



International Foundation
for Electoral Systems

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

Request for Quotation (RFQ) for Personal Protective Equipment in Georgia

Solicitation # RFQ-20-079

September 15, 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 Personal Protective Equipment in Georgia. 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: September 15, 2020
- Samples due to IFES: September 21, 2020
- Technical Questions/Inquiries Due: September 22, 2020
- Answers/Addenda from IFES: September 23, 2020

- RFQ Closes: September 24, 2020

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
iswank@ifes.org

and

Sajia Tokhi
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 40% or 40 points
IFES will evaluate the overall cost effectiveness of materials procured, as well as additional costs, such as cost of delivery.
2. QUALITY 20% or 20 points
IFES expects reasonable quality products to be procured. Quality will be assessed by descriptions in the proposal and the samples provided to IFES by September 21, 2020.
3. TIMELINE 20% or 20 points
IFES expects the goods and services to be delivered by October 19, 2020.
4. DELIVERY PLAN 20% or 20 points
IFES expects a delivery plan to be provided that shows reasonable ability to procure the requested products by October 19, 2020.

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

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

Georgian parliamentary elections are set to take place on October 31st, 2020. Due to Covid-19, masks, hand sanitizer, and other personal protective equipment (PPE) are crucial to ensuring the safety of voters, poll workers, and key personnel. The purpose of this contract is to provide enough PPE equipment to ensure the safety of both voters and stakeholders on election day.

Under this contract, the vendor will procure and deliver the following PPE to IFES' office in Tbilisi:

- 2,500,000 Single-Use Face Masks
- 48,100 Face Shields
- 6,750 Bottles of Hand Sanitizer (1L, 60% alcohol) or 13,500 Bottles of Hand Sanitizer (.5L)

These materials must be delivered to the CEC of Georgia in Tbilisi (details to be provided upon award) no later than **October 19, 2020**, to allow enough time for the equipment to be distributed throughout the country by election day.

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 Georgia is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Codes 937 and 110 (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 Codes 937 and 110 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 Tbilisi, Georgia. The delivery address will be provided with the award.

5.6 Samples

Bidders must submit at least two (2) samples of each product to IFES office in Tbilisi, Georgia at the following address:

Nino Vibliani
7 Niko Nikoladze
0180 Tbilisi, Georgia

The deadline for submitting samples by all Bidders is September 21, 2020.

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% of more of the company
 - 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. 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.
4. Bidders must complete the following 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.

7 PRICING

Bidders must complete the following 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.

IFES is tax exempt in Georgia. No value-added tax (VAT) of any kind should be included in the cost proposal or billed to IFES upon award.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
Group 1						
1.	Single Use Face Masks		2,500,000	1 Mask		
	Subtotal Group 1					
Group 2						

2.	Face Shields		48,100	1 Face Shield		
Subtotal Group 2						
Group 3						
3.	Hand Sanitizer	Must contain at least 60% alcohol. Twice as many 0.5 liter bottles may be accepted, if offered at a comparable price.	6,750	1 Liter bottle		
Subtotal Group 3						
Total						
Shipping/Freight/Delivery Costs						
Grand Total						

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 of managerial interest in the company will result in the Bidder’s offer being removed from consideration.

8.4 Subcontracting

The Bidder 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 Bidder’s offer being removed from consideration. No subcontracting is allowed under this solicitation.

8.5 Local and Regional Manufacture

Bidders must certify that Single-Use Face Masks are manufactured locally or in the same geographical region as the country in which USAID is providing assistance, as defined by the U.S. Department of State’s regional system (Africa, East Asia and the Pacific, Europe and Eurasia, Near

East, South and Central Asia, and Western Hemisphere), and are not, and could not reasonably be expected to be, meant for the United States market.

8.6 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.

8.7 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.

8.8 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.

8.9 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.10 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.

8.11 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]