



International Foundation
for Electoral Systems

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

Request for Quotation (RFQ) for Catering services BOA in Libya

Solicitation # RFQ-21-029

March 30, 2021

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 establishment of catering services BOA in 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.

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|-------------------------------------|-------------------------------------|
| • Issuance of RFQ | March 30, 2021 |
| • Technical Questions/Inquiries Due | April 4, 2021, 5:00PM Tripoli time |
| • Answers/Addenda from IFES | April 7, 2021 |
| • RFQ Closes | April 15, 2021, 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-notice.

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%
Total cost, assessment of overall price and price reasonableness, including descriptions of cancellation policies. Prices should represent fair and reasonable current market rates. Value will be assessed on the daily rates
- 2. QUALITY/EXPERIENCE** 30%
The Contractor must be able to provide the different items described at a high quality. Offers will be compared by the Contractors' ability to provide. IFES will assess the Contractors' 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, this includes the capacity to deliver catering services to all regions in Libya. Vendors will be asked to provide a sample timeline for delivering services 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

IFES Libya will be hosting several trainings in the next year, and requires quotations for catering services. To ensure flexibility and responsiveness to the needs of stakeholders in IFES' dynamic program, IFES Libya hopes to secure Basic Ordering Agreements (BOAs) with one or multiple service providers in Libya to provide these services on a recurring basis tentatively for the period of 12 months. The BOA will provide the contractual terms and conditions for Task Orders issued by the IFES Libya office each time catering services are required. Each Task Order will be numbered and constitute an order for services.

The bidder should be able to provide all services at different locations in Libya (East, West and South), in the period mentioned above. Bidders are requested to provide maximum capacity of their services.

The number of guests requiring meals and refreshments are different from one event to another. Please provide unit pricing for services as described in the below table. Any applicable charges such as taxes or service charges must be identified separately.

No.	Description of Set Menu	Unit	Unit Price
1. Tripolitania Region:			
1. 1.	Snack composed of: Tuna/Chicken sandwich Fresh juice Tea/Coffee Cup Mineral water (500 ml bottle)	Per person/ Per day	
1. 2.	Buffet Lunch/ Dinner composed of: Two choice main plate, example: Rice, vegetables, meat/fish, Two Salads choice Dessert/ fresh fruits Mineral water (500 ml bottle)	Per person/ Per day	
1. 3.	Coffee break composed of: Tea, coffee, cookies or seasonal snacks	Per person/ Per day	
2. Fezzan Region			
2. 1.	Snack composed of: Tuna/Chicken sandwich Fresh juice Tea/Coffee Cup Mineral water (500 ml bottle)	Per person/ Per day	
2. 2.	Buffet Lunch/ Dinner composed of: Two choice main plate, example: Rice, vegetables, meat/fish, Two Salads choice Dessert/ fresh fruits Mineral water (500 ml bottle)	Per person/ Per day	
2. 3.	Coffee break composed of: Tea, coffee cookies or seasonal snacks	Per person/ Per day	
3. Cyrenaica Region			
3. 1.	Snack composed of: Tuna/Chicken sandwich Fresh juice Tea/Coffee Cup Mineral water (500 ml bottle)	Per person/ Per day	
3. 2.	Buffet Lunch/ Dinner composed of: Two choice main plate, example: Rice, vegetables, meat/fish, Two Salads choice Dessert/ fresh fruits Mineral water (500 ml bottle)	Per person/ Per day	

3. 3.	Coffee break composed of: Tea, coffee cookies or seasonal snacks	Per person/ Per day	
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The Service Provider will be required to provide the following:

1. must deliver to all locations in each of the three regions in Libya; East, West, and South
2. Service providing meals, beverages, snacks & other items on a daily basis to on-site personnel, including providing and maintaining equipment and the provision of consumables required for the intended use.
3. The meals/beverages/ coffee breaks served will be of high quality and prepared in a clean and hygienic manner in accordance with all health and safety regulations.
4. The Service Provider is to ensure that meals ordered must be prepared and delivered to the conference center and respective venue as stipulated by the client. The response times shall be adhered to. Failure to adhere to the times stipulated may result in non-payment or the reduction of the quoted price for the service.
5. Responsibilities may include not only providing and preparing food but also serving it and cleaning up afterward.
6. The Service Provider will be responsible for pest control and general cleanliness of the canteen area.
7. Service Provider is to remove all waste (wet or dry) on a daily basis. Waste must be appropriately packaged for disposal with the use of proper refuse bags.
8. The Service Provider shall provide bins/containers.
9. Ensure that all personnel working under this contract are in good health and equip them with uniforms.

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]