

**REQUEST FOR QUOTES For  
[Goods]  
Issued by: Counterpart International**

Issue Date : November 21, 2019  
RFQ Number: RFQ-1087-001  
RFQ Name: Request for Quotes for Electromagnetic Flow Meter & accessories  
Questions due by: November 29, 2019 by 11:00 PM Eastern Standard Time  
Answers due by: December 3rd, 2019  
Closing Date for Responses: December 6<sup>th</sup> by 11:00 PM Eastern Standard Time  
Submit to [bduhaime@counterpart.org](mailto:bduhaime@counterpart.org)

COUNTERPART International (hereinafter COUNTERPART) is seeking written quotes from qualified vendor as further described below. Please take the time to read and understand these sections as failure to respond fully may result in your submission being determined to be non-responsive and removed from further consideration.

Questions and quotes are due to:

COUNTERPART International

E-Mail: [bduhaime@counterpart.org](mailto:bduhaime@counterpart.org)

No phone inquiries please.

## **INTRODUCTION/BACKGROUND**

Since its founding in 1965, Counterpart International, Inc. has embraced the fundamental premise that creating local ownership and building problem-solving capabilities at the local level is the only way to create positive and lasting impact. Counterpart takes a building block approach with its local partners to support stronger and more resilient communities by developing leaders, strengthening organizations, and fostering multi-sector community partnerships. For more information, visit [www.counterpart.org](http://www.counterpart.org).

## **SPECIFICATIONS**

COUNTERPART seeks a vendor or firm to provide FH950 Electromagnetic Handheld Flow Meter and accessories. For detail specification of the required products, please see section 3.

## **PRICE OFFER**

Offerors should put forward their price quote to COUNTERPART in purchasing FH950 Handheld Electromagnetic Flow Meter and accessories. As a result of this RFQ, COUNTERPART anticipates issuing a vendor contract.

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 USD. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format.

In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license.

## **DURATION**

The delivery of equipment should be made within 15 days of receiving a vendor contract.

## **EVALUATION PROCEDURES AND 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 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 reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award 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 suppliers, if in the best interest of the Integrated Marine Ecosystem Management in Northern Hispaniola Project, Dominican Republic.
- Counterpart may cancel this RFQ at any time.

## **INSTRUCTIONS ON SUBMISSION OF OFFERS**

You are requested to submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offerors must provide the following information:

- a. The solicitation/RFQ number;
- b. The name, addresses (street, email, other), and telephone number of the offeror;

- c. Price quote
- d. "Remit to" address, if different than mailing address.

It is contemplated one firm fixed price vendor contract will be awarded to the responsive Offeror whose offer has the highest evaluation score. COUNTERPART reserves the right to make an award based on initial submission. COUNTERPART reserves the right to make no award if it is determined that the offers submitted do not satisfy the needs of the organization. Offers shall be submitted via email and received no later than on the closing date and time. Offers received after the specified time and date will be considered late and will be considered only at the discretion of COUNTERPART. All written proposals submitted must be valid for a period of not less than ninety (90) calendar days from the stated closing date.

### **QUESTIONS AND REQUESTS FOR CLARIFICATIONS**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 11:00 pm EDT time on November 29, 2019 by email to [bduhaime@counterpart.org](mailto:bduhaime@counterpart.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that COUNTERPART believes may be of interest to other offerors will be posted on COUNTERPART's website as an amendment to the RFQ.

Only the written answers posted 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.

### **NOTIFICATION OF SELECTION**

Prior to the expiration period of proposal validity, COUNTERPART will notify the offeror who submitted the highest scoring proposal in writing by Email. Clarifications and revision of minor errors and omissions may be requested. Upon completion of either, offeror may be required to submit a revised quote.

### **ACCEPTANCE OF PRIVACY POLICY AND TERMS AND CONDITIONS**

By Submitting quotation/proposal to Counterpart International, The company or the individual consents to Counterpart's privacy policy terms and conditions (<https://www.counterpart.org/terms-and-conditions/>), and provides Counterpart International permission to process the company's or individual's personal data specifically for the performance of, and purposes identified in, this solicitation document and in compliance with Counterpart's legal obligations under applicable United States and European Union laws, data protection and regulations and any other applicable legal requirements. The company/Individual may withdraw their consent at any time by contacting [privacy@counterpart.org](mailto:privacy@counterpart.org). If consent is withdrawn, Counterpart reserves the right to accept or reject the offer.

## 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)
- Official quotation, including specifications of offered FH950 Electromagnetic Handheld Flow Meter and accessories (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**

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Counterpart.

| Line Item                                  | Description and Specifications   | Qty | Items and Specifications Offered | Unit Price In \$USD | Total Price |
|--|--|-----|----------------------------------|---------------------|-------------|
| 1  | <b>FH Handheld Electromagnetic Flow Meter</b><br>- Battery Life: heavy day use; 68 °F (20°C)<br>- Carrying case<br>- USB Communication cable<br>- Display: LCD:3.5<br>- Operating Temperature Range: - 20 to 55°C<br>- Storage Conditions: 20 °C to 60°C | 1   |                                  |                     |             |
| 2  | <b>Electromagnetic Velocity and Depth Sensor W/30.5 meter Cable</b>  | 1   |                                  |                     |             |
| 3  | <b>Wading Rod, base plate and point with adapter kit</b>   | 1   |                                  |                     |             |
| <b>Subtotal:</b>                           |  |     |                                  |                     |             |
| <b>Delivery Costs:</b>                     |  |     |                                  |                     |             |
| <b>Other Costs (Describe: _____) :</b>     |  |     |                                  |                     |             |
| <b>GRAND TOTAL [enter local currency]:</b> |  |     |                                  |                     |             |

Delivery time (after receipt of order): \_\_\_\_\_ calendar days

Length of warranty on offered equipment: \_\_\_\_\_ years

Location of service center(s) for after-sales service, including warranty repair: \_\_\_\_\_

**SECTION 4: 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: [enter project name]  
[enter address of field office]

Reference: RFQ no. [enter RFQ #]

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 [enter project name] 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.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Counterpart’ 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: \_\_\_\_\_

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

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