● Black ● Minimum tested load capacity: 240 lbs 	60	Pcs.
13	Scanner	<ul style="list-style-type: none"> ● A3 Scanner ● ADF speed: At least 20 ppm ● Up to 600 dpi (color and monochrome, ADF) ● Up to 1200 dpi (color and monochrome, flatbed) ● Up to 35 ppm (mono) / up to 35 ppm (colour) ● Image Sensor: CCD ● Bit depth: 10 bit Grayscale ● Media Size: Max: A3 or 11.7" x 17", Min: A8/(2.10" x 2.90") 	2	Pcs.
14	Photocopier Toner	<ul style="list-style-type: none"> ● 24,000 pages / cartridge ● <u>Must be compatible with Canon Image Runner 3235i</u> 	100	Pcs.
15	Shredders	<ul style="list-style-type: none"> ● Heavy Duty ● 220V - 240V ● Speed: 30 FPM ● Cross Cut shredding ● Up to 30 pages at a time ● Minimum 15" feed width ● Continuous feeding ● Capable of shredding papers, staples, paper clips, CDs/DVDs 	5	Pcs.
16	UPS for desktop	<ul style="list-style-type: none"> ● 1000 VA UPS ● 220V - 240V ● Min. battery life: 20 minutes ● Min. four outlets per UPS unit 	60	Pcs.

16a	Surge Protector	<ul style="list-style-type: none"> ● 220V - 240V ● 5-7 plugs ● 50Hz/60Hz – 450 Joules. Max. 4000 Watt Capacity ● Minimum 3 foot long cord ● Heavy Duty European Cord 	25	Pcs.
17	Access Control Unit	<ul style="list-style-type: none"> ● Access control lock ● Preferred RFID & Pin access control 	4	Pcs.
18	Network Attached Storage	<ul style="list-style-type: none"> ● 72 TB (12 x 6TB WD Red Pro) ● 12 Bay 2U (Additional 12 SATA, SAS, or SSD drives preferred) ● For Video Surveillance & Data on computers / servers ● 220V - 240V 	3	Pcs.
19	USB Memory Sticks	<ul style="list-style-type: none"> ● 64 GB USB Memory Sticks 	20	Pcs.
20	PVC Card Printer	<ul style="list-style-type: none"> ● For Staff ID cards ● Dual-side ID Card Printer. ● Print Method: Dye-sublimation / Resin Thermal Transfer ● Printing Speed: 24 seconds per card, 150 cards per hour ● Accepts cards sizes CR-80 and CR-79 Adhesive Back ● 220V - 240V ● 300 dpi Resolution 	1	Printer
21	PVC Cards	<ul style="list-style-type: none"> ● PVC Cards (compatible with PVC Card Printer above) ● Sizes CR-80 and CR-79 Adhesive Back. 	750	Pcs.
22	Printers	<ul style="list-style-type: none"> ● Heavy Duty Laser Printer ● Minimum input capacity of 1,600 sheets, duplex component ● Processor speed: 1.2 GHz ● Display: Min. 4"/10.5 cm, touchscreen LCD (color graphics) ● Best black print quality: Up to 1200 x 1200 dpi ● First page out speed: 7 seconds ● Print speed (black): 65 ppm ● 220V - 240V 	8	Pcs.
22a	Duplex Unit	<ul style="list-style-type: none"> ● Heavy duty printer duplex unit or additional 3 trays unit ● <u>Must be compatible with the printer provided (Item #22)</u> 	8	Pcs.
22b	Black Printers Cartridges	<ul style="list-style-type: none"> ● Black laser toner cartridge ● Approximate yield of 10,000 pages ● <u>Must be compatible with the printer provided (Item #22)</u> 	350	Pcs.
22c	Heavy Duty, Black Laser Toner Cartridge	<ul style="list-style-type: none"> ● Heavy duty black laser toner Cartridge, ● Approximate yield of 25,000 pages ● <u>Must be compatible with the printer provided (Item #22)</u> 	20	Pcs.
23	Black Printer Cartridges	<ul style="list-style-type: none"> ● Black Laser Toner ● Approximate yield of 10,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	125	Pcs.
24	Magenta Printer Cartridge	<ul style="list-style-type: none"> ● Magenta Laser Toner ● Approximate yield of 10,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	35	Pcs.

