

**CALL FOR QUOTATIONS FOR LAPTOPS, DOCKING STATIONS, KEYBOARDS AND MICE**  
**Issued by: Counterpart International**

RFQ Number	FFE-RFQ-20-005
Issuance Date	December 23 2020
Description	Provision of IT Equipment
Deadline for Questions	<b>Tuesday , January 5<sup>th</sup>, 2021 17:00 Local Time</b>
Deadline for Offers	<b>Monday , January 11<sup>th</sup>, 2021 17:00 Local Time</b>
Funded By	USDA
Implemented By	Counterpart International

Counterpart International (hereinafter Counterpart) is issuing a request for quotes from qualified vendors for the provision of IT Equipment for an international development organization as further described below.

Please read carefully to properly assimilate these sections, as if you do not fully meet all of these requirements, your offer will be deemed non-responsive and disqualified.

**SECTION A – INSTRUCTIONS TO OFFERORS**

**INTRODUCTION:**

Counterpart International is a U.S.-based NGO working in the international development sector with an annual portfolio of \$65M, primarily funded through awards from the U.S. Agency for International Development (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.

Offerors should put forward their qualifications and price quote to support COUNTERPART in providing Laptops, Monitors, Docking Stations, Keyboards and Mouse for the USDA McGovern-Dole Food for Education and Child Nutrition Program activities. As a result of this RFQ, COUNTERPART anticipates issuing the vendor a fixed vendor or Purchase order agreement.

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.

- 1. SCOPE OF WORK:** The Prospective Vendor shall provide Counterpart with IT Equipment matching the following specifications. For a full scope of work see Annex A.

**TECHNICAL SPECIFICATION**

Category	Laptops Required Specifications
Type/Brand	Dell, preferred but Lenovo and HP are accepted brands and will be considered.
Models	Latitude 7000 series OR XPS series or equivalent
CPU	Intel i5*
Memory	12GB
Disk	SSD; 250GB or larger
TPM Support	Yes, 2.0
Dockable	Yes
Ethernet	Yes
Wireless	Yes, 802.11ac
Operating System	Windows 10 Enterprise 64-bit or Windows 10 Professional 64-bit
Webcam	Yes
DVD	Optional
Battery	Extended
Smart Card Reader	Yes
Warranty	3 years
Category	Keyboard and Mouse Required Specifications
Type/Brand	LOGITECH
Models	MK200
Category	Docking Station Required Specifications
Type/Brand	DELL
Models	Compatible with\compatible with proposed laptop as per above.

2. **QUESTIONS & REQUESTS FOR CLARIFICATION:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **Tuesday , January 5th, 2021<sup>h</sup>, at 17:00 Local Time** by email to [procurement.mzMGD@counterpart.org](mailto:procurement.mzMGD@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.

3. **OFFER DEADLINE & PROTOCOL**

Offers must be received either by e-mail no later than **Monday , January 11th, 2021, by 17:00 Local Time**. The quotation shall be submitted electronically by the offeror’s authorized representative to email address listed below:

- [procurement.mzMGD@counterpart.org](mailto:procurement.mzMGD@counterpart.org)

and the subject line **“FFE-20-004”, Supply of IT Equipment”**.

Quotations submitted by email must be limited to a maximum of **5 MB**, virus-free email transmissions. They must be free from any form 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. Vendors will be informed via email about offers received after the RFQ's closing date and time.

4. **SPECIFICATIONS:** Section 3 contains the Scope of Work for the service requirements that may be ordered under this contract.
5. **QUOTATIONS:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-unit price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in **local currency (Meticais)**. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.
6. **DELIVERY:** The delivery of the equipment will be made in Maputo, Mozambique by January 10, 2020
7. **TAXES & VAT:** All applicable taxes or duties such as Value-Add-Tax (VAT) should be quoted separately if applicable.
8. **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 vendor that is debarred, suspended, or considered to be ineligible by the U.S. Government.
9. **EVALUATION & 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 reserves the right to waive immaterial deficiencies at its discretion.

A Technical Evaluation Committee (TEC) consisting of Counterpart Staff will evaluate the proposals. This Evaluation Committee will make its recommendations to the Counterpart's senior management for final approval. The Evaluation Committee will consider the following factors, not necessarily listed in the order of importance:

1. Meets technical specifications;
2. Past experience; submit summary of references
3. Best and Final Offer;
4. Delivery time and availability of goods required;

By 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 Counterpart 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.

