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2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

Date: March 24, 2017
Ref.: RFQ/17/060
Subject: Request for Quotations for Laptops and Information Technology Equipment in Nairobi, Kenya

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 Nairobi, Kenya. 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

IFES requests quotations from qualified contractors to provide sale of computer and IT equipment, including delivery to its office in Nairobi, Kenya. To that end, participating contractors must provide a detailed quotation for equipment that meets or exceeds the specifications detailed below. Please note that the below specifications are illustrative—proposed equipment will be evaluated based on a combination of overall quality and relative responsiveness.

All equipment quoted must be certifiably sourced from the original equipment manufacturer (OEM)—officially authorized vendors are strongly preferred. All software included must be officially and verifiably licensed.

EQUIPMENT SPECIFICATIONS

ITEM	MINIMUM SPECIFICATIONS AND REQUIREMENTS	QTY
1	<p><u>Laptop Computer Requisition Category (1)</u></p> <p><i>Minimum Requirements / Specifications</i></p> <p>Intel® Core™ i7-7500U (8M Cache, up to 2.7 GHz); - 8 GB PC3-8500 DDR3 SDRAM 1067MHz SODIMM Memory (1 DIMM) expandable to 6GB; - DDR3 SDRAM 1067MHz; - 1 TB 5400RPM SATA Hard Drive; - DVD Recordable 8x Max Dual Layer, Ultra bay Slim (Serial ATA); - Touchpad with scroll zone (Electro Static touch pad); - Multi Media Keyboard 101/102-key compatible keyboard; 12 Function keys; - WXGA Super- TFT; - 12.5" WXGA+ TFT, w/ LED Backlight; - Headphones, Sound card, Speaker(s). Line in (3.5mm), Microphone; - Licensed Windows 10 Professional 64 bit; Current Antivirus Software; - Microsoft Office Home and Business 2016 Licensed installed; - 1 x Type I/II PC Card Slot, SD Card/memory stick Slot, Docking Station/Port Replicator; - 3 x USB 2.0, 1 x IEEE 1394a (FireWire), VGA out, HDMI port, RJ-45 (NIC), 1 S-video, 1 x headphone, 1 Microphone In; - Type I/II PC card, 32bit smart card reader, 7in 1 media reader; - Trusted Platform Module (TPM 1.2) Security Chip, Smartcard reader, Fingerprint reader, HDD Password, Slot for Cable Lock, Power-On Password; - Keyboard, Track point. Electro Static Touchpad with scroll zone; - 1 x Network - Ethernet 10Base-T/100Base-TX/1000Base-T - RJ-45, 1 x IEEE 1394 (FireWire) - 4 pin FireWire, IEEE 802.11a, IEEE 802.11b, IEEE 802.11g; - Intel Wireless WiFi Link 4965AGN, Broadcom 4311AG Wifi Adapter: 802.11a, Bluetooth, 802.11g, 802.11b, 1 Type I/II Pc card; - Integrated Smart Card, Integrated modem and an Integrated Web cam; - Stereo speakers, Bluetooth antenna, Wireless LAN antenna; - 6 cell Li-ion Battery</p>	53
2	<p><u>Laptop Computer Requisition Category (2)</u></p> <p><i>Minimum Requirements/ Specifications</i></p> <p>Processor: Core i5 Minimum; --Display:13.3" 1080p or higher with HDMI Output;- Memory: 8GB RAM; Storage: 256GB SSD (Solid State Drive);- Operating System: Windows 10 Pro; - Software: Microsoft Office Home and Business 2016 Licensed;- - Warranty: At least 1 year;- Battery:8+ hours battery life on standard tests (PC Magazine, CNET or other);- Ultrabook, maximum weight 3.5 lb; Multi-touch touchpad;- Minimum 2 USB 3.0 ports;- Online accessible drivers to support Windows 10;- Windows Home and Business 2016;- 1 year Warranty</p>	20
3	<p><u>Laptop Computer Requisition Category (3)</u></p> <p><i>Minimum Requirements / Specifications</i></p> <p>Processor: Intel® Core™ i5-6200U with Intel® HD Graphics 520 (2.3 GHz, 3 MB cache, 2 cores); -Graphics: Intel® HD Graphics 520; -Display: 13.3-inch FHD (1920x1080); -Screen Size: 13.3" diagonal; - Memory: 8 GB DDR3L SDRAM; -Hard drive: 512 GB M.2-2280 Turbo Drive G2 - PCIe 3x4 NVMe Three Layer Cell (TLC) Solid-State Drive (SSD); -Wireless: Intel 802.11ac (2x2), Bluetooth® 4.0; -Power supply: 45 W AC power adapter; -Battery: 3-cell, 45Wh Li-ion polymer; -Ports: 1 USB Type-C™; 2 USB 3.1 (1 charging); 1 HDMI 1.4; 1 external micro SIM; 1 AC power connector; 1 headphone/microphone combo (base); - Expansion slots: 1 multi-format SD media card reader (Optional); -Webcam: 720p HD webcam, IR camera for face authentication with Windows Hello; -Keyboard: Full-size backlit; -Weight: Not more than 1.4kg; -Accessories: USB-C to RJ45 Adapter; -Operating System: Win 10 Pro Licensed; -Office software: Ms Office 2016 Pro Licensed; -Security: Kensington Master Keyed Combination Laptop Lock; - Warranty: One year warranty</p>	2
4	<p><u>Laptop-Backpack</u></p> <p>Large multi-compartment backpack with a padded sleeve for laptops; weatherproof</p>	55
5	<p><u>Laptop Carrying Case</u></p> <p>Including a padded sleeve for laptops; weatherproof</p>	20

