

## 1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Water and Sanitation Project, invites qualified vendors to submit quotations for the Purchase of Office Maintenance for the project, as follows:

1. RFQ No.	RFQ-CAP-20-0007
2. Issue Date	March 5, 2020
3. Title	Office Maintenance
4. Issuing Office & Email/Physical Address for Submission of Quotes	USAID Water and Sanitation Project GN Plaza, 2 <sup>e</sup> Etage Suites 201-204 #48 Rue Metellus, Pétion-ville <a href="mailto:SafeWaterandSanitationforHaiti_info@dai.com">SafeWaterandSanitationforHaiti_info@dai.com</a>
5. Deadline for Receipt of Quotes.	March 19, 2020 4:00 PM. Please submit to <a href="mailto:swsh_procurement@dai.com">swsh_procurement@dai.com</a>
6. Point of Contact	<a href="mailto:swsh_info@dai.com">swsh_info@dai.com</a>
7. Anticipated Award Type	Blanket Purchase Agreement (BPA). A blanket Purchase Agreement (BPA) fixes the unit price of all the items outlined in the scope of work found in Attachment C. <b>The PRICE of a UNIT for each item shall remain FIXED for a period of 12 months.</b> The BPA will not guarantee a quantity of items of the office maintenance to be purchased, only an estimated need. BPA Release Orders will be issued to “order” specific items to be purchased. Only upon evidence of items provided will the vendor be paid for the quantity based on the fixed price.  Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote. DAI reserves the right to award multiple BPAs to multiple vendors, if appropriate to ensure continuity of service.
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>• Quotes are due by March 19, 2020, 4:00 PM. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</li> <li>• Bidders shall submit quotes electronically to <a href="mailto:Swsh_procurement@dai.com">Swsh_procurement@dai.com</a></li> </ul> <p>Please use the submit line “Quote for RFQ-CAP-20-0007” and include the following information: <b>Bidder understands that their quote must be valid for a period of 30 days, and that prices will remain fixed for a period of 12 months after award”</b></p> <ul style="list-style-type: none"> <li>• Bidders shall sign and date their quotation.</li> <li>• Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.</li> </ul> <p>Note that these services are eligible for VAT exemption under the DAI prime contract.</p>
<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 : <a href="mailto:SafeWaterandSanitationforHaiti_info@dai.com">SafeWaterandSanitationforHaiti_info@dai.com</a> 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>The deadline for questions is fixed on March 12, 2020.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<p>See complete details in the table price Attachment A – Detailed technical specifications and Attachment A for USAID Water and Sanitation</p>
<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 a vendor’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copy of Patente Up-to-Date</li> <li>2. Evidence of a DUNS number (explained below and instructions contained in the Annex).</li> <li>3. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
<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.</li> <li>• Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.</li> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI</li> </ul>

	<p>does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. 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.</p> <ul style="list-style-type: none"> <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 \$30,000 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 C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: 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>
<p>16. Procurement Ethics</p>	<p>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>.</p>

## 1.1 Attachment A: Price Schedule

<b>3</b>	<b>Liquide main - Dalan Therapy</b>	<b>336 boutei lles</b>		
<b>4</b>	Ajax / 14 oz	336 boutei lles		
<b>5</b>	Bicarbonate 8 oz	160 boites		
<b>6</b>	Homebright Bowl Cleaner	336 unites		
<b>7</b>	Baygon / 600 ml	50 boutei lles		
<b>8</b>	Spray Meuble/Zeto	72 boutei lles		
<b>9</b>	Spray / Air wick	336 boutei lles		
<b>10</b>	Sachet poubelle 13 Gallons (paquet de 30 unités)	144 paque ts		
<b>11</b>	Sachet poubelle 33 Gallons (paquet de 20 unités)	144 paque ts		
<b>12</b>	Sachet poubelle 4 Gallon s (paquet de 70 Unites)	144 paque ts		
<b>13</b>	Cache nez (boite de 50 unites)	3 boites		
<b>14</b>	Eponge Maiorca 11x7.5x3.4 cm (paquet de 5 unites)	72 paque ts		
<b>15</b>	Eponge S.O.S / HEAVY DUTY/4.5" X 2.5"X0.9" (paquet de 5 unites)	72 paque ts		
<b>16</b>	Fabre / Roma 1 kg	15 sachet s		

<b>17</b>	cup 7 oz (paquet de 50 unites)	20 paquets		
<b>18</b>	Coffee mate Nestle 56 oz	54 boites		
<b>19</b>	Coffee mate Nestle 450 g (caisse de 12 unites)	30 caisses		
<b>20</b>	Cup Konie (Caisse de 25 boites de 200 unites)	3 caisses		
<b>21</b>	Café Towo (caisse de 20 sachets)	14 caisses		
<b>22</b>	Café Rebo (caisse de 20 sachets)	14 caisses		
<b>23</b>	Café Pilon	60 sachets		
<b>24</b>	Sucre (5lb)	120 sachets		
<b>25</b>	Towel Cuisine /Kirkland	960 rouleaux		
<b>26</b>	Towel Cuisine / Premium Quilted / 27.9 cm x 26.67 cm	960 rouleaux		
<b>27</b>	Nappkins - Klinito (caisse de 48 Unites)	12 caisses		
<b>28</b>	Papier Hygienique / Scott Jumbo (caisse de 48 unites)	15 caisses		
<b>29</b>	Papier Hygienique /Kirkland			
<b>30</b>	Liquide Vaisselle / Caryl /	15 gallons		
<b>31</b>	Gallon Culligan			
<b>32</b>	Towel - Main / Windsoft (caisse de 12 unites)	25 Caisse		

33	Kleen / 128 oz	24 gallon s		
34	Fabuloso 3.78 L	24 gallon s		
35	Mistolin 3740 ml	24 gallon s		
36	The (boite de 20 unites)	144 boites		
37	Bowl Fresh / 2.5 oz	420 unites		
38	Nouilles (caisse de 24 unites)	3 caisse s		
39	Brosse - WC	7 unites		
40	Odor neutralizer	168 unites		
41	Serviette Hygienique Always ou Stayfree (paquet de 10 unites)	12 paque ts		
42				
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**Unit Prices shall be fixed for a period of 12 months from the date of award. Prices quoted cannot be amended during the period of performance.**

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_ Our attached quote is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of \_\_\_ days 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:

## 1.2 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 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 conflict may exist, that Bidder shall immediately provide DAI 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.

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.



### **1.3 Attachment C: Detailed Technical Specifications**