**Table 1. Evaluation criteria:**

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Specification	Does the offeror provide equipment in accordance to all the RFQ's specification?	40 points
<b>Total Points – Technical Specification</b>		40 points
Past experience	Does the offeror demonstrate having experience in supply of the goods in this RFQ. Has the Offeror submitted summary of references to support this?	15points
<b>Total Points – Past Experience</b>		15 points
Delivery/Agility	Availability of goods, goods are available and can be delivered by January 1, 2020	15 points
<b>Total Points – Delivery/Agility</b>		15 points
Cost	Companies are requested to submit their best and final offer price. Cost will be evaluated to identify best value determination of the required goods.	30 points
<b>Total Points – Cost</b>		30 points
<b>Total Points</b>		<b>100 points</b>

The Technical Evaluation Committee may also conduct negotiations with and/or request clarifications from the offeror found to be most qualified to supply the goods required, based upon the criteria listed in this RFQ. Prior to award of this agreement, the Technical Evaluation Committee will conduct a vendor responsibility determination and will run reference checks. While preference will be given to offerors who can provide the full technical specifications of this RFQ, Counterpart may issue a partial award or split the award among various suppliers, if in the best interest of the Project.

Prior to the expiration of the offer, Counterpart shall notify the successful offeror, (or offerors should Counterpart choose to issue more than one award), in writing that it submitted the highest scoring proposal. If an agreement cannot be negotiated with the top ranking offeror, Counterpart reserves the right to commence negotiations with other successful offerors.

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.

**10. TERMS & CONDITIONS:**

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, or USDA 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 Agreement

resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding Service Agreement; payment will not be issued to a third party.

- (b) Any award resulting from this RFQ will be in the form of a Service Agreement. Counterpart is only obligated to pay for supplies/services received under any Service Agreement resulting from this RFQ.
- (c) All procurement will be subject to Counterpart contractual terms and conditions, and contingent on the availability of donor funding.
- (d) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Prospective Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (e) 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.

**Please note:** In accordance with the FY 2019 National Defense Authorization Act section 889, Counterpart is prohibited from procuring or obtaining any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Counterpart will not accept offers that include covered technology from these prohibited sources. The statute covers certain telecommunications equipment and services produced or provided by Huawei Technologies Company or ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

**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's 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 Offers (see Section 5 for template)
- A brief outline of the company, including:
  - a. Full legal name and address of the company ; b. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
- Summary of references
- Availability of goods
- Cost proposal format (see Section 3 for more details)
- A copy of Offerors' registration or business license
- A copy of Offeror's bank account information
- A copy of Offeror's President and Vice President Identification Card or Passport.

### Section 3: Scope of Work and General Requirements

#### Scope of Work

Counterpart intends to acquire from a reputable vendor IT Equipment at a competitive rate. The offeror shall be readily available to supply the following:

#	ITEM	QUANTITY
1	Laptops	20
2	Monitor	20
3	Keyboard	20
4	Mouse	20
5	Docking Station	20

#### General Requirements

Offerors that submit proposals in response to this RFQ must meet the following requirements:

- Offerors must be legally registered in Mozambique to supply IT Equipment.
- Offerors must have relevant experience in the supply of IT Equipment.
- Offerors must have a local presence in Maputo, Mozambique.
- Counterpart expects the order to be delivered within **15 days** of contract signing.
- Offerors operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

The proposals will be initially reviewed to determine responsiveness. Any proposal that does not address all requested requirements or is incomplete will be rejected.

**Section 4: Cost Proposal Format**

Offerors are requested to provide per-unit prices on official letterhead or official quotation format. In the event this is not possible; offerors may complete this Section 4 and submit a signed/stamped version to Counterpart.

Offers must be inclusive of delivery and taxes. Please include warranty period and delivery time. Please note that the prices should be valid for a minimum of 90 days.

#	Item	Quantity	Unit Price	Total
1	<i>Laptops (description)</i>	20		
2	<i>Monitors (description)</i>	20		
3	<i>Keyboard (description)</i>	20		
4	<i>Mouse (description)</i>	20		
5	<i>Docking Station (description)</i>	20		
			IVA (TAX)	
			TOTAL	

**Section 5: Offer Cover Letter**

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

To: **Counterpart International**

Reference: **RFQ No.: MOZ-FFE-20-003**

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 vendor—as well as the vendor'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 project staff members;
- We have no close, familial, or financial relationships with any other Offers 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): \_\_\_\_\_