

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

Request for Quotation (RFQ) for IT Equipment in Libya

Solicitation # RFQ-20-059

June 22, 2020

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of IT equipment in Tripoli, Libya. The solicitation provides Bidders 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 June 22, 2020
- Technical Questions/Inquiries Due June 29, 2020, 5:00PM Tripoli time
- Answers/Addenda from IFES July 6, 2020
- RFQ Closes July 13, 2020, 5:00PM Tripoli time

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Bidders’ Understanding of the Solicitation

Bidders 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 Bidder 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.

Ian Swank
Contracts and Grants
Manager
iswank@ifes.org

and

Sajia Tokhi
Contracts and Grants
Administrator
stokhi@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. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders 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-notices.

3.4 Submission

It is mandatory for Bidders 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 Bidders 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 responsive offers based on the following criteria:

1. PRICE 50%
The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

2. QUALITY/EXPERIENCE 20%
The vendor must be able to provide the different products described at a high quality. Offers will be compared by the vendors' ability to provide the quality of the materials. IFES will assess the vendors' past performance, either working with IFES or other similar international NGOs.

3. DELIVERY TIME 30%
The speed at which the vendor can provide the required items, within a reasonable and agreed upon delivery timeline, will be taken into consideration. Vendors will be asked to provide a sample timeline for delivering materials requested by IFES.

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders 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

The International Foundation for Electoral Systems (IFES) is seeking a vendor to provide needed hardware and software for an Operations Room for the High National Election Commission of Libya (HNEC). Equipment should be high quality; and allow for flexible reconfiguration, upgrading, maintenance and networking. The provider will also be responsible for installation and any required training and guidance to HNEC staff for basic operation and maintenance. The provider will also ensure that the layout meets the standards and expectations of the HNEC and will work closely with HNEC staff assigned to provide oversight of the installation work.

Operations Room**1. Computers and Related Equipment**

Items	Description	Quantities	Unit Cost (USD)	Total Cost (USD)
Desktop	<ul style="list-style-type: none">• Model: Dell OptiPlex 5070 Small Form Factor or equivalent Brand.• Processor: i5-9500 (6 Cores/9MB/6T/3.0GHz to 4.4GHz/65W)• RAM: 8GB 1X8GB 2666MHz DDR4 Memory• HDD: M.2 256GB PCIe NVMe Class 35 Solid State Drive• Operating System: Windows 10 Pro 64bit English pre-installed English language	25		

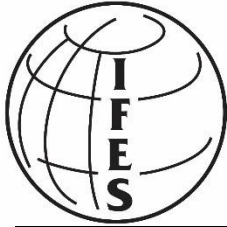
	<ul style="list-style-type: none"> • Graphics: Intel® Integrated Graphics • Optical Drive: 8x DVD+/-RW 9.5mm Optical Disk Drive • Keyboard: Dual Pointing US English Keyboard Backlit with 10 Key Numeric Keypad • Warranty: 3 years warranty 			
Monitor	<ul style="list-style-type: none"> • Model: Dell 24 Monitor: E2420H or equivalent Brand. • Screen Size: 24 Inches • Resolution: 1920 x 1080p FHD • Aspect Ratio: 16:9 • Panel Technology: In Plane Switching (IPS) • Refresh Rate: 60Hz • Brightness: 250 cd/m² • Built-in Speakers: Yes (2 x 3 Watts) • Connectivity: DisplayPort 1.2 x 1, HDMI 1.4 x 1, VGA x 1, 3.5mm Audio Jack • Warranty: 3 years warranty 	25		
WIFI Card for Desktop	<ul style="list-style-type: none"> • Model: TP-Link AC1200,PCIe Wireless Wifi PCIe Card 2.4G/5G Dual Band Wireless PCI Express Adapter Low Profile, Long Range Beamforming Heat Sink Technology 	25		
Laptop	<ul style="list-style-type: none"> • Model: Dell Latitude 5500 Laptop or equivalent Brand. • Processor: 8th Generation Intel® Core™ i5-8265U Processor (4 Core,6MB Cache,1.6GHz,15W) • RAM: 8GB, 1x8GB, DDR4 Non-ECC • HDD: M.2 256GB PCIe NVMe Class 35 Solid State Drive • Operating System: Windows 10 Pro 64bit English pre-installed English language • Display Panel: 15.6" FHD WVA (1920 x 1080) Anti-Glare Non-Touch, Camera & Microphone, WLAN/WWAN Capable • Web Cam & MIC: HD Camera and microphone • Graphics: Integrated Intel® UHD 620 Graphics 	04		

