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2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
Request for Quotation - RFQ-20-048
Questions and Answers
May 26, 2020

Q1: Are we allowed to ask your preferred timeline for delivery of goods? If yes, we want to know what is your preferred timeline for delivery of goods? How many calendar days? This will help us organizing our stocks and preparing logistics issues amid COVID-19 situation which slow down global trade routes frequencies.

IFES Response: *Vendors should provide a realistic timeline that accounts for the current COVID-19 situation and any other factors that would influence the timeline.*

Q2: In order to submit samples, do we have to wait until we become short-listed vendors? How and when can we know that we became short-listed vendors?

IFES Response: *Yes, following the review of proposals, IFES Procurement Team will select and inform any short-listed vendors. No additional proposals will be required at this stage. The selected vendor will be contacted by the IFES Procurement Team after the evaluation has been completed.*

Q3: Samples are to be delivered to IFES office in Myanmar by 31 May 2020. This is also the closing date for this RFQ?

IFES Response: *This was a typo in the RFQ. Short-listed vendors will be provided additional time to submit samples. This deadline will be provided at the time the vendor is notified of its short-listed status.*

Q4: Address of IFES Myanmar office is not stated in RFQ document. Please provide?

IFES Response: *IFES Myanmar Office address will be provided to short-listed vendors only. Other vendors will not be required to provide samples.*

Q5: Please provide IFES Myanmar Office address including applicable INCOTERM?

IFES Response: *Pricing should be on the basis of Delivery At Place to Naypyitaw, Myanmar. The exact address will be provided to the selected vendor or short-listed vendors as necessary to provide samples.*

Q6: Could you please confirm the logo and serial number printing options you require?

- 1. Laser engraving**
- 2. Hot stamping**
- 3. Silk screen.**

IFES Response: *Laser engraving will be preferred for this RFQ*

Q7: Is printing on both sides needed (one side logo and one side serial number)?

IFES Response: *Serial number and the logo will be printed on one side of the seal.*

Q8: It is stated in technical specification that the strap length is 240 mm, while it is an operating length and overall length should be 400 /404 mm to reach the pull strength of 27 kg (PP) 31 Kg (NY). Please clarify is this correct?

IFES Response: *Yes, this is correct.*

Q9: What is the required font size of the 7-digit numbering the design of the logo?

IFES Response: *Unique serial 7-digit number needs to be clearly visible on the seal. The logo needs to fit in the marking area. Please see technical specifications in Section 4 of the RFQ.*

Q10: Will IFES accept the samples with any logos and serial number for technical evaluation purpose?

IFES Response: *IFES Procurement will accept samples with any logo and serial numbers, as long as they meet the specifications outlined in the RFQ-20-048. A 7-digit number should be clearly visible on the seal and the engraved logo should fit the marking area (please see dimensions in Section 4 of the RFQ).*

Q11: Can we get a picture of the exact product you are looking for?

IFES Response: *IFES cannot provide any pictures, please refer to description and technical specifications in the RFQ.*

Q12: Can you confirm that subcontracting is not allowed?

IFES Response: *As per 8.4 on Additional Terms and Conditions of the Request for Quotations #20-048, subcontracting is not allowed.*

Q13: Is it a bidder responsibility to import the goods, paid the custom duties clear from custom department, deliver the seals in Yangon IFES office or Union Election commission office?

Q14: Can IFES clear the goods from custom department and pay the custom duties?

Q15: Is IFES is exempt from any local taxes and duties in Myanmar?

IFES Response for Q13, 14 and 15: *IFES will coordinate with the selected vendor on issues related to addressing customs. Quotations should include the necessary fees for processing paperwork for customs, commercial tax, etc.*

Q16: Do we need to submit required documents with our proposal before RFQ closing date (May 31, 2020), or do we need to submit required documents immediately before we become short-listed vendors. When should we submit these documents?

IFES Response: *All required documents must be submitted before the RFQ closing date. Short-listed vendors will be contacted with the additional timeline for providing required samples.*

Q17: Do we need to provide the manufacturer's information and manufacturer's quality certificates.?

IFES Response: *While not required as part of the submission, vendors may submit this information.*

Q18: Are there any restriction of goods imported from specific countries?

IFES Response: *Bidders are authorized to import goods and services from the United States, the recipient country, developing countries, and advanced developing countries but excludes prohibited source countries.*

Q19: What is the payment schedule for the products?

IFES Response: *The payment schedule will be determined as part of the contracting process with the selected vendor.*

Q20: What will be the Standard GMT time for closing of RFQ on May 31st, 2020?

IFES Response: *The RFQ closes on June 04, 2020 at 17:00 EDT (21:00 GMT).*

Q21: Do you currently have any indication of when contract would be awarded?

IFES Response: *The contract will be awarded as soon as the required process is finalized.*

End of Questions and Answers