



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

## REQUEST FOR QUOTATIONS (RFQ)

**Issue date: 02/12/2020**

**Deadline: 11/12/2020**

**Request No: LINK-RFQ-S/Sudan-2020/0010**

**Selection of vendors for the supply and delivery of IT equipment and supplies 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](mailto: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 vendors to submit their quotations to supply and deliver IT equipment and supplies for its project in Juba, South Sudan.**

1. RFQ No.	LINK-RFQ-S/Sudan-2020/0010
2. Issue Date	<b>02/12/2020</b>
3. Title	Selection of vendors for the supply and delivery of IT equipment and supplies 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: <a href="mailto:LINKprocurement@dai.com">LINKprocurement@dai.com</a> and include the reference "LINK-RFQ-S/Sudan-2020/0010 Company's name" in the subject line.
5. Deadline for Receipt of Quotes.	Quotes must be submitted no later than <b>11<sup>th</sup> Dec 2020 at 5:30pm, local time.</b>
6. Point of Contact	Bidders may request clarifications by email no later than <b>9<sup>th</sup> Dec 2020 at 3pm, local time.</b> Clarification requests are received at: <a href="mailto:LINKprocurement@dai.com">LINKprocurement@dai.com</a>
7. Anticipated Award Type	<b>DAI anticipates awarding a Purchase Order (PO) for the supply of the IT equipment.</b> 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"> <li>• All bids must be submitted by email only to the following address: <a href="mailto:LINKprocurement@dai.com">LINKprocurement@dai.com</a> and include the reference "<b>LINK-RFQ-S/Sudan-2020/0010-Company's name</b>" in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes electronically via this procurement email mentioned above.</li> <li>• By submitting their quote, bidders fully understand that their quote must be valid for a <b>period of 60 days</b>.</li> <li>• Bidders shall sign, date and stamp their quotation.</li> <li>• Quotes must be submitted on Company's letterhead.</li> <li>• <b>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.)</b></li> </ul>
<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>	<p>1. Please refer to <b>Attachment A: Technical specifications and requirements</b></p>
<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"> <li>1. <b>Copy of certificate of incorporation/registration</b></li> <li>2. <b>Evidence of a DUNS number (explained below and instructions contained in the Annex).</b></li> <li>3. <b>The source, origin and nationality of the services are not from a Prohibited Country (explained below).</b></li> <li>4. <b>Ability to comply with required or proposed delivery or performance schedules.</b></li> <li>5. <b>Be qualified and eligible to perform work under applicable laws and regulations.</b></li> </ol>
<p>13. Geographic Code</p>	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>• 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:</li> </ul>

	<p><a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<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 <b>are required</b> 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. 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 Conditions</p>	<p>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 B.</p>
<p>16. Procurement Ethics</p>	<p>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 <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a>.</p>

## 1.1 Attachment A: Technical specifications and requirements

### 1. Overview

DAI is requesting qualified vendors to provide IT equipment and supplies in the framework of its activity implementation in South Sudan. The equipment shall be new and ready for use. Each piece must be supplied in its original packaging and with its complete original documentation.

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

### 2. Technical specifications

#	Item description	Technical specifications
1	<b>Multifunction Network Printer, Standard Black, 220V</b>	(220V) HP LaserJet Enterprise Flow MFP M528c - Multifunction printer - B/W - laser - Legal (8.5 in x 14 in) (original) - A4/Legal (media) - up to 45 ppm (printing) - 650 sheets - 33.6 Kbps - USB 2.0, Gigabit LAN, USB 2.0 host <b>Warranty: 1 year</b>
2	<b>Multifunction Network Printer, Small Color, 220V</b>	(220V) HP Color LaserJet Pro MFP M479fdw - Multifunction printer - color - laser - Legal (8.5 in x 14 in) (original) - A4/Legal (media) - up to 28 ppm (copying) - up to 28 ppm (printing) - 300 sheets - USB 2.0, Gigabit LAN, Wi-Fi(n), USB host <b>Warranty: 1 year</b>
3	<b>Cartridge for Standard Black MFP</b>	HP 89Y - High Yield - Black - original - LaserJet - toner cartridge (CF289Y) - for LaserJet Enterprise Flow MFP M528, M507 (duty cycle 20,000 pages)
4	<b>Cartridge for Small Color MFP, Black</b>	HP 414X - High Yield - Black - original - LaserJet - toner cartridge (W2020X) - for Color LaserJet Pro M454dn, M454dw, MFP M479fdn, MFP M479fdw (duty cycle 7,500 pages)
5	<b>Cartridge for Small Color MFP, Cyan</b>	HP 414X - High Yield - Cyan - original - LaserJet - toner cartridge (W2021X) - for Color LaserJet Pro M454dn, M454dw, MFP M479fdn, MFP M479fdw (duty cycle 6,000 pages)
6	<b>Cartridge for Small Color MFP, Yellow</b>	HP 414X - High Yield - Yellow - original - LaserJet - toner cartridge (W2022X) - for Color LaserJet Pro M454dn, M454dw, MFP M479fdn, MFP M479fdw (duty cycle 6,000 pages)
7	<b>Cartridge for Small Color MFP, Magenta</b>	HP 414X - High Yield - magenta - original - LaserJet - toner cartridge (W2023X) - for Color LaserJet Pro M454dn, M454dw, MFP M479fdn, MFP M479fdw (duty cycle 6,000 pages)
8	<b>Monitor</b>	HP ProDisplay P174 - LED Monitor - 17" - 1280x1024

