



**USAID Youth Empowerment Activity**

**Date: October 24, 2022**

**Reference:** Request for Quotation (RFQ): 2022-004

Education Development Center, Inc. (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

The purpose of this RFQ is to invite you to submit a quotation for Procurement and Installation of Network Equipment/Accessories. The Network equipment shall be for used for project purposes in South Sudan.

The USAID Youth Empowerment Activity is seeking an offeror to provide a quotation for the supply and installation of the network equipment, network cabling and accessories for the USAID Youth Empowerment Activity office; located in **Africa 03 Building, AFEX Rivercamp, Juba, South Sudan.**

**Scope of Work**

This procurement is open to offers from individuals or organizations from South Sudan *OR* all countries, except for those designated by the US Government as prohibited source countries.

EDC is seeking an offeror to supply and install network equipment, devices and cabling in its Juba office. See the detailed minimum technical specifications of the equipment and services listed below for additional information:

S/N	SUPPLY AND INSTALLATION OF NETWORK EQUIPMENT/ACCESSORIES Description	Quantity
1.	48 port Linksys or equivalent POE managed Switch	1
2.	48 port patch panel cat6 premium line	1
3.	Network data points face splits { <i>in all rooms for users +</i>	30

*printer points + points at main meeting room + access points}*

S/N	SUPPLY AND INSTALLATION OF NETWORK EQUIPMENT/ACCESSORIES Description	Quantity
4.	CAT6 shielded UTP cable (Premium line 305m)	Length is to be determined after the site visit.
5.	Access Point Linksys or equivalent	5
6.	Other accessories (Brackets, brush panels, patch cords, rack trays, faceplates, ducts, etc.)	1
7.	Printers work center	2
8.	UPS 2 KW	2
9.	UPS 1KW	1

1. **Note: There are existing equipment/cabling that will be included in the final networking solution that can be viewed during the site visit. The Offeror must be prepared to test the cabling during the site visit.**
2. **Note: It is expected that after the site survey that other equipment (not mentioned above) might be recommended by the vendor/offeror based on the survey results.**
3. **NOTE: any/all equipment including software to be supplied MUST NOT be HUAWEI, ZTE, Hytera, Hangzhou Hikvision digital technology, Dahua Technology OR Kaspersky software**

The selected Offeror will be responsible for:

- Supply of labor, delivery and installation of various network equipment, cables and components.
- Installation of new cabling and network points.
- Installation and configuration of all installed network equipment as per specification.
- End-to-end tagging and labelling.
- Orientation for USAID YEA staff and the operation guidelines for equipment installed during handovers.
- After-sales maintenance/repair support under warranty.

### Schedule of Events

The following schedule applies to this RFQ but may change in accordance with EDC's needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFQ.

LINE	TIME	DATE	STEP
<b>A</b>	Two hours for each site visit	October 31 and November 1, 2022	Conduct site survey of the USAID Youth Empowerment Activity office and provisions of appropriate site specifications for the procured equipment. <b>Please send 3 options for two-hours site visits by October 28, 2022 at 1:00 pm via email to: <a href="mailto:YEAprocurement@edc.org">YEAprocurement@edc.org</a></b> Site visit slots start from 10.00 am – and ends by 4.00 pm and for up to two hours for each vendor. <b>Note: A list of the existing equipment, which will be part of the final networking solution, with specifications will be provided during the site</b>
<b>B</b>	05:00PM	November 4, 2022	Deadline for request for any clarifications from the EDC. Questions must be submitted in writing via email to: <a href="mailto:YEAprocurement@edc.org">YEAprocurement@edc.org</a>
<b>C</b>	05:00PM	November 9, 2022	Estimated date for issuance of any clarifications by EDC. All Questions will be answered in one document and sent to all potential Offerors via email.
<b>D</b>	05:00PM	November 15, 2022	Deadline for submission of quotations. Quotations must be submitted in writing via email to <a href="mailto:YEAprocurement@edc.org">YEAprocurement@edc.org</a>

***Offerors are obligated to participate in the on-site visit for a better understanding of the requirements for the supply and installation of network equipment/accessories. Up to two (2) representatives of each Offeror may participate in the site survey.***

EDC shall evaluate all quotations based on:

- ✓ **Price**
- ✓ **Technical Specifications**

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conforming to this request offer(s) the greatest value. EDC may also (a) reject any or all quotations, (b) accept other than the lowest quotation, or (c) accept more than one quotation. Contracts may be issued for some or all of the deliverables. EDC may award a contract without discussions with offerors. As such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct discussions, which may result in revisions to quotations, with one or more than one or all offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror.

