

REQUEST FOR QUOTATION

RFQ Number: # GAPII-L-10-05 Local Area Networking for Municipality Olovo

Chemonics International, (hereinafter referred to as “the Buyer”), implementing the Bosnia and Herzegovina Governance Accountability Project (GAP2), Phase II project, is soliciting Quotes for the supply of goods and services described in the attached pages. This project is funded by the U.S. Agency for International Development, the Swedish International Development Co-operation Agency, and the Embassy of the Kingdom of the Netherlands under U.S. Agency for International Development Contract No. 168-C-00-08-00001-00. The project is being implemented in Bosnia and Herzegovina.

Please submit your Quote for the goods and services described in the attached pages in accordance with the terms of the RFQ.

This RFQ includes the following sections:

1. Quote Deadline
 2. Reply To
 3. Location of Delivery and Installation
 4. Eligibility Requirements
 5. Required Documents
 6. Registration for Notices
 7. Chronological List of Events
 8. Source and Origin
 9. Quotations
 10. Award Criteria/ Negotiations
 11. Specifications
- Attachment A: Evidence of Responsibility
Attachment B: Vendor’s Summary Sheet
Attachment C: Statement on Source and Origin
Attachment D: Vendor’s Capability and Warranty Statement
Attachment E: Price Offer Form Requirements

All correspondence and/or inquiries regarding this Request for Quotation must reference the above RFQ number, and be directed to the attention of the undersigned:

For Buyer: Edina Hadziahmetović, Kolodvorska 12, 71000 Sarajevo

Email: ehadziahmetovic@bihgap.ba

Tel. 033 722 580, Fax: 033 722 598

Vendors invited to submit quotations are under no obligation to do so. Issuance of this RFQ does not in any way obligate Buyer to award a Purchase Order nor does it commit Buyer to pay for costs incurred in the preparation, submission, and negotiation of a proposal in response to this RFQ.

1. QUOTE DEADLINE

Quotes must be received no later than **14:00 h BiH local time on February 19, 2009.**

2. REPLY TO

Original hardcopy + 1 hardcopy + 1 electronic copy of technical proposal in PDF format on a CD of your Quote must be identified with **RFQ # GAPII-L-10-05** and submitted in a sealed envelope to the GAP2 project office located at 12, Kolodvorska, "Exclusive" building, 3rd floor, 71000 Sarajevo, BiH, attn: Ms. Edina Hadziahmetovic, Procurement and Contracting Specialist.

3. LOCATION OF DELIVERY AND INSTALLATION

All services including requested equipment shall be delivered and installed at the following municipal address hereinafter referred to as 'Location': **Municipality Olovo, Branilaca grada bb, 71340 Olovo.**

4. ELIGIBILITY REQUIREMENTS:

Offerors must demonstrate that they are qualified and eligible to receive award under applicable laws and regulations.

Offerors must demonstrate the following:

- a. Source/origin/nationality requirement (see Section 8 below)
- b. Ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments (see section 11 below)
- c. Satisfactory performance record (see section 5 below)
- d. Satisfactory record of integrity and business (see section 5 below)
- e. Necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (see section 5 below)

5. REQUIRED DOCUMENTS

The Offerors must submit sufficient evidence of responsibility for Buyer to make a determination of responsibility. In the absence of sufficient evidence, the Offeror shall be considered to be non-responsive, thereby precluding award of the Purchase Order. The following documents (5.1-5.8) are required in any Quote submission:

Qualifications:

5.1 Evidence of Vendor's registration permitting the right to pursue the relevant professional activity in accordance with BiH legislation or its country of establishment.

The Vendor shall submit certified copy of an extract from the judicial record or an equivalent document issued by a competent administrative authority of BiH or the Vendor's country of establishment. These documents must be dated within three months of the date of submission.

5.2 Evidence of Responsibility (Attachment A)

5.3 Vendor's Summary Sheet (Attachment B).

5.4 Vendors are expected to study carefully Section 8 below and provide a Statement of Source and Origin (Attachment C).

Vendor's Technical and Professional Ability

5.5 At least three references for similar services provided in the past 2 to 3 years with the total contract value, performance dates and number of recipients involved (including their contact details).

5.6 Vendor's Capability Statement on successful performance - ATEST (Attachment D)

Technical proposal:

5.7 Technical Solution/Proposed Network Design: Offerors are expected to submit technical solutions which include floor plans for the Location with network design and equipment specifications. Proposed technical solutions and network design must reflect requirements stipulated in Section 11 of this RFQ.

5.8 Price Offer Form Requirements (Attachment E)

A complete Quote must include all of the above.

The Quote (except for qualification documents) must be in English.