25	Cyan Printer Cartridge	<ul style="list-style-type: none"> ● Cyan Laser Toner ● Approximate yield of 10,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	35	Pcs.
26	Yellow Printer Cartridge	<ul style="list-style-type: none"> ● Yellow Laser Toner ● Approximate yield of 10,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	35	Pcs.
27	Laser Printer Black Drum Unit	<ul style="list-style-type: none"> ● Approximate yield 35,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	75	Pcs.
28	Laser Printer Magenta Drum Unit	<ul style="list-style-type: none"> ● Approximate yield 35,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	50	Pcs.
29	Laser Printer Cyan Drum Unit	<ul style="list-style-type: none"> ● Approximate yield 35,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	50	Pcs.
30	Laser Printer Yellow Drum Unit	<ul style="list-style-type: none"> ● Approximate yield 35,000 pages ● <u>Must be compatible with HP Color LaserJet CP6015dn printer</u> 	50	Pcs.
31a	Printer Fuser Kit – Type 1	<ul style="list-style-type: none"> ● Must include: paper pickup rollers, paper feed/separation rollers, a transfer roller, and the fuser assembly: ● <u>110 volts</u> ● <u>Must be compatible with printer HP LaserJet P4515</u> 	10	Kits
31b	Printer Fuser Kit – Type 2	<ul style="list-style-type: none"> ● Must include: paper pickup rollers, paper feed/separation rollers, a transfer roller, and the fuser assembly: ● <u>220 volts</u> ● <u>Must be compatible with printer HP LaserJet P4515</u> 	5	Kits
32	Printer Transfer Kit	<ul style="list-style-type: none"> ● Laser Printer Transfer Kit ● <u>Must be compatible with printer HP LaserJet P4515</u> 	15	Kits
33	Printer Roller Kit	<ul style="list-style-type: none"> ● Laser Printer Roller Kit ● <u>Must be compatible with printer HP LaserJet P4515</u> 	20	Kits
34	Copy Paper	<ul style="list-style-type: none"> ● White, 80 gram, A4 paper ● <u>Each box should contain 5 reams @ 500 pages each)</u> 	500	Boxes
35	Poster Paper	<ul style="list-style-type: none"> ● White, 120 grams, A4 paper ● <u>Each box should contain 5 reams @ 500 pages each)</u> 	25	Boxes
36	Copy Paper	<ul style="list-style-type: none"> ● White 80 grams A3 paper ● <u>Each box should contain 5 reams @ 500 pages each)</u> 	200	Boxes
37	Staplers	<ul style="list-style-type: none"> ● High-capacity, heavy duty staplers, <u>200+ page capacity</u> 	50	Pcs.
38	Staplers	<ul style="list-style-type: none"> ● Standard heavy duty staplers, <u>100+ page capacity</u> 	40	Pcs.
39	Staples	<ul style="list-style-type: none"> ● High-capacity, heavy-duty staples (200+ page capacity) ● <u>Must be compatible with proposed Item #37</u> 	1,200	Packs
40	Staples	<ul style="list-style-type: none"> ● Standard, heavy-duty staples (100-120 page capacity) ● <u>Must be compatible with proposed Item #38</u> 	1,200	Packs

41	DVD RW/DVD	DVD RW/DVD disk	100	Pcs.
42	CD/DVD Labels	Labels for CD printing	150	Labels

SECTION II: SHIPMENT

Participating contractors are required to provide a shipping & delivery timeline in calendar days, from signature of purchase order through delivery at the final destination:

National Elections Commission (NEC) Data Center
 Tubman Blvd, 9th Street
 Sinkor, Monrovia, Liberia

IFES may elect to include a financial penalty in the final contract for shipping delays reasonably attributable to the vendor. The estimated delivery date is by/before January 20, 2017, based on estimated selection & contract signature in late December 2016/early January 2017.

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. **Contain Table 1: Price Schedule** (included below), including the requested detailed costs, in Liberian Dollars for any contractor legally based in Liberia, and in U.S. Dollars (USD) for all other contractors. Please include all applicable Tax/Charges clearly identified, provided against each of the categories of services described in this request.
2. **Include detailed information on the make, model and technical specifications** of the specific equipment proposed.
3. Include a **firm delivery timeline in calendar days.** In the event of delays beyond the firm delivery timeline provided, IFES may apply a financial penalty to be deducted from the final payment.
4. **Include details regarding the contractor’s refund policy and product’s warranties.**
5. If the proposed equipment must be imported from outside of Liberia at the point of purchase, contractors are strongly encouraged to **identify the country from which the proposed equipment would be shipped.**
6. **Include documentation that the Contractor is an authorized distributor of the proposed OEM equipment.**
7. **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.
8. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
9. General information about the contractor’s history and experience.
10. 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.
11. 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% of 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)
12. 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.
13. 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. Delivery Time | 40% |
| 2. Price | 30% |
| 3. Adherence to RFQ Equipment Specifications | 20% |
| 4. Past Performance | 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 | December 1, 2016 |
| Questions Due | December 9, 2016, by no later than 17:00 Monrovia local time |
| Answers from IFES | December 13, 2016 |
| RFQ Closes – Responses Due | December 20, 2016, received by no later than 17:00 Monrovia 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 to the attention of Ms. Salima Wiggins (swiggins@ifes.org) and Mr. Chris Bassett (cbassett@ifes.org).

