



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

REQUEST FOR QUOTATIONS (RFQ)

Issue date: 03/12/2020

Deadline: 11/12/2020

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

Selection of vendor for the provision of access and security control system services 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 vendors to submit their quotations for the provision of access and security control system services for its office in Juba, South Sudan.

1. RFQ No.	LINK-RFQ-S/Sudan-2020/0012
2. Issue Date	03/12/2020
3. Title	Selection of vendor for the provision of access and security control system services 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 11/12/2020 at 5:30pm, local time.
6. Point of Contact	Bidders may request clarifications by email no later than 09/12/2020 at 3pm, local time. Clarification requests are received at: LINKprocurement@dai.com
7. Anticipated Award Type	DAI anticipates awarding a Purchase Order (PO) for the services mentioned above. 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>	<p>1. Please refer to Attachment A: Technical specifications and requirements</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"> 1. Copy of certificate of incorporation/registration 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. 6. Offeror must have an official/company's bank account for payments.
<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

	<p>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.</p> <ul style="list-style-type: none"> • 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.
14. Data Universal Numbering System (DUNS)	<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. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
15. Compliance with Terms and Conditions	<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>
16. Procurement Ethics	<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 FPI_hotline@dai.com.</p>

1.1 Attachment A: Technical specifications and requirements

I. Objective

DAI is seeking qualified service providers to secure its office with an innovative, safe and reliable access and security control system and service.

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

II. Scope of Work and other requirements

1. Description of the services requirements

- **Essential Responsibilities of the Service Provider**
 - Install and maintain the access and security control system regularly to ensure absolute working order;
 - Respond to voluntary and involuntary stress calls as set by the system and or any of the staff members;
 - Provide on-site and remote technical assistance when required to ensure the efficient operation of the system;
- **Schedule of services**
 - Provide remote monitoring of the office premises 24 hours and 7 days per day during the course of the purchase order.

2. Technical requirements

#	Item description	Technical specifications
1	Office door access control system equipment using both access code and fingerprint	The vendor should provide a door access control system of up to 30 users with the ability to use access code and fingerprint. The equipment needs to have both functions (Access code and fingerprint) In addition, the receptionist should have the ability to open the door from his/her desk. Warranty: 1 year
2	One-time Installation and configuration cost for office door access control system equipment	Installation and configuration of office door access control system equipment. The service provider shall provide all necessary parts needed for the installation of the equipment
3	Labor fees for the technical support of office door access control system	Provision of technical support (maintenance & repairs) per call service. These charges will apply

	equipment and alarm system	only per visit when repairing or offering any other maintenance support. These will be settled after the warranty period.
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3. Responsibilities of the service provider

- Provide training support to the staff member for using the office door access control system equipment and alarm system;
- Provide any necessary guidance for the usage of the equipment

4. Site visit schedule

A site visit is scheduled on between 4th-9th Dec at 12 noon to the following address: **Goshen House, Kololo, Juba (request for access to the office space from the Goshen House management office (located in the basement))**

5. Estimated performance

The period of performance will be for 12 months, with an estimated start date of 4th January 2021 and an estimated completion date of 3rd January 2022.

6. Contract template and renewal

DAI will provide a purchase order for the one-time services and the service provider shall provide his service agreement template including all terms and conditions for the monthly services.

The services shall be renewed on a yearly basis upon successful performance.

DAI reserves the rights to terminate the purchase order in case of poor performance by the service provider. The purchase order renewal cannot exceed the duration of DAI prime agreement with USAID.

7. Service agreement termination

Once executed, either party may terminate the anticipated service agreement by giving 14 (fourteen) days' notice. An equitable adjustment shall be negotiated between the parties for services rendered prior to termination of this agreement.

8. Equipment and installation testing

Before and after delivery and installation, 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 and installation made.

9. Diplomatic clause

The service provider recognizes that the CLIENT is an international organization/firm financed by its client, **USAID**, and temporarily in **South Sudan** for the performance of an agreement. As a result, in the unlikely event that the CLIENT must terminate the agreement prior to the term at the behest of its client - exceptionally rare and typically related to a deterioration of diplomatic, security or public health conditions, or withdrawal or change to its program or political relations - the LESSEE shall be at liberty to terminate this service agreement upon giving notice in writing to the LESSOR thirty (30) calendar days in advance. This clause shall be included in the service provider agreement.

10. Service maintenance contract

- **Effective date of contract:** Contract will take effect after the warranty expiration.
- **Service covered:**
 - Telephone assistance;
 - Remote service or remote maintenance;
 - On-site intervention;
 - Software updates;
 - Any other relevant services.
- **Place of services:** Assistance may take place by telephone or other means of remote intervention or on DAI premises by the service provider technician who will be on site as soon as possible.
- **Terms of services:** The services will be carried out by remote assistance or on site. Telephone and email support 24/7 and on-site interventions will be made within five (5) hours maximum after sending a request to the service provider.
- **Contract monitoring:** The service provider must appoint a person responsible for monitoring the contract to ensure the smooth running of the maintenance program and coordination with the service provider.

11. Payment terms

- **Monthly services**

The service provider will be paid in full for the major installation work and subsequent recurrent costs will on a quarterly basis (up front) 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/aa_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	Office door access control system equipment using both access code and fingerprint	As specified in Attachment A: Technical specifications and requirements	1	Each					
2	One-time Installation and configuration cost for office door access control system equipment	As specified in Attachment A: Technical specifications and requirements	1	Each					
3	VAT	Specify VAT percentage and amount if applicable (Shall not include in the Grand total amount)	1	Each					
4	Labor fees for the technical support of office door access control system equipment and alarm system	As specified in Attachment A: Technical specifications and requirements The price shall not be included in the grand total amount							
GRAND TOTAL IN UNITED STATES DOLLARS									\$

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

Reference Contact Address:	
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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