

Afghanistan Value Chain – Livestock (AVC-Livestock)

Request for Quotation (RFQ)

RFQ-AVCL-KBL-21-0021

Provision of Printer Cartridges & Toner for Kabul and Regional Offices

Issue Date: October 20, 2021

<u>WARNING</u>: Prospective Offerors who have received this document from a source other than DAI/AVC-Livestock Project should immediately contact <u>AVCLbids@dai.com</u> and provide their name and mailing address/email in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

Offerors submitting incomplete proposals may be disqualified.

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID-funded AVC-Livestock project, invites qualified vendors to submit quotations for Provision of Printer Cartridges & Toner for AVC-Livestock Kabul & Regional Offices (Herat, Mazar, Kandahar and Jalalabad).

1.	RFQ No.	RFQ-AVCL-KBL-21-0021	
2.	Issue Date	October 20, 2021	
3.	Title	Provision of Printer Cartridges & Toner for AVC-Livestock Kabul & Regional Offices	
4.	Submission	Due to COVID-19, all submissions must be done electronically. Please submit your quotation by email to: AVCLbids@dai.com Subject should be: "Bidder Company Name – RFQ-AVCL-KBL-21-0021" Sending to other e-mail addresses may lead to disqualification of your bid.	
5.	Deadline for Receipt of Quotes	4:00 PM, Kabul local time on November 4, 2021	
6.	Point of Contact	AVCLbids@dai.com Each Bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFQ. It is each interested bidder's responsibility to check for any modification or update prior to submitting their final bid.	
7.	Anticipated Award Type	DAI anticipates issuing Blanket Purchase Agreements (BPA). One or more BPAs will be issued as a result of this solicitation. The Period of Performance of the BPA for Printer cartridges & toner will be from the date of BPA signing up to one year. BPA is a master ordering agreement that establishes unit prices for a category of goods that will be procured on a recurring basis over a fixed period. Individual release orders are issued against the BPA for specific quantities as needed. A BPA places a limit on the total dollar value, which may be procured within a specified period. A BPA does not commit or guarantee that the project will spend any amount under the agreement, but rather a simplified method of filling anticipated repetitive needs from qualified sources. Offerors are expected to include all costs, direct and indirect and delivery to Kabul and regional offices, into their total proposed unit prices and fix (guarantee) the prices over the stated period of performance, not to be adjusted unless the BPA is modified or the period of performance of the BPA expires and a new BPA is in place.	
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.	
9.	General Instructions to Bidders	 Deadline for receipt of quotations is 4:00 PM, Kabul local time on November 4, 2021. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Bidders shall submit quotes electronically to AVCLbids@dai.com The vendor fully understands that their quote must be valid for a period of 90 days. Bidders shall sign and date their quotation. All quotations shall be in English language 	

	Bidders shall complete Attachment A: Price Schedule template.
	Bidders shall complete Attachment A. Frice Schedule template.
	The award will be issued to the responsible Offeror submitting the lowest
	evaluated price that meets or exceeds the acceptability requirements
	described in the RFQ
	Issuance of this RFQ in no way obligates DAI to award a subcontract or BPA will not be reimbursed for any costs associated with the preparation of their quote. DAI also reserves the right to contract multiple providers for some or all of the items requested.
10. Technical Specifications	Compliance to all technical requirements stated in Attachment A
11. Prohibited	Bidders MUST NOT provide any goods and/or services that utilize
Technology	telecommunications and video surveillance products from the following
	companies: Huawei Technologies Company, ZTE Corporation, Hytera
	Communications Corporation, Hangzhou Hikvision Digital Technology Company,
	or Dahua Technology Company, or any subsidiary or affiliate thereof, in
	compliance with FAR 52.204-25.
12. Determination of	DAI will not enter into any type of agreement with a vendor prior to ensuring the
Responsibility	vendor's responsibility. When assessing a vendor's responsibility, the following
	factors are taken into consideration: 1. Provide copies of the required business licenses to operate in the host
	country.
	Evidence of a DUNS number (explained below and instructions contained in
	the Annex).
	3. The source, origin and nationality of the goods are not from a Prohibited
	Country (explained below).
	4. Ability to comply with required or proposed delivery or performance
	schedules.
13. Geographic Code	Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.
	Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.
	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 goods or
	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.
	 By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the goods comply with the Geographic Code and the exclusions for prohibited countries.
14. Data Universal	All U.S. and foreign organizations which receive first-tier subcontracts/ purchase
Numbering System	orders with a value of \$30,000 and above are required to obtain a DUNS number
(DUNS)	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.
	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
	D: Self-Certification for Exemption from DUNS Requirement

