

REQUEST FOR QUOTATION

A. RFQ No. and Date: Subject:	RFQ 002/2017, August 07, 2017 Printing rental service for USAID/Vietnam			
B. Issuing Office/Section:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px;"><u>Executive Office</u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam</td> <td style="border: 1px solid black; padding: 5px;"><u>Executive Office</u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</td> </tr> </table>	<u>Executive Office</u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam	<u>Executive Office</u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand	
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C. Closing date for receipt of quotation:	August 21, 2017 (5:00pm Bangkok/Hanoi time)			
D. Type of Award:	Fixed Price – Purchase Order			
E. Basis for Award:	Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)			

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit quotations for the services and equipment specified below. This is to support the operation of USAID Vietnam in Hanoi.

USAID will accept submission of quotations only via email for this procurement by the time specified above with the relevant information. Email submissions shall be sent to the contacts listed in Article IV. Late submissions may be considered at USAID's sole discretion. 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 quotation.

Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made. Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government's System for Award Management (SAM) at www.sam.gov. Information on this process for foreign vendors is available [here](http://photos.state.gov/libraries/thailand/591452/gso/duns_ncage_instructions.pdf): (http://photos.state.gov/libraries/thailand/591452/gso/duns_ncage_instructions.pdf). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

Any questions regarding this Request for Quotation (RFQ) should be sent to the contacts listed in Article IV. Issuance of this RFQ 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 quotation.

Vendors may offer some or all items (listed in this request) under separate or lump-sum offers. The proposed cost shall include installation charge and freight to USAID Vietnam office in Hanoi, Vietnam.

I. Printing rental service request:

- **Vendor will provide 04 new high-workload multi-function networked printers** with minimum requirements as the followings:
 - Print duplex in color and black/white with *minimum speed of 45 ppm and resolution of 1200x1200 dpi*;
 - Photocopy multiple/duplex pages in color and black/white;
 - Scan multiple/duplex papers into pdf file(s) and send file(s) to email, relay server, and network



folder/computer;

- Equipped with *at least 04 (four) automatic paper trays* that can handle various paper sizes (including letter, A4, A3) and paper types (including thick paper, envelop...);
 - Memory: *at least 4GB*;
 - Allow local admin to *fully control all security aspects* of the devices and to *upgrade firmware* to fix any security issues;
 - Fully managed via web-based interface from local network; Supports high level of encryption security setting; can generate usage report and notify local admin in case of printing error; Will not send any data out of USAID network in any cases;
 - Optional: can manage user permission via AD authentication or card reader.
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- **Rental period: 24 months** (estimated from November 2017) and automatically expired at the end of the contracted period.
 - Vendor will provide necessary ink cartridges, drum cartridges, and other required hardware parts and services to *maintain full and effective operation* of the rental printers *on daily basis during the entire serviced period*.
 - Vendor will provide monthly maintenance service for the rental printers to ensure their normal operation.
 - Vendor commits to fix any normal printing issues within 02 working hours and major hardware issues within 01 business day after receive notification. All repair expenses for any damages that caused by normal and proper uses will be responsible by the provider.
 - In case the rental service is extended in the next years, any printers that have bad performance history or 3 years of operation or 4 year of series introduction must be replace by a new one and/or a newer series product (if applicable).
 - The vendor's technicians must work closely with USAID technical staff to ensure the safety condition of the printer.
 - Insurance of each printer must be maintained effective during the rental period.
 - Printing paper is not required in the scope of this rental service; do not add printing paper cost in pricing plans.

II. Bidding dossier:

- Quotation (*written in English*): list detailed prices (including VAT tax, if applicable) in Vietnam Dong (VND), estimated delivery/installation time, quality commitment, fulfillment of the minimum technical requirement, all other expenses that may incur (such as dispatch cost, labor cost for installation, exchange rate insurance, etc.), and any provisions that USAID needs to be aware of.
- Company profile (*in English*): brief introduction document about bidder's company, services, and current customers;
- Copy of Business Registration certificate;
- Bidder must sign/stamp on this RFQ and attach it to their bidding dossier for acknowledgement of its content.
- **Bidding dossier should be in ".pdf" format and sent to the contacts listed in Article IV.**

III. Selection Criteria:

- A) Detailed Price Quote (70%)
- B) Solution and Past Performance (30%)

All interested parties must submit a detailed price quotation along with documentation that demonstrates previous successful performance of similar service/product described in this request; 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.

IV. Contacts:

All questions, comments, and bidding dossiers must be electronically sent to USAID Vietnam office via the following emails: spoomtong@usaid.gov and thuanguyen@usaid.gov (please send to both emails).