



## REQUEST FOR PROPOSAL

<b>A. RFP no. and Date:</b>	<b>009/2015 – August 24, 2015</b>
<b>B. Subject:</b>	<b>Printing Services for RDMA &amp; ARTC</b>
<b>C. Issuing Office/Section:</b>	<b>USAID RDMA, Executive Office 25<sup>th</sup> Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of questions:</b>	<b>August 28, 2015 – (5pm, Bangkok Time)</b>
<b>Closing date for receipt of proposals:</b>	<b>September 4, 2015 – (5pm, Bangkok Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>
<b>F. Basis for Award:</b>	<b>Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)</b>

### Description of Requirements

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit cost proposal of the services specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Proposal (RFP) shall be ONLY via email to [spoomtong@usaid.gov](mailto:spoomtong@usaid.gov) by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

**Printing Services**  
**Service Period: October 1, 2015 – September 30, 2016**

No	Item Name	Description	QTY
1	Multi-function and high performance printer/copier/scanner (High performance and networked printers)	The laser color printer - support print, copy, scan, email function. Minimum of 40ppm Multiple paper trays Minimum standard memory 512MB Support up to A3 paper size Support TCP/IP printing protocol ENERGY STAR® qualified	<b>15</b>
2	Monochrome laser printers (standalone unit)	The black & white laser printer use for small office Minimum standard memory 48MB Support TCP/IP printing protocol Support USB connection Multiple paper trays Support duplex printing ENERGY STAR® qualified	<b>85</b>
3	Plotter	HP DesignJet T790	<b>1</b>

**Notes: The service provider shall:**

- provide all printer toners, spare printers, drum kits, fuser kits and other parts;
- deliver a spare printer if the printer fails;
- provide an on-site technical engineer who will physically locate at USAID/RDMA. He/she will provide printing support service to USAID/RDMA staff from Monday to Friday 08.00-17.00 excluding holiday; and
- demonstrate the strong technical skill to be able to support and fine tune the printing configuration requirements at USAID/RDMA.

**Selection Criteria:**

A) Detailed Price Proposal (60%)

B) Past Performance (40%)

All interested parties must submit a detailed price proposal along with documentation that demonstrates previous successful completion of services described in this Request for Proposal; this could include letters of recommendations, appreciation or other evidence of vendor capability from previous customers.

The USAID Contracting Officer will select the successful contractor using a Best Value approach, considering price factors and past performance. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.