15. Compliance with Terms	Bidder shall be aware of the general terms and conditions for an award resulting
and Conditions	from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in <u>Attachment B</u> .
16. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption: • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business. Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to: • Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328 • Hotline website – www.DAI.ethicspoint.com, or • Email to Ethics@DAI.com • USAID's Office of the Inspector General Hotline at hotline@usaid.gov. By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Go
17. Payment Terms	Bidder understands and agrees to DAI payment terms, whereby payment is made
	after the completion of the services and within 30 days of receipt of a correct invoice.

1.1 Attachment A: Price Schedule

Notes to quotations:

- Please also complete the company statement letter template at the end of the price schedule
- Fill out the tables below for the items you can provide.
- Awards may be made to more than one provider, so providers that are restricted by regional locations or availability of goods (Toners and Cartridges) may respond with quotations for any or all the line items below. One or more BPAs will be issued as a result of this solicitation.

Price Schedule: Printer Cartridges & Toner

Below table include Printer Cartridges & Toner that can be ordered as needed on an ad hoc basis

No	ltem	Unit of Measure (UoM)	Unit price with delivery (AFN)
1	Original HP 87A (CF287A) Cartridge for HP LaserJet Enterprise MFP M527c (Black/White) Printer	Each	
2	Original Set of HP 508A (CF360A - Black, CF361A - Cyan, CF362A - Yellow, CF363A - Magenta) Cartridges for HP MFP M577 Color Printer	Set	
3	Original Set of HP 410A (CF410X - Black, CF411X - Cyan, CF412X - Yellow, CF413X - Magenta) Cartridges for HP M477fdw Color Printer	Set	
4	Original HP 26A (CF226A) Cartridge for HP LaserJet MFP M426dw (Black/White) Printer	Each	
5	Original HP Color MFP M575, Color, 507A, Yellow, Magenta, Cyan and Black.	Each	
6	Original HP LaserJet 500 MFP, M525, Black and White, 55A	Each	
7	Original Laser Enterprise Flow MFP, M725, Black and White 14A	Each	
8	Original HP LaserJet Pro MFP M 130fn, 17A Black and White Cartridge - (CF217A).	Each	

[Firm's Letterhead]

<Insert date of submission>

To: DAI Global, LLC, Afghanistan Value Chain – Livestock Project Darya Village, Hawashenasi Road, 9th District, Kabul, Afghanistan

We, the undersigned, provide the attached quotation in accordance with RFQ-AVCL-KBL-21-0021 for the Provision of Printer Cartridges & Toner for AVC-Livestock Kabul and Regional Offices, issued on October 20, 2021.

I certify a **validity period ninety (90) days** for the prices provided in the attached quotation. Our quotation shall be binding upon us, subject to the modifications resulting from any discussions.