	<ul style="list-style-type: none"> • Laptop Keyboard: Dual Pointing US English Keyboard Backlit with 10 Key Numeric Keypad • Battery: 4 Cell 68Whr Express Charge TM Capable Battery • Warranty: 3 years warranty 			
Network Storage	<ul style="list-style-type: none"> • Model: Synology 6 bay 2.5" NAS DS620slim (Diskless) or equivalent brand • Mini-sized 6-bay NAS • 6 Drive Bays with better RAID flexibility to configure 2.5" HDDs and SSDs; over 220 MB/s reading and 190 MB/s writing even under encrypted data transmission • 2GB DDR3L memory, expandable up to 6GB • Dual-channel H. 265/H. 264 4K video transcoding on the fly • Advanced Btrfs file system, offering 65,000 system-wide snapshots and 1,024 snapshots per shared folder. • Maximum Single Volume Size:108 TB • Warranty: 2 years warranty 	01		
Server Rack	<ul style="list-style-type: none"> • width:22 inch - height:41 inch - length:24 inch 	01		
UPS	<ul style="list-style-type: none"> • Model: APC BV1000I or equivalent brand • Output power capacity: 600Watts / 1.0kVA • Output Connections: (6) IEC 320 C13 (Battery Backup) • Nominal Output Voltage: 230V • Nominal Input Voltage: 230V • Input Connections: IEC-320 C14 • Warranty: 2 years warranty 	30		
Router	<ul style="list-style-type: none"> • Model: Synology Router RT2600ac or equivalent brand • CPU: 1.7GHz Dual Core • Powerful Wi-Fi: Quad Stream, Dual Band • AC2600, Wave 2: With MU-MIMO & Beamforming 	01		

	<ul style="list-style-type: none"> Layer 4 & 7: Hardware Acceleration Engine 			
Switcher	<ul style="list-style-type: none"> Port: 30 Speed: 1 Gbps 	01		
2. Software				
Items	Description	Quantities	Unit Cost (USD)	Total cost (USD)
Microsoft Office	Full package Microsoft office 2019 with license	26		
Antivirus	Antivirus protection for Internet and local exchange with one (1) year license	26		
Server Software	Windows Server 2019 Datacenter Edition, Highly virtualized datacenters and cloud environments,	1		
3. Multifunction Printer and Cartridges				
Items	Description	Quantities	Unit Cost (USD)	Total cost (USD)
Wireless Multifunction Laser Printers	<ul style="list-style-type: none"> Workforce laser Color Multifunction Printer, Copier and Scanner A4, A5 up to 28 page per minute USB/Ethernet/ WIFI connectivity, 500-Sheet Tray Warranty: 2 years warranty 	2		
Black Cartridges	<ul style="list-style-type: none"> Black cartridges for multifunction printer 	2		
Color Cartridges	<ul style="list-style-type: none"> Color cartridges set for multifunction printer 	2		
4. Communication Devices				
Items	Description	Quantities	Unit Cost (USD)	Total cost (USD)
Landline Desk Telephone	<ul style="list-style-type: none"> Desk landline standard telephone 	15		

