



The Feed the Future Policy Leadership, Interactions, Networks and Knowledge project (POLICY LINK)

REQUEST FOR QUOTATIONS (RFQ)

Issue date: 25/11/2020

Deadline: 04/12/2020

Request No: LINK-RFQ-S/Sudan-2020/0012

**Selection of vendor for the provision of office furniture for DAI
office in Juba, South Sudan**

WARNING: Prospective Offerors who have received this document from a source other than the LINK Project, should immediately contact LINKprocurement@dai.com and provide their name and mailing address in order for amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.



1. Synopsis of the Request for Quotation

DAI is implementing a five-year (2019 – 2024) USAID funded program in South Sudan with its main office in Juba and field operations in Aweil, Torit, Wau and Yambio. The Feed the Future Policy Leadership, Interactions, Networks and Knowledge (Policy LINK or LINK) project will strengthen the capacity of local actors and institutions to lead and manage the agricultural transformation process and contribute effectively and collectively to improved, broad-based food security policy outcomes.

Specifically, the program aims to strengthen food security policy systems by investing in and reinforcing productive human and social capital and developing strategic partnerships that help bring these innovations and capacity investments to scale in order to achieve a critical mass of local actors with the ability and opportunity to effect positive policy change through collective action.

DAI hereby invites qualified offerors to submit their proposals/bids to provide cleaning and maintenance services for its office in Juba, South Sudan.

1. RFQ No.	LINK-RFQ-S/Sudan-2020/0012
2. Issue Date	25/11/2020
3. Title	Selection of vendor for the provision of office furniture for DAI office in Juba, South Sudan
4. Issuing Office & Email/Physical Address for Submission of Quotes	Policy Link project – Juba, South Sudan All bids must be submitted by email only to the following address: LINKprocurement@dai.com and include the reference "LINK-RFQ-S/Sudan-2020/0012-Company's name" in the subject line.
5. Deadline for Receipt of Quotes.	Quotes must be submitted no later than 04/12/2020 at 5:30pm, local time.
6. Point of Contact	Bidders may request clarifications by email no later than 03/12/2020 at 3pm, local time. Clarification requests are received at: LINKprocurement@dai.com
7. Anticipated Award Type	Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • All bids must be submitted by email only to the following address: LINKprocurement@dai.com and include the reference "LINK-RFQ-S/Sudan-2020/0012-Company's name" in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically via this procurement email mentioned above. • By submitting their quote, bidders fully understand that their quote must be valid for a period of 60 days. • Bidders shall sign, date and stamp their quotation. • Quotes must be submitted on Company's letterhead. • Bidders shall complete Attachment C: Price Schedule template. Value Added Tax (VAT) if applicable shall be included on a separate line. (Note that these services are eligible for VAT exemption under the DAI prime contract in South Sudan.)
<p>10. Questions Regarding the RFQ</p>	<p>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 via email or in writing delivered 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.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. Please refer to Attachment A: Technical specifications and requirements. 2. In addition to meeting the scope of work listed above, offerors are required to meet or exceed the significant non-cost factors listed below: <ol style="list-style-type: none"> 1. <i>The offer must be accompanied by a letter providing the company profile, professional capabilities and experiences</i> 2. <i>Offeror must have completed or have currently in progress provided such services for 3 organizations/companies at least (see Attachment D). The Offeror may include in its offer, the recommendation letter he may have from other clients.</i> 3. <i>Completed Pricing Schedule (see Attachment C – offerors may use their own template but must include all information as indicated in Attachment C).</i>
<p>12. Determination of Responsibility</p>	<p>DAI 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. Copy of certificate of incorporation/registration

	<ol style="list-style-type: none"> 2. Evidence of a DUNS number (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules. 5. Be qualified and eligible to perform work under applicable laws and regulations.
<p>13. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>14. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>15. Compliance with Terms and</p>	<p>Bidder shall be aware of the general terms and conditions for an</p>

Conditions	award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.
16. Procurement Ethics	By submitting a bid, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI 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 DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com .

1.1 Attachment A: Technical specifications and requirements

I. Objective

DAI is requesting qualified vendors to provide office furniture as per the below list and specifications.

Item #	Item Name	Specifications
1	Office Conference Table	Big table with seating capacity of 20
2	Office Conference Table	Small table with seating capacity of 8
3	Office tables	Standard size office tables with drawers
4	Office tables	Regular big office tables
5	Kitchen/dining table	Round Kitchen table with seating capacity of 5
6	Office chairs	Adjustable in height, head rest and arms
7	Round meeting table	Small round meeting table with seating capacity of 3
8	Seats for meeting tables/visitors	Seats for all the meeting tables, including conference tables.
9	Visitors seats	3 seater seat for reception area
10	Reception table	Suitable reception set up table
11	Filing cabinet	Filing cabinet lockable
12	Filing cupboard	Metallic with upper part glass
13	Coffee table	Wooden
14	Printer table	Wooden

Bidders are asked to carefully read the below instructions and specifications to ensure that their bids contain all the required information.

2. Site visit schedule

A site visit is scheduled on 27/30/ Nov 2020 at 12noon to the following address: **Goshen House, Kololo, Juba**

3. Estimated performance

Delivery by 31st December 2020

4. Termination of Purchase Order

Terms and conditions will be further specified in the purchase order.

5. Payment terms

Payment will be made upon delivery of goods and within 30 days.

The offeror will be paid in full after service delivery completion upon submission of invoices by wire transfer.

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C: Price schedule

Item #	Item Name	Specifications	Quantity	Unit	Unit Price (USD)	Total Price (USD)
1	Office Conference Table	Big table with seating capacity of 20	1			
2	Office Conference Table	Small table with seating capacity of 8	1			
3	Office tables	Standard size office tables with drawers	13			
4	Office tables	Regular big office tables	3			
5	Kitchen/dining table	Round Kitchen table with seating capacity of 5	1			
6	Office chairs	Adjustable in height, head rest and arms	16			
7	Round meeting table	Small round meeting table with seating capacity of 3	2			
8	Seats for meeting tables/visitors	Seats for all the meeting tables, including conference tables.	40			
9	Visitors seats	3 seater seat for reception area	2			
10	Reception table	Suitable reception set up table	1			
11	Filing cabinet	Filing cabinet lockable	2			
12	Filing cupboard	Metallic with upper part glass	4			

13	Coffee table	Wooden	2			
14	Printer table	Wooden	2			
15	VAT	Specify VAT percentage and amount if applicable (Shall not be included in the Grand total amount)	1	Each		

Total in USD

Delivery Date:

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 DAI is not bound to accept any quotes it receives.

Should a contract be awarded, we confirm that we accept the proposed payment terms specified in Attachment A.

Authorized Signature:
 Name and Title of Signatory:
 Name of Firm:
 Address:
 Telephone:
 Email:

Company Seal/Stamp:

1.4 Attachment D: Past performance

Client # 1

Name of Project:	
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Location of Project:	
Contract Amount:	
Period of Performance:	
Company size:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	

Client # 2

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Company size:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	

Client # 3

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Company size:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	
Reference Contact Address:	

NB: This RFQ serves as a guide to the Vendor in preparing its quotation. Quotes must be submitted per the requirements on official Letterhead, signed and stamped.

Please do not fill the attachments by handwriting