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

Yours sincerely,	Company Seal/Stamps
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Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

1.2 Attachment B: Representations and Certifications of Compliance

- 1. <u>Federal Excluded Parties List</u> The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
- 2. <u>Executive Compensation Certification-</u> 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) or the United Nations Security Designation List (online at: 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. <u>Trafficking of Persons</u> 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.
- 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 DAII with a disclosure statement describing this information
- Prohibition of Segregated Facilities The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
- 8. <u>Equal Opportunity</u> 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. <u>Labor Laws</u> 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. <u>Employee Compliance</u> 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 D: Self Certification for Exemption from DUNS Requirement

Self-Certification for Exemption from DUNS Requirement For Subcontractors and Vendors

Legal Business Name:	
Physical Address:	
Physical City:	
Physical Foreign Province (if applicable):	
Physical Country:	
Signature of Certifier	
Full Name of Certifier (Last Name, First/Middle Names):	
Title of Certifier:	
Date of Certification (mm/dd/yyyy):	

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

1.4 Attachment E: Instructions for Obtaining a DUNS Number – DAI's Vendors, Subcontractors

INSTRUCTIONS FOR OBTAINING A DUNS NUMBER

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number <u>prior</u> to signing of the agreement. Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number <u>prior</u> to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Instructions detailing the process to be followed in order to obtain a DUNs number for your organization begin on the next page.

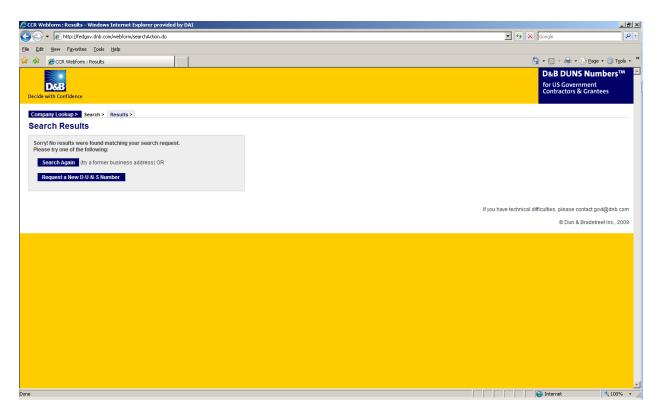
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

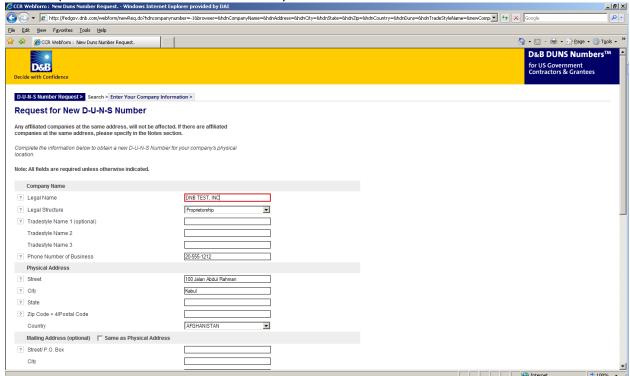
http://fedgov.dnb.com/webform/index.jsp

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

- 2. Select the Country where your company is physically located.
- 3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
- 4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



- 5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
 - Legal Business Name (commas are allowed, periods are not allowed)
 - Address
 - Phone
 - Name of Owner/Executive
 - > Total Number of Employees
 - Annual Sales or Revenue (US Dollar equivalent)
 - Description of Operations
- 6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

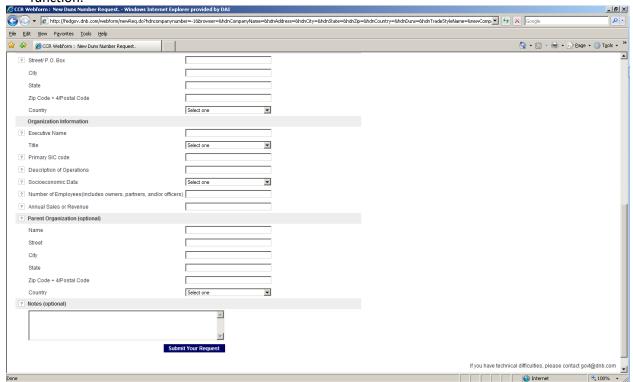


- 7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:
 - Corporation A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.

