



## I. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Liberia Accountability and Voice Initiative (LAVI), Local Empowerment for Government Inclusion and Transparency (LEGIT) and Liberia Revenue Generation for Governance and Growth (RG3), invites qualified vendors to submit proposals/bids for supply of office Stationery and Toner as follows:

1. RFQ No.	<b>RFQ –DAI GLOBAL LIB 0016</b>
2. Issue Date	<b>January 7, 2019</b>
3. Title	<b>Office stationery and toner</b>
4. Issuing Office & Email/Physical Address for Submission of Proposals	Attn: Deputy Chief of Party, DAI Global 18 <sup>th</sup> Street and Warner Avenue, Sinkor, Monrovia, Liberia Email: Liberia_Procurement@dai.com
5. Deadline for Receipt of Proposals.	Please submit quotes by Friday, January 18, 2019 by 4:00 pm local time in Monrovia, Liberia to: <b>liberia_bidbox@dai.com</b> Or in hard copy at DAI Global office.
6. Point of Contact	Liberia_Procurement@dai.com
7. Anticipated Award Type	DAI anticipates awarding a BPA. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

## 2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• Vendors wishing to submit quotation must do so on or before by Friday, January 18, 2019 at 4:00 P.M. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</li> <li>• Offerors can submit PDF version of the proforma electronically to <b>liberia_bidbox@dai.com</b>; electronic submission must be emailed with the subject line: <b>“RFQ – DAI GLOBAL LIB 0016, “Office Stationery and toner”</b></li> <li>• Quotation shall be sealed in an envelope, and shall be clearly labeled as <b>“RFQ –DAI GLOBAL LIB 0016, “Office Stationery and toner”</b> and delivered to the DAI office.</li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid for a period of one year for the price provided.</li> <li>• Bidders shall sign and date their quotation.</li> <li>• Bidders shall complete Attachment A: Price Schedule template.</li> <li>• These services are eligible for Goods and Services Tax (GST) exemption under the DAI prime contract.</li> </ul>
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<p>Please see Attachment A for details technical specifications.</p> <ul style="list-style-type: none"> <li>• Site visit may be made by DAI team to discuss final</li> </ul>
<p>12. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing an vendor’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of valid Ministry of Commerce business registration/licenses to operate in Liberia.</li> <li>2. Evidence of a DUNS number (explained below).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> <li>5. Have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.</li> <li>6. Have a satisfactory past performance record.</li> <li>7. Have a satisfactory record of integrity and business ethics.</li> </ol>

	<p>8. Have the necessary organization, experience, accounting and operational controls, and technical skills.</p> <p>9. Have the necessary production, construction and technical equipment and facilities if applicable.</p> <p>10. Be qualified and eligible to perform work under applicable laws and regulations.</p>
<p>13. Geographic Code</p>	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</li> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at <a href="http://www.SAM.gov">www.SAM.gov</a>. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
<p>14. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above <b>are required</b> to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment E: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment F: Self-Certification for Exemption from DUNS Requirement</p>
<p>15. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>

16. Procurement Ethics	By submitting an Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a> .
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## Attachment A: Price Schedule

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1	<i>Name Tag (Badge)-PVC</i>	Box	1		
2	Stapler pin (heavy duty)	Box	1		
3	Envelope A4	Pack	1		
4	Binder clip (medium)	Box	1		
5	Binder clip (small)	Box	1		
6	Binder clip (Large)	Box	1		
7	Ball pen	Pack	1		
8	Manila folder A4 size	Box	1		
9	Note pad/steno pad	Dozen	1		
10	Paper A3 size	Each	1		
11	Paper A4 size	Each	1		
12	Envelope letter size (small/white)	Each	1		
13	Flip chart stand	Each	1		
14	Flip chart pad	Each	1		
15	File divider	Each	1		

16	Highlighter (mix color)	Set	1		
17	Clear folder file 30 pages/display book	Each	1		
18	Paper clip (small)	Box	1		
19	Paper clip (medium)	Box	1		
20	Office file A4 size	Box	1		
21	White board markers	Box	1		
22	Stapler machine	Each	1		
23	Box file (1 x 50pcs)	Box	1		
24	Stapler remover	Each	1		
25	Calculator	Each	1		
26	Permanent marker	Box	1		
27	Signature tag	Each	1		
28	HP Toner CARTRIDGE 14A	Each	1		
29	HP 507A- Cyan Toner-CE403A	Each	1		
30	HP 507A- magenta Toner-CE403A	Each	1		
31	HP 507A- Black Toner-CE400A	Each	1		

32	HP 507A- Yellow Toner-CE402A	Each	1		
33	Yellow Cartridge 131A (DF212A)	Each	1		
34	Magenta Cartridge 131A (DF213A)	Each	1		
35	Cyan Cartridge 131A (CF211A)	Each	1		
36	Black Cartridge 131A (CF210A)	Each	1		
37	HP Original Genuine CF 287A	Each	1		
38	HP MAGENTA 508A- CARTRIDGE	Each	1		
39	HP YELLOW 508A – CARTRIDGE	Each	1		
40	HP CYAN 508A – CARTRIDGE	Each	1		
41	HP BLACK 508A- CARTRIDGE	Each	1		
42	HP LASER 283A	Each	1		
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					\$

**Delivery Date:**

We, the undersigned, provide the attached quote in accordance **RFQ –DAI GLOBAL LIB 0016** dated \_\_\_\_\_. Our attached quote is for the total price of \_\_\_\_\_

(figure and in words). I certify a validity period of 1 year for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:



## Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that it will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflictC may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.
12. Electronic Payment System – All payments to Bidder will be made through electronic payments such as wire transfers, mobile phones, telephone, electronic terminal, computer, teller machines, etc.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## Attachment C: Detailed Technical Specifications

DAI seeks vendor services to supply scratch cards for its office in Liberia. Standards for scratch cards are listed below.

### **BASIC STANDARDS OF SELECTION PROCESS:**

- ✓ Business registration of vendor must be up to date
- ✓ Valid Tax Clearance
- ✓ Contact address of vendor must be available