6. REGISTRATION FOR NOTICES

Each bidder who intends to submit a proposal to this RFQ should register immediately with GAP2 in order to receive notices and further clarifications to this RFQ should such additional

information need to be issued. To register, a vendor representative should send an email to mceljo@bihgap.ba and ehadziahmetovic@bihgap.ba with a subject “GAPIIM-L-10-05” and the name of the company, contact person and contact information.

7. **CHRONOLOGICAL LIST OF EVENTS**

	RFQ Released	February 8, 2010
1.	Registration for notices	February 11, 2010
2.	Site Visit to the Location	February 12 2010 at 12:00 h
3.	Deadline for written questions/clarifications	February 16, 2010
4.	Answers provided for questions/clarifications	February 17, 2010
5.	Quotation due date	February 19, 2010, at 14:00h
6.	Decision	February 23, 2010

NOTE: GAP office shall be closed for business on February 15 and March 1, 2010.

Site visit to the Location is mandatory. Bidders MUST visit the Location at the date and time scheduled above. Otherwise, their bid will not be eligible for competition.

8. **SOURCE AND ORIGIN**

Any order resulting from this RFQ will be financed (in part) by USAID and will therefore be subject to USAID regulations and approval. All goods and services proposed must meet a source/origin/nationality requirement allowing for services and commodities to be procured from firms whose source, origin, and nationality is in countries party to the WTO Government Procurement Agreement (GPA) and the cooperating country of Bosnia and Herzegovina. 37 countries—including European Union (EU) member states and the United States—are parties to the Agreement. Those countries are: Canada, European Communities (including its 25 member States: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom), Hong Kong China (the semi-autonomous region of Hong Kong, but not the entire mainland of the People’s Republic of China), Iceland, Israel, Japan, Korea (South Korea only), Liechtenstein, Netherlands with respect to Aruba, Norway, Singapore, Switzerland, and the United States.

While this project requires that IT equipment be **made** in the United States, Bosnia and Herzegovina and/or the above listed 37 countries, many hardware items such as monitors, keyboards, and printers are not made in the US. Please note that even if a piece of equipment is made by a US company (e.g. HP or Dell), this does not necessarily mean that the equipment was manufactured in the US. When including origin information, the Vendor must list the country of manufacture marked on each piece of equipment. Each individual piece of equipment (monitors, keyboards, mice, etc.) must have their origin listed separately.

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In order to procure items outside the US, Bosnia and Herzegovina or the above 37 countries, Buyer uses the USAID concept of “system” as described in [CFR §228.11\(e\)](#). This system rule allows computer hardware within a single transaction to constitute a system. As such, it will be considered and evaluated as a single produced commodity or computer system. This means that countries outside of the US, BiH or the above 37 countries may be included, but the total cost of these items may not exceed fifty percent (50%) of the total price of the system. Vendors will be required to list the origin of each piece of equipment listed in the Attachment E. The buyer will inspect all equipment to make sure it complies with origin requirements.

No items or items with components from the following countries will be Quoted or supplied: Cuba, Iran, Iraq, Laos, Libya, North Korea, Syria.

9. QUOTATIONS

Prices must include services of delivery and installation of goods to the Location. VAT and all other fees and duties shall not be included in the cost, as VAT exemption will be facilitated by the project. Quotes must show unit prices, extensions, and total price as required in Attachment E. Quotations must be fixed price, expressed in BAM currency.

Vendors shall fill in the unit price for each item in accordance with the example presented in the Attachment E and in accordance with the provisions of Section 11 of this RFQ. For each item, the quantity given in the “Quantity” column shall be multiplied by the unit price and the result entered in the “Total Amount” column. In case of any discrepancy between a unit price and an amount, the unit price will be taken as correct and the amount adjusted accordingly. For any item for which a unit price or amount is not shown, it will be assumed that the Vendor is not including that item in its Quote.

10. AWARD CRITERIA /NEGOTIATIONS

Following submission and evaluation of quotations, Buyer may make the award to a responsible Vendor, as defined under section 4 who submits the lowest price, technically fully compliant Quotation as determined in under this RFQ.

Buyer reserves the right to conduct negotiations and/or request clarifications prior to award. Buyer also reserves the right to order all, some, or none of the commodities in this RFQ.

11. TECHNICAL SPECIFICATIONS

Under this RFQ the Buyer requests provision of local area network to GAP2 partner municipality Olovo.

In their technical proposals the bidders are required to address the following technical requirements:

11.1 Technical Requirements

CD containing technical requirements will be distributed to the offerors during site visit scheduled for February 12 at 12:00 hrs in Municipality Olovo.

11.2 Tasks and Deliverables

The following tasks are expected to be performed by the Vendor:

1. Provision and installation of wiring for computer network installations, including racks and switches;
2. Basic on-site training of municipal IT staff;
3. Testing and certification of installed network wiring installations;
4. After-sale maintenance support during both warranty period and under any subsequently contracted maintenance service.