All offers must be submitted via email to these addresses, or in a hardcopy, sealed bid delivered by hand to IFES' office in Liberia at Cheeseman Avenue, 16th / 17th Streets, Sinkor, Monrovia, Liberia. Preference will be given to bids submitted via e-mail. All quotations must be submitted on the company's letterhead with company's contact name and address. Email submissions must state "RFQ/17/029" and the contractor'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 encourages 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 one year.
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.

Table 1: Price Schedule

Participating contractors must provide the following equipment and cost information. Proposed equipment should meet or exceed the specifications detailed above under “Description of Equipment/Services.”

ITEM		MAKE, MODEL & SPECIFICATIONS	QTY	UNIT	UNIT PRICE (LRD or USD)	TOTAL PRICE (LRD or USD)
1	Desktop Computers	<i>[For each item, include the make, model and detailed technical specifications of the specific equipment proposed, in accordance with the RFQ requirements detailed above.]</i>	25	Pcs.		
2	Laptop Computers – Type 1		2	Pcs.		
3	Laptop Computers – Type 2		2	Pcs.		
4	LCD Console Server Mount Monitor/ Keyboard		2	Pcs.		
5	Display Monitors		2	Pcs.		
6	Portable Digital Projectors		4	Pcs.		
7	Rack Mount Servers		2	Pcs.		
8	Cable Management Kit		3	Kits		
9	Projector Screens		4	Pcs.		
10	24 Port Managed Switches		8	Pcs.		
11	Office Desks		70	Pcs.		
12	Office Chairs		60	Pcs.		
13	Scanner		2	Pcs.		
14	Photocopier Toner		100	Pcs.		
15	Shredders		5	Pcs.		
16	UPS for desktop		60	Pcs.		
16a	Surge Protector		25	Pcs.		
17	Access Control Unit		4	Pcs.		
18	Network Attached Storage		3	Pcs.		
19	USB Memory Sticks		20	Pcs.		
20	PVC Card Printer		1	Printer		

21	PVC Cards		750	Pcs.		
22	Printers		8	Pcs.		
22a	Duplex Unit		8	Pcs.		
22b	Black Printers Cartridges		350	Pcs.		
22c	Heavy Duty, Black Laser Toner Cartridge		20	Pcs.		
23	Black Printer Cartridges		125	Pcs.		
24	Magenta Printer Cartridge		35	Pcs.		
25	Cyan Printer Cartridge		35	Pcs.		
26	Yellow Printer Cartridge		35	Pcs.		
27	Laser Printer Black Drum Unit		75	Pcs.		
28	Laser Printer Magenta Drum Unit		50	Pcs.		
29	Laser Printer Cyan Drum Unit		50	Pcs.		
30	Laser Printer Yellow Drum Unit		50	Pcs.		
31a	Printer Fuser Kit – Type 1		10	Kits		
31b	Printer Fuser Kit – Type 2		5	Kits		
32	Printer Transfer Kit		15	Kits		
33	Printer Roller Kit		20	Kits		
34	A4 Copy Paper (5 reams/box)		500	Boxes		
35	A4 Poster Paper (5 reams/box)		25	Boxes		
36	A3 Copy Paper (5 reams/box)		200	Boxes		
37	High-Capacity, Heavy Duty Staplers		50	Pcs.		
38	Standard Heavy Duty Staplers,		40	Pcs.		
39	High-Capacity, Heavy-Duty Staples		1,200	Packs		
40	Standard, Heavy-Duty Staples		1,200	Packs		
41	DVD RW/DVDs		100	Pcs.		
42	CD/DVD Labels		150	Labels		
					Subtotal	

Cost of Delivery (if applicable)	
Import fees (if applicable)	
Taxes (if applicable)	
Grand Total (LRD or USD)	
Firm Delivery Timeline (in calendar days)	

End of RFQ