

BLANKET PURCHASE AGREEMENT (BPA) REQUEST FOR QUOTATIONS (RFQ)

BPA RFQ Number:	<u>BPA05- RFQ0013</u>
Issuance Date:	<u>June 16, 2021</u>
Submission Deadline:	<u>July 30, 2021</u>
Description:	<u>Supply of Stationary</u>
Funded By:	<u>United States Agency for International Development (USAID) Contract Number: 72066820C0003</u>
For:	<u>Shejeh Salam Activity, implemented by DT Global</u>

Section I: Instructions to Offerors

1. **Introduction:** The Shejeh Salam is a 5-year USAID funded Activity, implemented by DT Global, and has been operational in South Sudan since September 30, 2020. Shejeh Salam will help the process toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by current conflict.

The purpose of this RFQ is to solicit quotations from eligible vendors for as-needed, ad-hoc purchases of the goods and/or services as described in **Section 2 – Scope of Work**. As a result of this RFQ, Shejeh Salam anticipates issuing one or multiple Blanket Purchase Agreement(s) (BPA), to establish specific pricing levels and parameters for ordering of these goods and/or services. This will allow the Shejeh Salam Activity to issue specific Call Orders (CO), on an as-needed basis, for the procurement of these goods and/or services over a 12-months period. The Supplier shall furnish the goods and/or services described in any CO issued by DT Global under the BPA resulted from this RFQ. DT Global is only obligated to pay for goods and/or services ordered through Call Orders issued under the said BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA.

2. **Offer Deadline and Submission Protocol:** Offers must be received no later than the date and time specified in the “Deadline for Quotes:” section above. Offers are to be received in electronic version only and by email. Offers must be emailed to shejehsalam-procurement@dt-global.com

Please reference the RFQ number in any response to this RFQ. Offers received after the specified submission time and date will be considered late, hence disqualified. Late submissions will be considered only at the discretion of DT Global.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **July 22, 2021 [12:00] hrs (South Sudan, UTC+3 Time zone)** by email to shejehsalam-procurement@dt-global.com. Phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that DT Global believes may be of interest to other offerors, will be circulated to all RFQ recipients who have indicated an interest in bidding. DT Global would make efforts to provide responses to any questions within 24 hours.

Only the written answers issued by DT Global will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of DT Global or any other entity, should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 2 contains the Scope of Work for the required goods and/or services that may be ordered under the BPA and technical qualifications that the selected offeror must possess.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in United States Dollars (USD). Prices must be inclusive of all costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. If your offer results in a BPA, prices quoted must remain fixed for the entire period of 12 months of the validity of the said BPA. Offerors are requested to provide quotations on their official quotation format or letterhead.

Currently, due to the nature of the Shejeh Salam Activity, specific quantities of goods and/or services under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the Shejeh Salam Activity. Individual Call Orders will be issued under the BPA agreement, as the need arises for additional goods and/or services. DT Global is therefore requesting pricing on per-unit basis for each goods and/or services, as specified in Section 2 – Scope of Work.

6. **Required Documentation:** The offerors responding to this RFQ are requested to submit the following documentation, all in the **English language**:
 - a. Valid Company Registration Certificate;
 - b. Tax Identification Number Certificate;
 - c. Current, valid Tax Clearance Certificate;
 - d. Valid Operational License;
 - e. Company/individual' profile or short introduction to company/individual's areas of expertise.
 - f. Provide At least three (3) full names of your company Directors as they appear in your company's Article of Association and copy of their IDs or passports;
 - g. A minimum of three (3) references (with name and contact information) relevant to the requested goods and/or services Section 2 – Scope of Work and carried out in the last two (2) years. References from USAID-funded or similar donor-funded projects are preferred. Independent verification of the references may be carried out. DT Global reserves the right to obtain past performance information from sources other than those identified by the offeror;
 - h. USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that match the offeror's name, Account number, and swift code); and
 - i. DUNS Number

The price quotation must be submitted separately from above documents but in the same submission email. All other parts of this quotation must not refer to pricing data in order that the technical evaluation may be made strictly based on technical merit.

If any of the above documents are not in the English language, an original along a notarized official translation in the English language should be submitted.

