**REQUEST FOR QUOTATION**

**RFQ Number 0167**

**Date: November 09, 2018**

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| **From** | **To** |
| **Cooperative Housing Foundation****doing business as Global Communities** | **Prospective Suppliers** |
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| **Special Instructions** | **Delivery Terms** |
| All quotations must be submitted on company letterhead, must include Supplier’s legal address, must be stamped, and must be valid for no less than 60 calendar days. | **DDP, Zamulyntsi, Mateyivivtsi Region, Ivano-Frankivsk Oblast, Ukraine** |
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| **Quotation Submission Date:** | **Submit Quotation to:** | **Terms of Payment:** |
| **No later than 18:00 pm, November 20, 2018**  | Email: dobreprocurement@globalcommunities.org | 100% upon delivery and acceptance  |

**I. STATEMENT OF WORK**

**A. Required Items**

Global Communities is seeking a qualified vendor to supply a **Biology School Class to Mateyivetska CC, Ivano-Frankivsk Oblast, Ukraine**.

In order to be considered responsive to this RFQ, the Bidder, on Annex A – Specification Table, shall indicate whether or not the proposed items meet the Technical Specifications and other requirements described below.

**B. Technical Specifications**

**According to Annex A**

**II. INSTRUCTIONS TO THE PROSPECTIVE SUPPLIER**

1. **Form of Quotation**

Your quotation must specify and include confirmation of the following:

1. Annex A – Requirements Table – Completed and submitted. Bidder shall confirm on Annex A whether the items meet or exceed the required Technical Specifications.
2. Annex B – Bidder Evidence of Responsibility – Completed, signed and submitted.
3. Ocean Shipment – Bidder must specify on Annex A whether U.S. flag carrier is available for shipment of items. Bidder must quote the cost of a U.S. flag carrier where such service is available. USAID will not grant a Determination of Non-Availability where U.S. flag service is available.
4. Country of Manufacture – Bidder must specify on Annex A the country of manufacture of the items.
5. Source of Items – Bidder must specify on Annex A the country where the items are located and available for purchase.
6. Nationality of Bidder – Bidder must specify on Annex A that it is legally registered for business in a Geographic Code 110 Country (which means the U.S., the independent states of former Soviet Union, and developing countries), and provide a valid business, employer or tax identification document that demonstrates this.
7. After-Sales Service – Bidder must specify on Annex A the name and location of an authorized after-sales service center for the items.
8. Quotation Validity – Bidder must specify on Annex A quotation validity of no less than 60 calendar days.
9. Delivery Schedule – Bidder must specify when items will be delivered at named destination.
10. Warranty Terms – Bidder must specify the warranty period of each vehicle.
11. Bidder Eligibility – must be eligible to participate per E.7 of this RFQ
12. Price must be in **UAH**. Price should include separate line items for the unit price as well as the transportation costs.
13. **Evaluation Factors**

Quotations will be evaluated on a Lowest Price Technically Acceptable basis, as set forth below. Global Communities shall first evaluate the non-price elements of the quotation to determine whether they are acceptable or not acceptable. In conducting its evaluation, Global Communities may seek information from any source it deems appropriate to obtain or validate information regarding acceptability of Supplier’s quotation. Award will be made to the technically acceptable quotation with the lowest evaluated price.

1. Annex A – Requirements Table Acceptable/Not Acceptable

2. Annex B – Bidder Evidence of Responsibility Acceptable/Not Acceptable

3. Ocean Shipment Acceptable/Not Acceptable

4. Country of Manufacture Acceptable/Not Acceptable

5. Source of Items Acceptable/Not Acceptable

6. Nationality of Bidder Acceptable/Not Acceptable

7. After-Sales Service Acceptable/Not Acceptable

8. Quotation valid for no less than 60 calendar days Acceptable/Not Acceptable

9. Bidder Eligibility Acceptable/Not Acceptable

10. Delivery Schedule 30 Points

11. Warranty 10 Points

12. Price 60 Points

1. **Questions on this RFQ**

Questions should be sent by no later than **18:00, November 15, 2018** via email to: dobreprocurement@globalcommunities.org Any information given to one Bidder concerning this RFQ will be furnished to all Bidders as an amendment to this RFQ.

1. **Contract Award**

The Bidders should submit its best offer initially as Global Communities intends to evaluate quotations using the evaluation factors listed above and make an award without discussions. However, Global Communities reserves the right to conduct discussions if, following the evaluation, Global Communities deems it necessary.

1. **Terms and Conditions**

1. Financing of awards resulting from this RFQ will be through the U.S. Agency for International Development (USAID). Awards financed by USAID may be subject to prior approval requirements.

2. The authorized geographic code for this procurement is Code 110 which means the U.S., the independent states of former Soviet Union, and developing countries. The list of USAID-approved developing countries can be obtained from this internet address:

http://www.usaid.gov/policy/ads/300/310maa.pdf

3. Items must be available for purchase in Ukraine at time of contract signing. Bidder may not import the items from a country outside of the authorized geographic code prior to contract signing for the purposes of circumventing this requirement.

4. The supplier must be registered for business and operating in a Code 110 country.

5. Global Communities is a tax exempt organization; therefore, no taxes should be assessed on the price of the items. Tax exemption certificate is available upon request.

6. Global Communities reserves the right to accept or reject any quotation, and to cancel the bidding process and reject all quotations, at any time prior to award, without thereby incurring any liability to Bidders or any obligation to inform Bidders of the grounds for Global Communities action.

7. (a) Global Communities complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Global Communities shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

 (b) Firms or individuals that have an active exclusion on the System for Award Management (www.sam.gov) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFQ.

8. Any changes to this RFQ shall be through amendment. Copies of amendments will be furnished to all prospective Suppliers.

[end of RFQ]