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## Request for Quotations (RFQ) for Blanket Purchase Agreement (BPA)

RFQ Number: PAR\_BPA\_2019\_005

Issuance Date: 29 May 2019

Deadline for Offers: 15 June 2019 by 17:00 (Local Time)

Description: Suppliers for the Provision of IT Accessories in Dhaka, Bangladesh

For: Bangladesh Promoting Advocacy and Rights (PAR)

Funded By: United States Agency for International Development (USAID),  
Cooperative Agreement No. AID-720-388-18-CA-00003

Implemented By: Counterpart International Inc.

Number of anticipated awards: Multiple

### **Section 1: Instructions to Offerors**

**Introduction:** The Promoting Advocacy and Rights (PAR) Project is a USAID program implemented by Counterpart International in Bangladesh. The goal of the Promoting Advocacy and Rights (PAR) is to Counterpart International, a leading international development organization is currently implementing the five-year USAID-funded program in Bangladesh “Promoting Advocacy and Rights (PAR)”. The program will support the creation of a more inclusive, resilient, and evidence-driven Bangladeshi civil society. The project’s goal is to provide civil society with the skills, technology, financial resources, and connections to global networks that will enable it to work in partnership with the Government of Bangladesh (GOB) to advance good governance.

As part of the approved project activities, Counterpart intends to identify one or more supplier for IT Accessories in Dhaka, Bangladesh. These accessories will be as-needed, ad hoc purchases of IT Accessories that are needed to conduct future PAR activities in order to achieve its organizational goals and objectives.

The purpose of this RFQ is to solicit quotations from eligible Vendors for as-needed, ad hoc purchases of IT Accessories in Dhaka, Bangladesh. As a result of this RFQ, the Counterpart, PAR Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish with a Supplier for future orders of IT Accessories. This will allow the Counterpart, PAR Project to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next twelve (12) months. The Vendor shall furnish the supplies/services described in any ordering documents issued by Counterpart under this BPA. Counterpart is only obligated to pay for supplies/services ordered through ordering documents issued under this BPA and delivered by the Vendor in accordance with the terms/conditions of this BPA.



Offerors are responsible for ensuring that their offers are received by Counterpart 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.

**2. Offer Deadline and Protocol:** Offers must be received by e-mail no later than **15 June 2019 by 17:00 hours (Local Time)**.

An electronic submission must be sent to [procurement.par@counterpart.org](mailto:procurement.par@counterpart.org) and no later than the due date and time listed in the timeline of the RFQ. The Subject line of the quotation email must be **"PAR\_BPA\_2019\_005, IT Accessories Supplier in Dhaka, Bangladesh"** Quotations submitted by e-mail must be limited to a maximum of 4 MB, virus-free e-mail transmissions. They must be free from any of virus or corrupted contents, or the quotations shall be rejected. It shall remain offer's responsibility to ensure that the quotation will reach the address above on or before the deadline.

Quotations that are received by Counterpart after the deadline indicated above, for whatever reason, shall not be considered for evaluation and will be returned back to the vendors without opening if received in hardcopy otherwise, vendor will be informed via e-mail about offers received after the RFQ's closing date and time.

**3. Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 hours (local time) on Sunday 09 June 2019 by email to [procurement.par@counterpart.org](mailto:procurement.par@counterpart.org) Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

**4. Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the PAR Activity Project. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

**5. Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in BDT. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.



6. **Delivery:** The delivery location for the items described in this RFQ is Dhaka, Bangladesh. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/Nationality/Manufacture:** All goods and 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 Bangladesh.

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

8. **Warranty (if applicable):** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.

Vendor must ensure to provide goods according to the technical specification quoted against this RFQ, otherwise, any IT Accessories delivery which does not meet the minimum technical requirements will be rejected. The vendor will be responsible and liable for any damage that may occur to the office equipment's (Photocopy Machine, Printer etc.) due to the quality of IT Accessories supplied.

9. **Taxes and VAT:** As USAID project in Bangladesh Counterpart-PAR will neither pay nor withhold VAT. This obligation will be settled through issuing an NBR VAT coupon. However, in accordance with Bangladesh government rules, Counterpart will deduct applicable income tax from the consultant's invoice, which will be duly deposited to government treasury. A copy of challan confirming this payment will be provided to you in due course." All other taxes of every nature and kind, including without limitation social security, business, or property taxes, will be the sole responsibility of the Consultant. Counterpart will have no obligation to the Consultant with regards to any matters related to the Consultant's tax obligations in the United States or any other country
10. **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. Counterpart will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Vetting:** Vetting procedures are established by the Mission Order 201.06, which in coordination with the Mission Order 201.03 (Terrorist Finance Risk Assessment, dated October 2009). The Mission Order outlines policies, responsibilities and procedures aimed at ensuring that USAID-financed projects and activities are insulated against their benefits being provided, even inadvertently, to Prohibited Parties. Pursuant to the Mission Order 201.06, vetting is required for any proposed non-U. S. recipient of an award of a USAID contract, subcontract, or any instrument acting as the same in excess of \$25,000 at any tier. As such, an eligibility determination from vetting is required for any second-tier subcontracts over \$25,000, as detailed in Mission Order 201.06 and updated periodically by USAID Afghanistan. If at any time during the performance of this subcontract, the supplier is not eligible as a result of the vetting per Mission Order 201.06 or ineligible per notification from USAID, the contract will be terminated immediately. In addition, the supplier is required to notify Counterpart of any changes to key individuals of the organization within 3 days of such change.