7. **Delivery:** The delivery location for the items described in this RFQ is Juba, South Sudan. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe for the required goods and/or service (after receipt of a Call Order). The delivery estimate

presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

8. **Source/Nationality/Manufacture:** All goods and/or services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is South Sudan.

Offerors may not offer or supply goods and/or services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan, Burma (Myanmar).

9. **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, charges, tariffs, duties or levies will be paid under any Call Order resulting from this RFQ.

10. **Data Universal Numbering System (DUNS) Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number, if selected to receive a BPA award in response to this RFQ valued greater than or equal to USD \$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform> to obtain DUNS. Further guidance on obtaining a DUNS is available from DT Global upon request.

11. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. DT Global will not engage in any BPA with a firm that is debarred, suspended, or considered to be ineligible by the U.S. Government. If the entity becomes debarred, suspended or otherwise ineligible after an issuance of a BPA, DT Global will cancel such BPA and will not continue any cooperation with the said offeror.

12. **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, as laid out in Section 2 – Scope of Work and below.

This RFQ will use reasonable and technically acceptable price source selection process to determine best value as set forth in FAR 13: Simplified Acquisition Procedures. That means that each offer will be evaluated on whether it meets or exceeds the minimum required technical specifications and is judged to be the best value for Shejeh Salam activity.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. DT Global reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely based on these original quotations. However, DT Global reserves the right to conduct any of the following:

- Negotiations with and/or request clarifications from any offeror prior to issuance of a BPA;
- DT Global may conduct site visit to Offeror’ office or facility for inspection or request items

- proposed for verification;
- While preference will be given to offerors who can address the full technical requirements of this RFQ, DT Global may issue a partial BPA award or split the award among various Vendors, if in the best interest of the Shejeh Salam Activity;
- DT Global may cancel this RFQ at any time; and
- DT Global may reject any and all offers, if such action is considered to be in the best interest of DT Global.

13. **Evaluation Criteria:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum technical specification requirements mentioned in this RFQ and provide reasonable price quotation that is within the competitive market price.

As per this RFQ requirements, all offers will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the offers received. Any offer that will be found to be incomplete, invalid, or substantially unresponsive will be disqualified. Technical specification requirements are mentioned below and will be evaluated using adjectival rating method.

- Evidence (Contacts and Recommendations) of work experience with USAID-funded or similar donor-funded projects for at least two (2) years;
- Detailed Specification of product quality
- Delivery lead time for supplies after date of Call Order execution;
- Evidence of stationery availability in stock

In line with Donor's rules and DT Global Procurement Policy, the best offer will be selected for an award of a BPA based on the best offer and reasonable price quotation that meets the minimum technical specification.

14. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate DT Global, the Shejeh Salam Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Offerors are responsible for ensuring that their offers are received by DT Global in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

This request for quote does not constitute an order. Buyer may accept other than the best priced offer based on trade-offs between cost and other selection criteria, or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, offeror acknowledges that DT Global reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that DT Global may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

This solicitation is subject to DT Global standard terms and conditions. Any resulting award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request.

Please note the following terms and conditions will apply:

- (a) DT Global' standard payment terms are net 30 days after receipt and acceptance of any commodities, services or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting BPA award; payment will not be issued to a third party;
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a Blanket Purchase Agreement (BPA). The Shejeh Salam Activity anticipates issuing a BPA (or multiple BPAs) under which specific Call Orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the services described in the BPA, the Shejeh Salam Activity will issue a Call Order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the Call Order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a maximum duration of 12 months. The Vendor shall furnish the goods and/or services described in any Call Orders issued by the Shejeh Salam Activity under the BPA. The Shejeh Salam is only obligated to pay for services to the extent Call Orders are issued under any BPA resulting from this RFQ.
- (c) No goods and/or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan and Burma (Myanmar).
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

15. **Privity:** Please note that in submitting a response to this RFQ, the offeror understands that the United States Agency for International Development (USAID) is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to DT Global and the Shejeh Salam Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. DT Global, at its sole discretion, will make a final decision on the protest for this procurement.

DT Global has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation.

