



REQUEST FOR QUOTES FOR LAPTOPS

Issued by: Counterpart International

Issue Date: March 5, 2020
RFQ Number: CPI-MGD-RFQ 12/2020
RFQ Name: Laptops Procurement
Questions due by: March 9, 2020
Answers due by: March 12, 2020
Closing Date for Responses: March 20, 2020
Submit to: procurement.mauritania@counterpart.org

COUNTERPART International (hereinafter COUNTERPART) is seeking written quotes from qualified companies to provide laptops to an international development organization 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.

1. INTRODUCTION/BACKGROUND

COUNTERPART International is a U.S.-based NGO working in the international development sector implementing projects funded through awards from the U.S. Agency for International Development (USAID) and the U.S. Department of Agriculture (USDA). COUNTERPART works on behalf of the social sector – individuals, organizations and networks around the world who are committed to creating social good. They are our Counterparts –those striving for more open and participatory government; healthy communities, access to education, natural resource protection and climate resiliency; and improved livelihoods. No matter what sector, or what country, we are committed to moving the marginalized to full participation in civic life. Only through inclusion will the full potential of a society be realized. We work with governments, organizations, individuals, foundations, and corporations who are committed to building the capacity of the social sector. COUNTERPART currently implements 25 programs in 22 countries with a global staff of nearly 500.

Offerors should put forward their qualifications and price quote to provide COUNTERPART with laptops, including shipping to Mauritania (please separate the shipping cost). As a result of this RFQ, COUNTERPART anticipates issuing a vendor agreement.

The address in Mauritania is: Counterpart International, LOT n 85 ilot A, Nouakchott, Mauritania.

2. SCOPE OF WORK

COUNTERPART seeks a company or firm to provide thirty (30) new Dell or equivalent laptops matching the following specifications:

Category	Laptop Required Specifications
Brand	Dell or equivalent
CPU	Intel i5
Memory	8 GB
Disk	250Gb SSD and up
TPM	Yes, 2.0
Docking Enabled	A) 3 laptops with docking option and docking station and B) 27 laptops without docking option
Ethernet	Yes
Wireless	Yes, 802.11ac
Operating System	Windows 10 Professional 64-bit
Webcam	Yes
Screen	13" or 14", Anti-Glare Non-Touch
Battery	4 Cell 68Whr Long Life Battery
Smart Card Reader	Yes
Warranty	7x24 Technical Support, 3 Years
Prosupport	Next Business Day Onsite, 2 Year Extended

The laptops offered must be in new condition (unused and not refurbished).

Provider should include shipping the thirty (30) laptops to Nouakchott, Mauritania. All fees, taxes, import and export duties, must be included in the price to ship the goods.

3. Expected Delivery Time

After receiving the bids and selecting the awardee, COUNTERPART team will decide whether to include the shipment in the contract. If shipping is included in the agreement with the vendor, the laptops should be delivered to COUNTERPART's office in Mauritania within 30 days of contract signing.

4. PRICE OFFER

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format.

5. EVALUATION PROCEDURES AND CRITERIA

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, 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 based on 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 FACT Project.
- COUNTERPART may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USDA 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 FACT Project for consideration, as USDA 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.

6. 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. Brief qualifications of firm and its capacity to fulfill the technical specifications including corporate capabilities;
- d. Price quote;
- e. offeror’s registration or business license.

It is contemplated one firm fixed price vendor contract will be awarded to the responsive Offeror whose offer is the lowest priced technically acceptable. 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.

7. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than March 9, 2020 by email to procurement.mauritania@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.

8. 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.

9. 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 11 for template)
- Official quotation, including specifications of offered goods (see Section 10 for example format)
- Copy of offeror’s registration or business license.

10. 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.

#	Description and Specifications	Qty	Items and Specifications Offered	Unit Price (USD)	Total Price (USD)
1	Laptops: <ul style="list-style-type: none"> • Type/Brand: DELL or Business-grade equivalent • Models: Latitude 5000 series • CPU: Intel i5 • Memory: 8GB • Disk: SSD; 250GB or larger • TPM Support Yes, 2.0 • Ethernet: Yes • Wireless: Yes, 802.11ac • Operating System: Windows 10 Enterprise 64-bit or Windows 10 Professional 64-bit • Webcam: Yes • Battery: Extended • Smart Card Reader: Yes • Warranty: 3 years • Dockable: Yes, only for 3 laptops; it is not required for the remaining 27 laptops • 3 Docking stations 	30			
Subtotal:					
Shipping fees to Counterpart Mauritania office					
Other Costs (Describe: _____):					
GRAND TOTAL (USD):					

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment:

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

Describe process for warranty repair for equipment located out of country: _____

11. 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: Counterpart International, 2345 Crystal Dr #301, Arlington, VA 22202

Reference: RFQ no. 1090-02-28

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 USDA 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 STEPS 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: _____

Official name associated with bank account (for payment): _____