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Sustainable Democracy.

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Date: **September 30, 2016**

Ref.: **RFQ/16/137**

Subject: Request for Quotations for Public Service Announcements for IFES in Cambodia

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 services for the IFES office in Cambodia.

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 SERVICES

IFES is seeking a vendor to produce four different radio Public Service Announcements (PSAs). The four PSAs must be focused on the Voter Registration Process for next year's Commune Council elections, in addition to advertising the Interactive Voice Response (IVR) hotline for voter registration information. Each PSA will have a unique target audience: youth, women, persons with disabilities, and the general electorate. The Voter Registration period is September 1 – November 29, 2016.

The services required are as follows:

- Provide a timeline for writing, producing, negotiating and broadcasting the PSAs, to align with the voter registration schedule of September 1 – November 29, 2016.
- Write scripts for each of the PSAs in consultation with IFES and obtain approval from the National Election Committee prior to production of the PSAs.

- Produce the four PSAs, one for each of the unique target audiences. Each spot will last for approximately one minute.
- Provide a recommendation on the radio stations to be used and the frequency of airing each of the PSAs to cover a national audience for IFES approval.
- Deliver the PSAs to the radio stations for airing.
- Negotiate the dates, frequency, rotation and rates of the PSAs on the recommended radio stations.
- Monitor and document broadcast logs and provide a report on broadcast performance.

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. 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.
4. 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)
5. 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.
6. Contain detailed cost in United States Dollars, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
7. Detailed description of past experiences providing similar services to international NGOs.
8. 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.
9. 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.

10. All Responses shall be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

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| 1. Technical Capacity and Past Performance | 30% |
| 2. Responsiveness to IFES Requirements | 30% |
| 3. Price | 25% |
| 4. Delivery Time | 15% |

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

SCHEDULE OF EVENTS

Release of RFQ	September 30, 2016
Questions Due	October 5, 2016 by 12pm Washington DC time
Answers from IFES	October 10, 2016
RFQ Closes – Responses Due	October 21, 2016 by 12pm Washington DC 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 Elisa Velasco (evelasco@ifes.org).

All communications must reference “**RFQ/16/137: Request for Quotations for Public Service Announcements for IFES in Cambodia**” in the subject of the email.

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for entire length of contract (1 year).
4. 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.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.

8. 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.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. 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.