**Quotations must include the following:**

1. Cover letter on company letterhead dated and signed;
2. A description of the items/equipment being offered;
3. The pricing must be a detailed breakdown including the unit price of each item, the total

price, all applicable taxes and transport and shipping costs.

4. All pricing must be in US\$ and valid for 30 calendar days;
5. Delivery terms;
6. Payment terms including banking details;
7. Valid tax certificate;
8. Certificate of registrations/incorporation;
9. Certification related to product support including qualifications of personnel to be involved in the installation process;
10. Full names of company directors and/or owners;
11. Confirmation that goods are in stock
12. Proposed or applicable warranty and service under warranty for the installed network equipment/accessories
13. Proof of product origin and certification signed by the Offeror specifying the origin and place of manufacture

Ensure at a minimum your quotation includes the following:

**NOTE: any/all equipment including software to be supplied MUST NOT be HUAWEI, ZTE, Hytera, Hangzhou Hikvision digital technology, Dahua Technology or Kaspersky software.**

Description	Qty	Manufacturer's Part Number/ Serial Number	Manufacturer	Unit Price in US\$	Total Price in US\$
48 port Linksys or equivalent POE managed Switch	1				
48 port patch panel cat6 premium line	1				
Network data points face splits { <i>in all rooms for users + printer points + points at main meeting room + access points</i> }	30				
CAT6 shielded UTP cable (Premium line 305m)	Length is to be determined after the site visit.				

Access Point Linksys or equivalent	5				
Other accessories (Brackets, brush panels, patch cords, rack trays, faceplates, ducts, etc.)	1				
Printers work center	2				
UPS 2 KW	2				
UPS 1KW	1				
Labor/installation cost	1				
<b>Grand Total:</b>					

*Note: The project is exempted from the Value Added Tax and letter can be submitted to substantiate this exemption*

**Quotation must be delivered via email to:**

Education Development Center, Inc., Attention: USAID YEA Procurement team, email:

[YEAprcurement@edc.org](mailto:YEAprcurement@edc.org). All quotations must be received by EDC, before the deadline date and time,

**November 15, 2022, 04:00 p.m. South Sudan time.** Quotations received after this date will not be eligible for contract award. The quotation must be valid for 30 days.

## Organizational Information and Certification Form

Please complete the following form and submit with your formal quotation. Kindly note that the below fields are mandatory. **Acceptance of Offers depends on correct completion of the sections below.**

### 1. Organizational Information

Full legal name of company	
Full office address	
Contact Person's full name	
Contact Person's phone number	
Contact Person's email address	

### 2. Key Individuals

The names and titles of the Offerors' key individuals are:

- a) the principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees):
- b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president):

### 3. References

Please list the names, email addresses, phone numbers, and contact people at three organizations to which the Vendor/Offeror has provided goods of a similar or larger size and scope during the last 24 months, whom EDC can call on as references.

#### Reference #1:

Organization Name:

Contact Person:

Email Address:

Telephone Number:

Type of Goods Provided: Value

of Goods Provided: Month/s and

Year During Which Goods were

Provided:

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**Reference #2:**

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Type of Goods Provided: Value \_\_\_\_\_  
of Goods Provided: Month/s and \_\_\_\_\_  
Year During Which Goods were \_\_\_\_\_  
Provided: \_\_\_\_\_

**Reference #3:**

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Type of Goods Provided: Value \_\_\_\_\_  
of Goods Provided: Month/s and \_\_\_\_\_  
Year During Which Goods were \_\_\_\_\_  
Provided: \_\_\_\_\_

**4. Signature**

***Signature of Authorized Officer:***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_