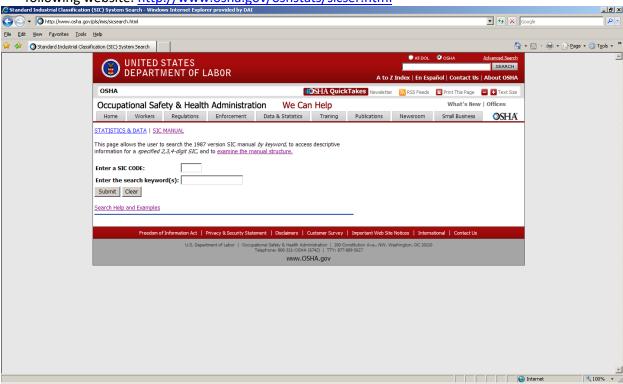
- **Government** central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- Limited Liability Company (LLC) This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- Non-profit An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit-making organization should select this status, even if your organization is not registered formally in country as an NGO.

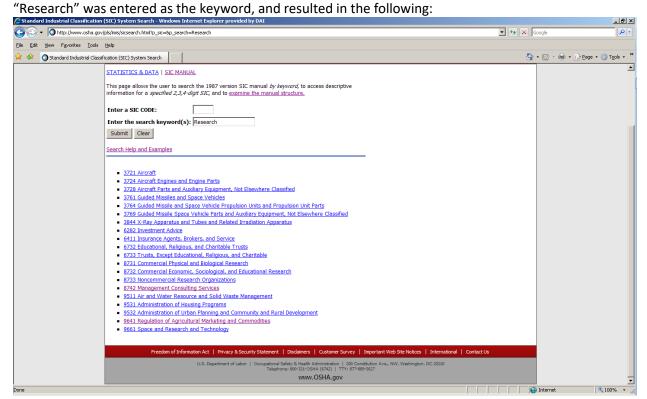
- **Partnership-** a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
- 8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.



9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: http://www.osha.gov/oshstats/sicser.html



You will need to enter certain keywords to bring up the potential SIC Codes. In the case above,



PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes: **8742** Management Consulting Services

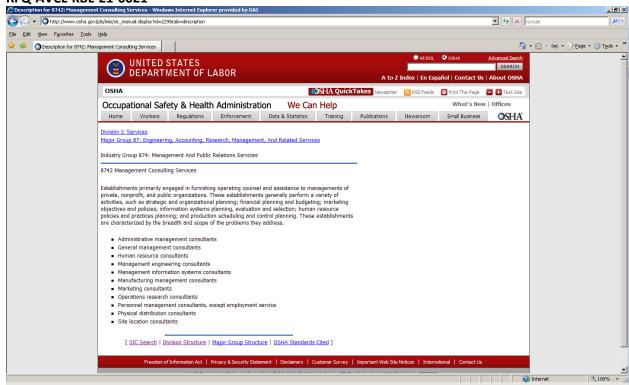
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

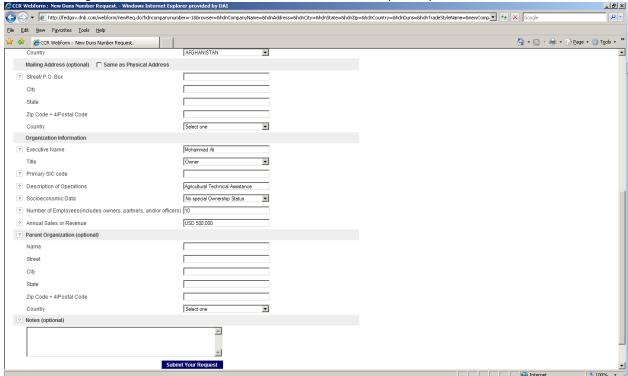
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, "agricultural technical assistance" was chosen as the primary function of the business.



- 11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
- 12. Once all of the fields have been completed, click on "Submit Your Request" to be taken to the Verification page.
- 13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
- 14. Once "Yes, Continue" button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window which should now display a valid result with the new DUNS number for the entity.