If you suspect that fraud has been committed, please contact the DT Global Shejeh Salam Chief of Party, or please use DT Global's anonymous third-party complaint reporting system that can be accessed by phone at +61 2 9053 9285, online at qrs.ly/DTGlobalEthicsHotline or via email at speakup@coreintegrity.com.au

Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of the witnesses. Thereafter, DT Global South Sudan Management or their designee will undertake a full and effective investigation of the allegations. This investigation will be completed, and a summary of the findings will be made and communicated to you as soon as practical.

Section 2: Scope of Work and General Requirements

The Overall objective of this RFQ is to identify a qualified stationery supplier to meet Shejeh Salam Activity/DT Global office stationery needs as identified in this Scope of Work (SoW). DT Global therefore is soliciting offers for an award of Blanket purchase Agreement (BPA) to the best Offeror(s).

Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). When the need arises for the goods and/or services described in the BPA, DT Global will issue a Call Order to the BPA-holder. Any BPA issued as a result of this RFQ will have a maximum duration of 12 months. The Prospective Vendor shall furnish the goods and/or services described in any ordering documents issued by DT Global under the BPA. DT Global is only obligated to pay for goods and/or services to the extent those are ordered through a Call Order issued under any BPA resulting from this RFQ.

Required Products: Listed in **Attachment A**

- Books & Diaries
- Binders & Clips
- Files & Folders
- Sheet Protector
- Calculators & Dry Cell Batteries
- Papers (plain, embossed and manila)
- Desk Organizers & Desk Trays
- Pens, Pencils, Crayons & Sharpeners
- Highlighters & Markers
- Envelops
- Glue
- ID Holders & Badge
- Stamp Ink & Pad
- Paper Punch
- Stapler, Pins & Removers
- Tapes Rolls & Key Tag
- Sticky Pad & Sticky Notes
- Ruler Sessors,
- White Board

Product Expectations:

- **Product Quality:** Offeror shall provide a clear product specification (if applicable). Offeror shall submit catalogue and or photos of the products (if applicable).

Timeline: Offeror shall clearly state the number of days that delivery will occur after the date that the Call Order is executed. **Stock Availability:** Offeror shall demonstrate availability of stationery stock

Deliverables and Timelines:

- Supplier awarded the BPA shall supply DT Global with stationery as per the Call Order.
- DT Global will not receive nether accept any unsatisfactory products.
- DT Global will charge penalty on percentage based on amount stated in the placed Call Order for any delay in delivery of products.

Reliability:

As part of the evaluation process, DT Global representatives will conduct site visit to the offeror' business premise or structure in Juba, South Sudan. During these visits, the DT Global representatives will also verify the availability of material in stock for the required products and might request a sample or take a photo of each of the required products.

Section 3: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Shejeh Salam
DT Global South Sudan
Kololo Road, Plot 57, Block Number 3K
2nd Class area, Tong Ping, Juba, South Sudan

Reference: RFQ No: BPA05_RFQ0013 _Supply of Stationary

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers, and all goods and/or services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any DT Global or Shejeh Salam staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

All information in our quote and all supporting documentation is authentic and accurate.

We understand and agree to DT Global’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____
Company Telephone and Website: _____

Company Registration or
Taxpayer ID Number:

Company DUNS Number:
Company Bank Account
Number:

Official Company Name
Associated with Bank Account:

Section 4: Offer Checklist

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Valid Company Registration Certificate (see **Section 1.6 Required Documents**)
- Tax Identification Number Certificate (see **Section 1.6 Required Documents**)
- Current, valid Tax Clearance Certificate (see **Section 1.6 Required Documents**)
- Valid Operational License (see **Section 1.6 Required Documents**)
- Company or individual business profile (see **Section 1.6 Required Documents**)
- Provide at least three (3) full names of your company's Directors (see **Section 1.6 Required Documents**)
- A minimum of three (3) references (with name and contact information), at least 2 years' experience; (see **Section 1.6 Required Documents**)
- Company South Sudan Bank Account Details in USD currency, (see **Section 1.6 Required Documents**)
- DUNS Number (see **Section 1.6 Required Documents**)
- Documents to support evaluation criteria of offers (see **Section 1.13: Evaluation Criteria**)
- Official price quotation as per the scope of work, (see **Section 2: Scope of Work**)
- Cover letter, signed by an authorized representative of the offeror (see **Section 3: Offer Cover Letter**)