As an overall delivery under this Purchase Order the following is expected: Operational and successfully tested computer network in municipality Olovo.

11.3 Warranty Requirements

All equipment installed as a part of this Purchase Order must have at least a one year warranty including parts, labor and on site service.

Each Bidder must guaranty at least one year of fully functioning network operation.

11.4 Additional Instructions

Bidders are expected to propose an implementation schedule for installation which shall be between three (4) and a maximum of eight (8) calendar days. Buyer expects completion of this assignment no later than March 10, 2010. In the event that a municipality is not ready to receive these services, the Vendor should plan to conduct work at a later date, but no later than 30 days from the date of Purchase Order signing by both parties. The revised date will be set by the Buyer in due time and the Vendor shall be notified accordingly.

11.5 Supervision

GAP2 will appoint a supervisor who will monitor the delivery, installation and testing of the equipment.

ATTACHMENT A

EVIDENCE OF RESPONSIBILITY

1. Authorized Negotiators

[redacted] (Company Name) proposal for (Purchase Order Name) may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this Quote in response to RFQ No.

List Names of Authorized signatories for Purchase Order

These individuals can be reached at [redacted] Company Name office:

Address

Telephone/Fax

Email address

2. Adequate Financial Resources

[redacted] Company Name has adequate financial resources to manage this contract, as established by our audited financial statements submitted in this proposal.

3. Ability to Comply

[redacted] Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

4. Record of Performance, Integrity, and Business Ethics

[redacted] Company Name record of integrity is outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Volume.

5. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Purchase Orderor should explain which department will be managing the contract, type of accounting and control procedure they have to accommodate contract)

6. Equipment and Facilities

(Purchase Orderor should state they have necessary facilities and equipment to carry out the contract)

7. Eligibility to Receive Award

(Purchase Orderor should state that they are qualified and eligible to receive an award under applicable laws and regulation and if they have performed work of similar nature under similar mechanisms for USAID or another client.)

8. Commodity Procurement

(Could be deleted if the Purchase Orderor doesn't have this capacity or just provide a blurb if they do)

9. Acceptability of Contract Terms

(Purchase Orderor should state its acceptance of the proposed contract terms)

Date: _____

Name: _____

Signature: _____

Attachment C

STATEMENT ON RULES ON SOURCE, ORIGIN AND NATIONALITY FOR COMMODITIES AND SERVICES FINANCED BY USAID

[CITE: 22CFR228.11], [CITE:22CFR228.14]

Hereby the Vendor certifies that:

He/she has thoroughly studied the Section 8 of this RFQ containing “Rules on Source, Origin, and Nationality for Commodities and services financed by USAID” [CITE: 22CFR228.11], [CITE:22CFR228.14] and his/her company _____ as well as all the components and commodities being Quoted in his/her Quote to this RFQ meet all required source, origin and nationality eligibility criteria as specified under Section 8 of this RFQ.

Name

Title

Signature

Date

Attachment D: Offeror Capability and Warranty Statement

Hereby the Vendor certifies that:

- is able to provide the network certification that will serve as a proof of successful installation and operation (**ATEST**).
- all the equipment offered in their Offer no_____ have at least one year warranty including parts, labor and on site service and minimum one year of fully functioning network operation starting form the date of successful certification performance (**ATEST**).

Name

Title

Signature Date

Attachment E: Price Offer Form Requirements

In preparing cost proposals the spreadsheet must follow the format provided here. **Offerors must be cost conscious when preparing its proposed budget.** The total cost of each item will be evaluated for feasibility and reasonableness. Please note that VAT and all other fees and duties should not be included in the cost, as VAT exemption will be facilitated by the project. **All prices must be in BAM.** A summary budget and detailed budget breakdown must be included.

Price Offer:

Item	Price (BAM)
Passive and active equipment including material only; for all floors and the server room	
Works and services used to perform installation	
Testing and certification (Atest)	

TOTAL BAM (excl.VAT):

Besides filling in the above mentioned price form, Offerors are requested to include detailed breakdown of all prices (a detailed offer). This offer should be in the below or similar format:

EXAMPLE:

<i>Item</i>	<i>Price without Tax</i>	<i>Quantity</i>	<i>Total</i>
<i>Switch 10/100/1000 Mbps (24 port) + 4 SFP</i>			<i>Xxx</i>
<i>Patch cable Cat 6e</i>			<i>xxx</i>
<i>Network cable (meters) Cat 6e</i>			<i>Xxx</i>
<i>Communication Rack. 19" 12U</i>			<i>xxx</i>

TOTAL BAM (excl.VAT):