

## USAID's Agricultural Value Chains Project in Bangladesh (AVC)

### Request for Quotation (RFQ)

#### No. AVC-Dhaka-058

**WARNING:** Prospective Offerors who have received this document from a source other than the AVC Project, should immediately contact [AVCprocurement@dai.com](mailto:AVCprocurement@dai.com) and provide their name and mailing address 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.

#### 1. Request for Quotation

DAI, implementer of the USAID funded Agricultural Value Chains (AVC) Project, invites qualified vendors/hotels to submit Quotation/bids to provide sitting and office space for 15-20 person during December 15, 2018 January 31, 2019 in Dhaka, as outlined below.

1. RFQ No.	AVC-Dhaka-058
2. Issue Date	November 21, 2018
3. Title	Sitting and office space for 15-20 person
4. Issuing Office & Email/Physical Address for Submission of Quotations	Hard Copy to AVC Dhaka Office.  Attn: Procurement Department, Agricultural Value Chains (AVC) Project, House 5, Road 78, Gulshan North, Dhaka-1212, Bangladesh.  Or Email to: <a href="mailto:AVCsolicitation@dai.com">AVCsolicitation@dai.com</a>
5. Deadline for Receipt of Quotations	Quotations due <b>by 11:00 am</b> local Dhaka, Bangladesh time on <b>Tuesday, November 27, 2018</b>
6. Contact Person	<a href="mailto:AVCprocurement@dai.com">AVCprocurement@dai.com</a>
7. Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations.
8. Basis for Award	An award will be made based on the Lowest Price Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFQ.

<p>9. General Instructions to Offerors</p>	<ul style="list-style-type: none"> <li>• Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Submission of Quotation - Quotations must be in English and include one (1) hard copy printed on company letterhead items listed in <b>Price Schedule-A</b> and/ or one (1) soft copy to <a href="mailto:AVCSolicitation@dai.com">AVCSolicitation@dai.com</a>. All Quotations must be signed and stamped by the Offeror.</li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their Quotation must be valid for a period of ninety (90) days by signing the <b>Attachment B: Cover Letter</b>.</li> <li>• These services are eligible for VAT exemption under the DAI prime contract with USAID. AVC will provide VAT coupons.</li> <li>• AIT shall be deducted as per Government of Bangladesh Tax policy.</li> <li>• DAI has a right to increase or decrease items.</li> <li>• No Advance Payment will be made by DAI.</li> </ul>
<p>10. Scope of Work Requirements for Technical Acceptability</p>	<p>DAI seeks qualified hotels/vendors to submit Quotation/bids to provide sitting and office space for 15-20 person during December 15, 2018 January 29, 2019 in Dhaka within Gulshan-2 or close to Gulshan-2 Circle during December 15, 2018 to January 29, 2019. This vendors requires to meet standard as mentioned the specification in Annex-A-Price Schedule.</p> <p>In addition to meeting the scope of work listed in Annex-A, offeror's are required to meet or exceed the significant non-cost factors listed below:</p> <ol style="list-style-type: none"> <li>1. Offeror must possess at least three years of relevant in-country experience (Attachment D)</li> <li>2. Offeror must provide Internet capacity for 15-20 people and the ability to setup AVC's server on location.</li> <li>3. Offeror shall ensure the office space must be self-contained, lockable, and only accessible by AVC staff.</li> <li>4. Offeror shall ensure the office space must be close to AVC's current office space to allow for easy transportation between the current office.</li> <li>5. Offeror shall ensure security systems that are comparable to AVC's current office.</li> <li>6. Offeror must have positive references from current and previous clients;</li> </ol>
<p>11. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Offerors shall provide a copy of their current, valid trade license to operate in Bangladesh;</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> </ol>

	<ol style="list-style-type: none"> <li>4. Having adequate financial resources to deliver goods or the ability to obtain financial resources.</li> <li>5. Ability to comply with required or proposed delivery or performance schedules.</li> <li>6. Have a satisfactory past performance record.</li> <li>7. Have a satisfactory record of integrity and business ethics.</li> <li>8. Be qualified and eligible to perform work under applicable laws and regulations.</li> </ol>
12. Geographic Code	<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 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. 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 Quotation in response to this RFQ, Offerors 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>
13. Data Universal Numbering System (DUNS)	<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 Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p>
14. Compliance with Terms and Conditions	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in <b>Attachment C</b>.</p>
15. Procurement Ethics	<p>By submitting an offer, offerors 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 Offeror 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>
16. Offeror's	<p>The completion of all RFQ requirements in accordance with the instructions in</p>

Agreement with Terms and Conditions	this RFQ and submission to DAI/AVC of a quote will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFQ and any attachments hereto. Issuance of this RFQ in no way obligates DAI to award a purchase order, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the quote. DAI/AVC has the rights to increase or decrease the goods and services mentioned in this RFQ.
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**Attachment A: Price Schedule:**

SI	Item Name	Qty (approx.)	Specification	Rate in BDT	Total (BDT)
1	Sitting and Office Space (during December 15, 2018 to January 31, 2019)	48 days	<ul style="list-style-type: none"> <li>Seating and office space for 15-20 people.</li> <li>Internet capacity for 15-20 people and the ability to setup AVC's server on location.</li> <li>The office space must be self-contained, lockable, and only accessible by AVC staff.</li> <li>The office space must be close to AVC's current office space to allow for easy transportation between the current office.</li> <li>Security systems that are comparable to AVC's current office.</li> </ul>		
	<b>Subtotal:</b>				
	VAT on subtotal (% of VAT)				
	<b>Total including VAT (BDT)</b>				

**Note:**

- Advance Income Tax will be deducted at source from service fee as per Bangladesh Govt. Law.
- These services are eligible for VAT exemption under the DAI prime contract with USAID. AVC will provide VAT coupons.

**Attachment B: Cover Letter (On Company Letterhead)**

Date:

TO:

Agricultural Value Chains (AVC) Project  
Dhaka, Bangladesh

To whom it may concern:

We, the undersigned, provide the **Request for Quotation (RFQ)– AVC-Dhaka-058** in accordance with your Request for Quotation dated November 21, 2018. Our attached Quotation is for the rate of discount on company published rates.

We certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. 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 Quotation it receives.

Yours sincerely,

Authorized Signature :  
Name and Title of Signatory:  
Name of Firm :  
Address :  
Telephone :  
Email :

Company Seal/Stamp:

### Attachment C: 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/eq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/eq_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. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. 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.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. 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.
12. 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 proposal, offerors 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 D: Past Performance Form**

Include references that best illustrate your work experience relevant to this RFQ, sorted by decreasing order of completion date.

Goods should have been provided within the past three years. Goods provided within the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Goods	Location Province/District	Client Name/Tel No	Cost in BDT	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

## Attachment E: Proposal Checklist

**Offeror:** \_\_\_\_\_

Have you?

- Submitted your proposal to DAI with sealed envelopes to the address as specified in General Instructions above? If submitting electronically the cost and the technical have been sent into emails?
- Begun the process of fulfilling the DUNS requirement (mandatory if above \$30,000) and getting SAM registered which is recommended but not required for contracting? Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement and attempt to begin the process for SAM Registration (Attachment C)

### **Does your proposal include the following?**

- Signed Cover Letter *(use template in Attachment B)*
- Cost proposal
- Documents use to determine Responsibility.
- Copy of current, valid trade license to operate in Bangladesh
- Detailed Cost Breakdown *(use Attachment A: Price Schedule)*
- List of references from within the past three years who you provided a similar service providing the full name, title, organization, phone number and e-mail address *(use Attachment D: Past Performance References)*