Date: September 22, 2016  
Ref.: Re-issue of RFQ/16/131

Subject: Request for Quotations for a Sport Utility Vehicle (SUV) for the IFES Nigeria Office

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 equipment for the IFES office in Abuja, Nigeria. 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 EQUIPMENT

IFES is seeking a contractor to provide sale and delivery of one full-size sport utility vehicle (SUV). Prospective contractors are requested to propose one or more make and model of vehicle that meet the minimum specifications detailed below.

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Details Continued Below
Fuel  | Diesel | X Gasoline
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Transmission  | Manual | X Automatic
Power Steering  | X Yes | No
Power Windows  | X Yes | No
Power Door Locks  | X Yes | No
AM/FM Stereo  | X Yes | No
Dual Front Air Bags  | X Yes | No
Front Side Air Bags  | X Yes | No
ABS (4-Wheel)  | X Yes | No
Air Conditioning  | X Yes | No
Rear A/C  | X Yes | No
Towing Package  | X Yes | No
External Color  | White | X Black

- Intermittent front wiper, rear washer/wiper
- All systems and manuals should be in English
- Vehicle should be new, with a model year of 2014 or newer.
- Substantial cargo space is highly preferred.

**Delivery of Materials**
Contractors must provide comprehensive delivery costs and timelines—*in calendar days*—for the proposed vehicle. The timeline should begin from full execution of the purchase order and end with arrival of the vehicle at the final destination: IFES Nigeria, 4B Buchanan Close, Off Aminu Kand Crescent, Wuse 2, Abuja, Nigeria.

**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.

**REQUIREMENTS**

Prospective contractors must submit the following information in the Response:
1. Be in the English language.
2. Be on the company’s letterhead with the company’s contact name and address.
3. **Include detailed information on the make, model and technical specifications** of the specific vehicle(s) proposed.
4. **Contain detailed costs using Table 1: Price Schedule** (include below), in Nigerian Naira, with any applicable charges clearly identified, provided against each of the categories of services described. Please note that IFES is exempted from Value Added Tax in Nigeria.
5. **Include a firm timeline in calendar days** for availability of the vehicle described in this RFQ in Abuja, Nigeria. In the event of delays beyond the firm delivery timeline provided, IFES may apply a financial penalty to be deducted from the final payment.
6. If the proposed vehicle must be imported from outside of Nigeria, Contractors are strongly encouraged to **identify the country from which the proposed vehicle would be shipped.**
7. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.

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:
   i. Full legal name and address of the company or individual;
   ii. Corporate and tax registration documents
   iii. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
   iv. Name of any individuals or entities that own 50% of more of the company;
   v. Year business was started or established; and
   vi. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)

10. There will be no subcontracting allowed under this RFQ and bids must be submitted by the Contractor who intends to provide the services described in this RFQ.

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:

1. Price 40%
2. Equipment Specifications (in relation to RFQ requirements) 30%
3. Delivery Time 20%
4. Warranty & After-sales Services 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
APPLICATION

Your submission must be received via email no later than 5PM Abuja local time on October 6, 2016, sent to the attention to both of the following: Salima Wiggins (swiggins@ifes.org) and Chris Bassett (cbassett@ifes.org). Email submissions should have “RFQ-16-131” and the service provider name in the subject line.

Please note that contractors that submitted quotations during the original RFQ period do not need to re-submit quotes at this time.

SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Original Release of RFQ</td>
<td>September 7, 2016</td>
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<tr>
<td>Original RFQ Close Date</td>
<td>September 21, 2016, by no later than 5PM Abuja local time</td>
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<tr>
<td>Re-issue of RFQ</td>
<td>September 22, 2016</td>
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<tr>
<td>Questions Due</td>
<td>September 28, 2016, by no later than 5PM Abuja local time</td>
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<tr>
<td>Answers from IFES</td>
<td>September 30, 2016</td>
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<tr>
<td>RFQ Closes – Responses Due</td>
<td>October 6, 2016, by no later than 5PM Abuja local time</td>
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The schedule noted above may be changed at any time in the sole discretion of IFES.

GENERAL TERMS AND CONDITIONS

1. IFES’s project in Nigeria 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 SON 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.

2. IFES will only consider responsive Responses from responsible contractors for award.

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 sixty (60) 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.**

**Table 1: Price Schedule**

Participating Contractors must provide the following information, per the specifications detailed above under “Description of Equipment.” If the Contractor elects to propose more than one make/model of vehicle,

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>MAKE, MODEL &amp; SPECIFICATIONS</th>
<th>QTY.</th>
<th>SUBTOTAL (NGN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-size Sport Utility Vehicle (SUV)</td>
<td>[include the make, model and detailed technical specifications of the specific vehicle proposed, in accordance with the RFQ requirements detailed above]</td>
<td>1</td>
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</table>

Delivery Cost (If Applicable)

Warranty/After-sale Service Cost (If Applicable)

Applicable Taxes (Note: IFES is VAT Exempt)

Total (NGN)

**REQUIRED INFORMATION**

Delivery Timeline to IFES-Nigeria Office in Abuja

(Calendar Days from Purchase Order Execution to Final Delivery)