6	<p><u>Desktop Computers</u></p> <p><i>Minimum Requirements / Specifications</i></p> <p>Processor: Intel Core i7 Quad Core 2.4, Chipset Intel Express Chipset; -Memory: Installed RAM 8 GB, RAM Technology DDR 3 - 2 DIMM, Cache Memory L3 6MB Cache 320; - Hard Drive Capacity 1 TB, HDDrive; -Optical Drives: DVD DVD + -RW Dual Layer Blu-ray; - Input Devices: Keyboard QWERTY USB Standard English, Mouse USB Optical Mouse, Card Reader SD; -Output Devices: Speaker Inbuilt Stereo Speakers, USB 4x USB 3.0, Audio In/Out Headphone Mini jack, Mic Dual Microphone; - Display: Monitor Screen 24 Inch LED Backlit VGA, Graphics Intel HD Graphics 2GB, Resolution 2560 x 1600; -Operating System: OS Type Licensed MS Windows 10 pro, 64 Bit, Recovery Media Recovery Media Kit; -Software: MS Office MS Office Professional Suite 2016, PDF Reader Adobe Reader 11, Current Antivirus Software; -Technical Feature: Expandability Card, Ports 4 x USB 3.0,1 x HDMI,1 x VGA,DVI, 1 RJ45, Form Factor Tower, Security Locking Bar and Padlock Security Kit, Language English (UK); - Communication Network 1 x NIC RJ45, 10/100/1000, Data Link Protocol IEEE 802.11; -power: Ratings 220 - 240 V, Power Cable UK Standard (Three pin plug); -Accessories Input Device Mouse Pad; -Warranty Labour and parts 1+1</p>	2
57	<p><u>Projectors</u></p> <p><i>Minimum Requirements / Specifications</i></p> <p>3 LCD PROJECTOR, 3200 Lumens, Native Resolutions 1280 * 800 WXGA, Contrast Ratio 1500:1, HDMI VGA input, Wireless Connectivity, Video compatibility: NTSC, PAL, SECAM, HDMI and VGA port + remote control with laser pointer, waterproof carrying case, 2 years' warranty</p>	4
8	<p><u>Portable Projector Screen with Stand</u></p> <p><i>Minimum Requirements / Specifications</i></p> <p>Size:7/71, Screen ratio: 16:9</p>	4
9	<p><u>Multi-functional Printer</u></p> <p><i>Minimum Requirements / Specifications</i></p> <p>Printer: Print Technology Laser, Resolution 1,200 x 1,200 dpi (print), 600x600 dpi (Scan/copy), Print Speed At least 30 ppm, Duplex Printing Auto (1:2,2:2,2:1), Form Factor Flat bed and RADF, Paper Handling Print (A4, A5, B5, letter legal and card,), Paper Capacity 250 sheets; - Scanner Features Scan to Folder, USB, e-mail and Network. TIFF, PDF, and JPEG, Scan Size A4/Legal, Form Factor Flat bed and RADF; -Copier: Features Reversing Automatic Document Feeder – RADF, Copy Size Max size A4, Continuous copy 1-999, Paper Handling Print (A4, A5, B5, letter legal and card,), Warm-up Time 20 seconds or less; -OS Support OS Types Linux, Windows and Mac; -Connectivity Network Ethernet, 10/100/1000BaseTX, USB 2.0 (Hi-Speed) USB to PC connector; -Memory General memory At least 256 MB; -Power Ratings 220 - 240V; -Accessories Consumables Toner; -Warranty Parts and Maintenance 1-year warranty.</p>	2