		<b>Warranty: 1 year</b>
<b>9</b>	<b>Keyboard and mouse set</b>	Hp wired keyboard and wireless mouse
<b>10</b>	<b>Carrying Case</b>	14" laptop carrying case or backpack
<b>11</b>	<b>Power strips</b>	6-outlet, surge-protector power strip with 1 transformer outlet, 2 m power cord
<b>12</b>	<b>Plug converter (Adapter)</b>	Plug Type Compatible: US

### 3. Equipment maintenance and warranty

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The successful bidder will be responsible for the maintenance of the following equipment as soon as it is put into service –

#	Item description	Technical specifications
<b>1</b>	<b>Multifunction Network Printer, Standard Black, 220V</b>	(220V) HP LaserJet Enterprise Flow MFP M528c - Multifunction printer - B/W - laser - Legal (8.5 in x 14 in) (original) - A4/Legal (media) - up to 45 ppm (printing) - 650 sheets - 33.6 Kbps - USB 2.0, Gigabit LAN, USB 2.0 host
<b>2</b>	<b>Multifunction Network Printer, Small Color, 220V</b>	(220V) HP Color LaserJet Pro MFP M479fdw - Multifunction printer - color - laser - Legal (8.5 in x 14 in) (original) - A4/Legal (media) - up to 28 ppm (copying) - up to 28 ppm (printing) - 300 sheets - USB 2.0, Gigabit LAN, Wi-Fi(n), USB host

The maintenance contract will be established for a one-year period and shall take place every three months.

During the maintenance period, the manufacturer's warranty will prevail. The minimum services required are as follows:

- Troubleshooting, cleaning, adjustment and verification of equipment;
- Supply of necessary spare parts with no manufacturing defect;
- Manufacturer's support and technical assistance including software component updates.

The bidder shall provide the contract maintenance clauses and the list and prices of usual spare parts of the equipment.

### 4. Place of delivery

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The equipment will be delivered in Juba to the following address: Goshen House, Kololo, Juba

### 5. Equipment testing

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At the time of receiving the equipment, DAI will ensure of the following:

- All equipment and accessories are delivered in good condition;
- All equipment and accessories delivered are new;
- All items meet the technical specifications of the Purchase order;

- Real-life operating test of the equipment delivered.

## 6. Payment terms

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- **Equipment and supplies**

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

- **Equipment maintenance**

The vendor will be paid every 3 months upon completion of the maintenance service and by submitting invoice by wire transfer.

The maintenance report shall be submitted along with the invoice.

## 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](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	Qty	Unit	Country of Origin	Warranty period	Delivery period	Unit Price (USD)	Total Price (USD)
1	<b>Multifunction Network Printer, Standard Black, 220V</b>	As specified in Attachment A: Technical specifications and requirements	1	Each					
2	<b>Multifunction Network Printer, Small Color, 220V</b>	As specified in Attachment A: Technical specifications and requirements	1	Each					
3	<b>Cartridge for Standard Black MFP</b>	As specified in Attachment A: Technical specifications and requirements	2	Each					
4	<b>Cartridge for Small Color MFP, Black</b>	As specified in Attachment A: Technical specifications and requirements	2	Each					
5	<b>Cartridge for Small Color MFP, Cyan</b>	As specified in Attachment A: Technical specifications and requirements	2	Each					
6	<b>Cartridge for Small Color</b>	As specified in Attachment A: Technical	2	Each					

	<b>MFP, Yellow</b>	specifications and requirements							
<b>7</b>	<b>Cartridge for Small Color MFP, Magenta</b>	As specified in Attachment A: Technical specifications and requirements	<b>2</b>	<b>Each</b>					
<b>8</b>	<b>Monitor</b>	As specified in Attachment A: Technical specifications and requirements	<b>12</b>	<b>Each</b>					
<b>9</b>	<b>Keyboard and mouse set</b>	As specified in Attachment A: Technical specifications and requirements	<b>12</b>	<b>Each</b>					
<b>10</b>	<b>Carrying Case</b>	As specified in Attachment A: Technical specifications and requirements	<b>12</b>	<b>Each</b>					
<b>11</b>	<b>Power strips</b>	As specified in Attachment A: Technical specifications and requirements	<b>15</b>	<b>Each</b>					
<b>12</b>	<b>Plug converter (Adapter)</b>	As specified in Attachment A: Technical specifications	<b>10</b>	<b>Each</b>					

		and requirements							
<b>13</b>	<b>Equipment maintenance</b>	As specified in Attachment A: Technical specifications and requirements	<b>4</b>	<b>Times</b>					
<b>14</b>	<b>VAT</b>	Specify VAT percentage and amount if applicable (Shall not include in the Grand total amount)	<b>1</b>	<b>Each</b>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>									<b>\$</b>

**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**

<b>Name of Client:</b>	
<b>Location of Client:</b>	
<b>Contract Amount:</b>	
<b>Period of Performance:</b>	
<b>Description of Services Provided:</b>	

<b>Reference Contact Name:</b>	
<b>Reference Contact Number:</b>	
<b>Reference Contact Address:</b>	

**Client # 2**

<b>Name of Client:</b>	
<b>Location of Client:</b>	
<b>Contract Amount:</b>	
<b>Period of Performance:</b>	
<b>Description of Services Provided:</b>	
<b>Reference Contact Name:</b>	
<b>Reference Contact Number:</b>	
<b>Reference Contact Address:</b>	

**Client # 3**

<b>Name of Client:</b>	
<b>Location of Client:</b>	
<b>Contract Amount:</b>	
<b>Period of Performance:</b>	
<b>Description of Services Provided:</b>	
<b>Reference Contact Name:</b>	

Reference Contact Number:	
Reference Contact Address:	

***NB: This RFQ serves as a guide to the Supplier in preparing the quotation and price schedule. Vendor must submit his quote per the requirements on his official Letterhead, signed and stamped.***