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2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

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

Questions and Answers

December 16, 2021

Q1. As this is really more of a LTA than a specific project quote, how should we fill out the pricing grid? My pricing depends on the length of the presentation and the page count of the reports or other printed materials. I can give a per page / per slide quote, but there is no way to really fill in the Subtotal or Total numbers for the grid without knowing the specifics of the projects.

Thank you for your inquiry. If the pricing chart in the RFQ does not apply, please disregard and submit a pricing chart that best indicates your services.

Q2. Could you please provide an example of how you expect the table to be filled out?

Similar to question 1, if the current pricing chart within the RFQ does not apply, applicants are welcome to submit their own pricing charts.

2. You also request. "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." Can you please elaborate on what this is?

This certification should be a signed document on formal letterhead stating that the contractor/vendor has the sufficient resources to complete the scope of work. Please be advised that once selected, the contractor/vendor should be prepared to provide documentation that the company is a registered organization.

End of Questions and Answers