



International Foundation  
for Electoral Systems

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

**Request for Quotation (RFQ) for Provision of Graphic Design Services in  
Southeast Asia**

**Solicitation # RFQ-22-018**

**December 7, 2021**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of **graphic design services to support the development of IFES toolkits, newsletters, factsheets, PowerPoint presentations and other technical resources throughout IFES’ Southeast Asia programs**. The solicitation provides prospective vendors 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](mailto: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                   | December 7, 2021                              |
| • Technical Questions/Inquiries Due | December 13, 2021, 5:00 PM Washington DC Time |
| • Answers/Addenda from IFES         | December 16, 2021                             |
| • RFQ Closes                        | December 23, 2021, 5:00 PM Washington DC Time |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors 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 prospective vendor 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.

Abdullah Abdullah  
[aabdullah@ifes.org](mailto:aabdullah@ifes.org)

and

Khurram Naz  
[knaz@ifes.org](mailto:knaz@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. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors 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](http://www.ifes.org/procurement-notice) and [www.devex.com](http://www.devex.com).

#### 3.4 Submission

It is mandatory for prospective vendors 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, prospective vendors 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 bids based on the following criteria:

- 1. Past performance** **40 points**
  - a. History of successfully producing a variety of graphic design support for toolkits, publications and technical resources
  - b. Demonstrated familiarity and understanding of the service needed
  
- 2. Price** **30 points**
  - a. Competitive pricing and proposed quotes are reasonable and cost-effective
  
- 3. Timeline** **30 points**
  - a. Ability to successfully provide graphic design services on deadline within a reasonable time frame

**3.6 Selection and Notification**

IFES will evaluate Responses to identify responsible vendors 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**

The International Foundation for Electoral Systems (IFES) is developing technical resources to support the implementation of several programs in Southeast Asia, including a digital media literacy curriculum and a policy paper that identifies opportunities to mainstream disability rights within the Association of Southeast Asian Nations Comprehensive Framework Recovery Framework. The technical resources, toolkits, policy papers, reports and other multimedia materials will be shared with key stakeholders including IFES' civil society partners and presented at official meetings with government representatives in the region. IFES will be developing further technical resources including toolkits, newsletters, PowerPoint presentations for trainings, curriculums and other programmatic resources that require digital design, formatting and editing support from a graphic designer.

Under the direction of IFES' Program Officer and Program Managers, the vendor is expected to provide graphic design services that may include, but are not limited, to the following:

- Designs layouts for reports, publications, toolkits, curricula, factsheets or other written resources;
- Work on PowerPoint templates, including formatting and cleaning up PowerPoint slides for presentations;
- Other requests submitted upon consultation with the vendor.

## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Prospective vendors 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 is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (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 prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

### 5.3 License, Clearance and Approvals

The prospective vendors 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.

## 6 QUALIFICATIONS & REFERENCES

Prospective vendors 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. Prospective vendors 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 prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## 7 PRICING

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors 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.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
<b>PowerPoint template design and clean up</b>						
1.						
2.						
	Subtotal Group 1					
<b>Design layouts for technical resources (ex. reports, newsletters)</b>						
3.						
4.						
	Subtotal Group 2					
Total					USD	
Taxes (if applicable)					USD	
<b>Grand Total</b>					<b>USD</b>	

## 8 ADDITIONAL TERMS & CONDITIONS

### 8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor 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 prospective vendor 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 prospective contractor'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 prospective contractor/vendor or third parties, in connection with the Response.

**8.6 Intellectual Property**

Prospective vendors 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 Prospective Contractors' Responses**

All accepted Responses shall become the property of IFES and will not be returned.

**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 prospective contractor, 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]**