EQUIPMENT AVAILABILITY AND DELIVERY

- **Participating contractors are required to provide a shipping & delivery timeline in calendar days**, from signature of purchase order through delivery at the final destination.
- All items ordered must be delivered to IFES' offices at Roshanmaer Place, Lenana Road (at Ring Road roundabout), Kilimani, Nairobi, Kenya.
- The ability to fulfil the complete order with in-stock equipment is strongly preferred.
- **The ability to deliver the complete order within one week of purchase order signature is strongly preferred.**
- **PLEASE NOTE:** IFES may elect to include a financial penalty in the final contract for delays beyond the quoted delivery timeline that are reasonably attributable to the vendor.

AFTER-SALES SERVICE & WARRANTY

- After sales services requirements shall apply with a Warranty on Parts and Labor for minimum period of 1 year or as mentioned in Technical Specifications and Requirements table above.

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 Kenyan Shillings for any contractor legally based in Kenya, and in U.S. Dollars (USD) for all other contractors.
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 Kenya 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% 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)
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. Price | 30% |
| 2. Equipment specifications | 30% |
| 3. Equipment availability and delivery time | 40% |

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.

APPLICATION

Your submission must be received via email by no later than **17:00 Nairobi local time on April 7, 2017**, sent to the attention of the following:

Salima Wiggins	swiggins@ifes.org
Jenny Xu	jxu@ifes.org

All quotes must be on a company’s letterhead with the company’s contact name and address. **Email submissions should have “RFQ-17-060” and the service provider’s name in the subject line.** Preference will be given to bids submitted via email. However, sealed bids may be delivered by hand to IFES’ office in Kenya at Roshanmaer Place, Lenana Road, Nairobi, Kenya, marked “RFQ-17-060: Keep Sealed Until RFQ Closes.”

SCHEDULE OF EVENTS

Release of RFQ	March 24, 2017
Questions Due	March 29, 2017, by no later than 17:00 Nairobi local time
Answers from IFES	March 31, 2017
RFQ Closes – Responses Due	April 7, 2017, received by no later than 17:00 Nairobi 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 Ms. Jenny Xu (jxu@ifes.org).

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. IFES’s project in Kenya 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 (KES or USD)	TOTAL PRICE (KES or USD)
1	<u>Laptop Computer Requisition Category (1)</u>	<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>	53	Pcs.		
2	<u>Laptop Computer Requisition Category (2)</u>		20	Pcs.		
3	<u>Laptop Computer Requisition Category (3)</u>		2	Pcs.		
4	<u>Laptop-Backpack</u>		55	Pcs.		
5	<u>Laptop Carrying Case</u>		20	Pcs.		
6	<u>Desktop Computers</u>		2	Pcs.		
7	<u>Projectors</u>		4	Pcs.		
8	<u>Portable Projector Screen with Stand</u>		4			
9	<u>Multi-functional Printer</u>		2			
Subtotal						
Cost of Delivery (if applicable)						
Import fees (if applicable)						
Taxes (if applicable)						
Grand Total (KES or USD)						
Firm Delivery Timeline (in calendar days)						