5. Televisions and Related Equipment				
Items	Description	Quantities	Unit Cost (USD)	Total cost (USD)
Large Size TV Screen	<ul style="list-style-type: none"> Model: SAMSUNG or equivalent brand CPU: Quad-core 60-inch UHD 3840X2160 pixels Dolby digital Audio Connectivity: WIFI, 2 USB, 3 HDMI, 1 Ethernet, 1 (Y, Pb, Pr) input, 1 AV input, 1 audio output Integrated decoder Warranty: 2 years warranty 	01		
Medium Size TV Screen	<ul style="list-style-type: none"> Model: SAMSUNG or equivalent brand CPU: Quad-core 30-inch UHD 3840X2160 pixels Dolby digital Audio Connectivity: WIFI, 2 USB, 3 HDMI, 1 Ethernet, 1 (Y, Pb, Pr) input, 1 AV input, 1 audio output Integrated decoder Warranty: 2 years warranty 	04		
Wall Mounted Bracket	<ul style="list-style-type: none"> Standard wall mounted bracket for TV size 50 inch 	01		
Wall Mounted Bracket	<ul style="list-style-type: none"> Standard wall mounted bracket for TV size 30 inch 	04		
Satellite Dish Package	<ul style="list-style-type: none"> Standard satellite dish with LNB 	02		
Training room				
1. Projection Equipment				
Items	Description	Quantities	Unit Cost (USD)	Total Cost (USD)
Lamp Free Digital Projector	<ul style="list-style-type: none"> Light source: LED Hybrid Instant on and Instant Off Native Resolution: WXGA (1200x800) Compressed 	01		

	<p>Resolution: Up to UXGA (1600x1200)</p> <ul style="list-style-type: none"> • ANSI Lumens: 3000 or more • Contrast Ratio: 1800:1 or more • Lens: Manual focus/zoom, Vertical Keystone adjustment • Optical Zoom: 2x Image size: up to 300" diagonal or more • Video compatibility: HD, PAL, NTSC • Connection Ports: HDMI, VGA, Composite AV, USB, Audio • Internal RAM: 2GB • Light Life: 20,000 Hours • Built-in Speaker • Remote Control, VGA Cable, RGB Cable, Power cord Carrying Bag • Weight: Less than 2.5kg • Warranty: 2 years • Accessories: HDMI 1.4 Cable, 3 meters Mini-HDMI to HDMI adaptor 			
Projector Screen	<ul style="list-style-type: none"> • Screen Type: Fixed Frame • Mount Type: wall • Viewable Width in: 3 meters • Viewable Height in: 2 Meters • Format: HDTV [16:9] 			
2. Sound System				
Items	Description	Quantities	Unit Cost (USD)	Total cost (USD)
Amplifier	<ul style="list-style-type: none"> • Mixer amplifier 120 watt, recording out, record in pc 	01		
Speakers	<ul style="list-style-type: none"> • Ceiling speaker 16 watt 	12		
Microphones	<ul style="list-style-type: none"> • Meeting microphones 	15		
3. Televisions and Related Equipment				
Items	Description	Quantities	Unit Cost (USD)	Total cost (USD)
Large Size TV Screen	<ul style="list-style-type: none"> • Model: SAMSUNG or equivalent brand • CPU: Quad-core • 75-inch UHD • 3840X2160 pixels 	02		



International Foundation for Electoral Systems

	<ul style="list-style-type: none"> • Dolby digital Audio • Connectivity: WIFI, 2 USB, 3 HDMI, 1 Ethernet, 1 (Y, Pb, Pr) input, 1 AV input, 1 audio output • Integrated decoder • Warranty: 2 years warranty 			
Interactive Board	<ul style="list-style-type: none"> • 77-inch size • Multi-touch screen • Connectivity: WIFI, 2 USB, 3 HDMI, 1 Ethernet • Warranty: 2 years warranty 			

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 Geographic Code (applicable to USAID funding only)

IFES' project in Libya is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 935 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the 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 935 whenever possible.

5.3 License, Clearance and Approvals

The Bidders 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.

5.4 Packing

The Response must contain details of packing for each product that requires shipping with full dimensions (length, width, and height) and weight.

5.5 Shipping

Bidders must provide shipping and delivery information in detail in the Response. Final delivery will be to Tripoli, Libya. The delivery address will be provided with the award.

6 QUALIFICATIONS & REFERENCES

Bidders 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. Bidders 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 Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Bidders must complete the above cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 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.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the Bidder 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 Bidder 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 Bidder'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 Bidder or third parties, in connection with the Response.

8.6 Intellectual Property

Bidders 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 Bidders' Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

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 Bidder, 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]