



IPA

Request For Quotations (RFQ)

No. IPA/RFQ/MIST/003/2025

RFQ for Cisco Meraki Hardware and Licensing Support

Issue Date: 15th May 2025

NOTICE: Any amendments or clarifications to this solicitation will be issued and posted on IPA's website

1. Synopsis of the Request for Quotation

IPA (Global) invites qualified vendors to submit quotations to supply and deliver Cisco Meraki Hardware and Licensing Support as described below.

Summary:

Innovations for Poverty Action (IPA) is seeking proposals from a Cisco-certified partner to supply Meraki product lines and licensing. The selected partner must be capable of shipping the specified products to IPA country offices listed on our website.

We aim to meet the needs of 20 countries globally, which will involve replacing existing equipment, adding new devices, and providing licensing support for all sites.

The Request for Proposals (RFP) will be published on May 15th, 2025. Following a four-week review and selection process, we will choose a partner to support our sites for a period of one to three years.

1. RFQ No.	IPA/RFQ/MIST/003/2025
2. Issue Date	Wednesday, May 15, 2025
3. Title	RFQ for Cisco Meraki Hardware and Licensing Support
4. Issuing Office	Innovations for Poverty Action 1701 Rhode Island Ave NW, 3rd Floor Washington, DC 20036
5. Deadline for Receipt of Questions	Tuesday, May 27, 2025, 15:00 Eastern Time (ET)
6. Point of Contact for Questions	Send your questions to; global-procurement@poverty-action.org and include the RFQ number for easy reference. Responses to questions or clarifications will be shared within 24 hours after the clarification window closes
7. Deadline for Receipt of Quotes.	Friday, June 6, 2025, 15:00 Eastern Time (ET)
8. Submission Address	Quotations MUST be submitted ONLY to; global-proposals@poverty-action.org please include the RFQ number in the subject line. Submissions sent to any other email address will not be considered.
9. Anticipated Award Type	Blanket Purchase Agreement (BPA). Issuance of this RFQ in no way obligates IPA to award a subcontract or purchase order, and Bidders will not be reimbursed for any costs associated with the preparation of their quote.

10. Basis for Award	An award will be given to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to IPA, considering price and/or other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 4 below, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore, bidders shall submit their best and final price.
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2. Request for Quotation

1. General Instructions to Bidders	<ul style="list-style-type: none"> • Quotes must be received by Friday, June 6, 2025, 15:00 Eastern Time (ET). Late offers will be rejected. • Bidders shall submit quotes electronically (via the submission address above). • Quotes must be valid for a period of 60 days. • Bidders shall sign and date their quotation. • Bidders shall complete • Attachment 1: Price Schedule template.
2. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted in writing to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
3. Technical Specifications and requirements for Technical Acceptability	1. The list of goods/services required is provided in Attachment 1: Price Schedule . Technical Specifications and state "The detailed technical specifications of these goods/services can be found in Attachment 3: Technical Specifications ".
4. Determination of Responsibility	<p>IPA will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate. 2. Ability to comply with required or proposed delivery or performance schedules. 3. Provide Proof of a Cisco-certified partnership
5. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment 2: Terms and Conditions .
6. Procurement Ethics	By submitting an RFQ, Bidders certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445.

Attachment 1: Price Schedule

Item Number	Item Name	Specifications by Cisco	Unit Price	Total Price
1	<i>Meraki Firewalls</i>			
2	<i>Meraki Switches</i>			
3	<i>Meraki AP devices</i>			
4	<i>Meraki CCTV devices</i>			

Delivery Timelines:

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____

Our attached quote is for the total price of _____ (figure and in words)

I certify a validity period of ____days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that IPA is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Attachment 2: Terms and Conditions

1. The Request for Quotes is not and shall not be considered an offer by IPA.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
5. All procurement will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
6. IPA reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting quotations for such rejection or cancellation of the procurement.
7. IPA reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. IPA shall solely own all intellectual property (e.g. datasets, material, etc.) created under the resulting award.
9. All information provided by IPA in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
10. IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
11. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response.
12. All Responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.

Attachment 3: Detailed Technical Specifications

Summary:

Innovation for Poverty Action requests an RFP from a Cisco partner who will deliver Meraki product lines and licensing. The partner will need to be able to ship the product line listed below to IPA country sites listed on the IPA website. We are looking to fulfill the needs of 20 countries across the globe, which will need to replace the current equipment, add new equipment, and provide licensing support for all of the sites. We will post the RFP on May 5th, 2025, and after four weeks of the scheduled process, we will select a partner to support our sites for one to three years.

Cisco Meraki Product Line

- MX6X – 9X Firewall/Wi-Fi
- MS1XX -24 P Switching
- AP Wi-Fi Adaptors
- CCTV CCTV

Features Require:

- Support delivery to all IPA Sites, including customs paperwork, VAT/TAX, and delivery signed packaging.
- Renewal of all Cisco Meraki licenses.
- Service support replacements for all equipment in warranty and contact.
- 5x7 US-based support center for IPA administration to connect with on issues.

Administration:

- One training session online yearly for the IPA administration team.
- Support, including help to connect the device at a new installation.

Schedule:

RFQ will be available for review for two weeks. One week of review of submitted quotes, which will be ranked based on the items above. At which time, the top two or three ranked applications have one week to demo the product and services to the IPA selection team. During the fifth week of this schedule, a selection will be announced, and all submission members will be notified.

- RFP – Available 2 weeks
- Quote review – 1 week
- Top 2-3 applicants' demo – 1 week
- Selection Team Selects Partner – 1 week

Pricing:

All pricing must be clear and direct. We are looking for device pricing to ensure standard ranking across all submitted quotes. Discounting can be listed by year, non-profit, or special events. All future increases for one, three, or five contracts must be listed at the time of bid. Services pricing must be listed as a line item; professional services, if needed for set-up or deployment, must be listed by item with rate per hour and hours required to complete the deployment of the equipment and services. Two customer references are required for the top three selected partners.

Ranking:

Each bid will be ranked based on this document listed above, the health of the business partner, services for global use, and pricing. Each element will have a value of one unit, and the total number of units will be counted to select the selection of products and services.