- 1. Evaluation and 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, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

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. Counterpart may or may not waive an immaterial deviation or defect in a quotation. Counterpart’s waiver of an immaterial deviation or defect shall in no way modify the RFQ or excuse an offer from full compliance with RFQ specifications.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various Vendors, if in the best interest of the PAR Project.
- Counterpart may cancel this RFQ at any time.
- Counterpart may reject any and all offers, if such action is considered to be in the best interest of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands that 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 the PAR Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

- 12. Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, the PAR Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart’ standard terms and conditions. Any resultant 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) Counterpart’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for ordering documents issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The PAR Project anticipates issuing a BPA (or multiple BPAs) under which specific ordering documents can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the PAR Project will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the ordering document 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 minimum duration of at least 12months. The Vendor shall furnish the supplies/services described in any ordering documents issued by the PAR Project under the BPA. The PAR Project



is only obligated to pay for supplies/services to the extent ordering documents are issued under any BPA resulting from this RFQ.

- (c) 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 or compliant with the Fly America Act (Open Skies). Vendor must comply with the requirements of the Fly America Act (49 U.S.C. 40118) which requires that all air travel must be made on U.S./EU flag air carriers to the extent service by such carriers is available. Regulations for this requirement may be found at 41 CFR Part 301-10.
- (a) 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.
- (b) The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Counterpart.

**Counterpart 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.**



## **Section 2: Offer Checklist**

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- A brief outline of the company, including:
  - a. Full legal name and address of the company or individual;
  - b. Full name of the legal representative (President or managing director) of the company (not applicable for individuals)
  - c. Year business was started or established.
- Detailed description of past experiences providing similar services to International NGOs.
- Name, address, and telephone number of three business references, and approval to contact the listed reference. Counterpart reserves the right to request and check additional reference.
- Official quotation, including specifications of offered services (see Section 4 for example format)
- A copy of Offer's registration of business license (see Section 1.5 for more details)
- A copy of offer's bank account information
- A copy of any certificates or certifications of its food safety and food handling practices
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)

**Section 3: Specifications and Technical Requirements:**

Vendors are requested to submit their quotation for the provision of IT Accessories as per specification listed in table below, however, the quantity of IT Accessories requested during the agreement will be based on project requirements. Therefore, please quote the price unit wise.

- Vendor needs to deliver items to the Counterpart office located in **Gulshan-2, Dhaka.**
- The prices shall be locked in by the supplier for the duration of twelve (12) months.
- Counterpart will count the IT Accessories at the time of delivery and the vendor’s payment will be processed based on the actual quantity received by Counterpart.
- Vendor shall deliver the IT Accessories to the above-mentioned location on vendor’s own responsibility and delivery cost.
- IT Accessories delivered by the supplier which do not meet the technical specifications will be rejected.
- Vendor shall be accountable for any damage to Counterpart office equipment’s (Photocopy Machine and Printer etc.), if the damage is due to the quality of IT Accessories delivered by the vendor.
- All accessories must be new non-counterfeit, authentic items. Refurbished or previously owned is not permitted.

*The table below contains the technical requirements of the IT Accessories. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format.*

SL	Items	Specification (brand name or equivalent)	Unit	Unit Price	Remarks
1	Drum and Toner: For HP Color LaserJet Pro MFP M177 PCLmS	Imaging Drum CE314A			
		Black Cartridge CF350A			
		Cyan Cartridge CF351A			
		Magenta Cartridge CF353A			
		Yellow Cartridge CF352A			
2	Drum and Toner: For Brother HL-L6200DW series	Drum Model: DR-3405			
		Toner Model: TN-3467			
3	Toner: For SHARP MX-M265NV	Toner Model:MX-315 AT			
4	Dell Laptop Battery & power adapter	Model# E6320, Latitude 7490, 7480, 7280			
5	Laptop/Monitor Other accessories	Monitor Size 19"			
6	Docking station accessories	Dock-180W (WD-15)			
7	Keyboard & Mouse	Logitech Wireless or equivalent			
8	UPS online and offline	Kstar, Emerson or equivalent			

**Section 4: Offer Cover Letter**

*(Must be submitted on the organization's commercial letterhead)*

To: Counterpart International, Inc.  
Procurement Office  
Dhaka, Bangladesh

Reference: RFQ No. PAR\_BPA\_2019\_005

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 commodities and 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 Counterpart or PAR project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals 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.

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: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_