**REQUEST FOR PROPOSAL (RFP)**

**RFP No. 320**

**Date:** October 09, 2019

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| --- |
| **Subject:** |
| Request for Proposals for procurement of office, audio and video equipment and photo devices for Verkhnyanska CC (Ivano-Frankivsk oblast), Myrivska CC (Dnipropetrovsk oblast), Halytsynivska CC (Mykolaiv oblast) and Vyshnivetska CC (Ternopil obalst) in the framework of USAID funded DOBRE Program |

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| **From** | **Whom** |
| **Global Communities, implementing agency of DOBRE Decentralization Offering Better Results and Efficiency Program financed by the United States Agency for International Development (USAID) (referred to as “BUYER” hereinafter)** | **Potential suppliers (referred to as “BIDDER” hereinafter)** |
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|  |
| **Proposals Submission Time and Date:** | **The Proposal must be submitted for the attention of:** | **Conditions of Payment:** |
| By 12:00 Kyiv time on **October 21, 2019**, at the latest | Global CommunitiesInternational Technical Assistance Program “Decentralization Offering Better Results and Efficiency” USAID DOBREAddress:5b, Dilova str., Office 510, 5th Floor, Kyiv, UkraineEmail: dobreprocurement@globalcommunities.org  | **Post payment during 30 calendar days after delivery. If it is unacceptable, please indicate yours.** |

1. **TERMS OF REFERENCE**

**A.** Global Communities invites you to submit proposals for procurement of office, audio and video equipment and photo devices for Verkhnyanska CC (Ivano-Frankivsk oblast), Myrivska CC (Dnipropetrovsk oblast), Halytsynivska CC (Mykolaiv oblast) and Vyshnivetska CC (Ternopil obalst) in the framework of USAID funded DOBRE as per the Specification attached as Annex B.

**II. INSTRUCTIONS FOR POTENTIAL SUPPLIER**

1. **Form of Proposal**

The proposal as well as all correspondence and documents exchanged between the Bidder and the Buyer under this RFP 320 shall be in English or Ukrainian. **The bidders can submit their offers on all the lots, as well as on several lots or one lot separately.**

The proposal must specify the following details and confirmations:

1. The Proposal should be submitted on or before the deadline for this purpose, on a company letterhead, signed by an authorized representative and include the contact details of the Bidder.
2. Conformity to technical specifications**.** **The Bidder must confirm that all items are responsive to, or exceed, the estimated requirements.**
3. The Proposal must be valid for at least 60 calendar days from the proposal submission deadline date.
4. Prices must be quoted in Ukrainian hryvnias (UAH).
5. **Prices must be quoted without the VAT**. The Buyer is exempt from taxes within the customs territory of Ukraine and shall provide a certified copy of its registration card issued by the Ministry of Economic Development and Trade of Ukraine; The Buyer shall also provide a copy of its approved procurement plan.
6. Price for each item. The price must be quoted as a total amount on an all-inclusive basis, including delivery to Verkhnyanska CC (Ivano-Frankivsk oblast), Myrivska CC (Dnipropetrovsk oblast), Halytsynivska CC (Mykolaiv oblast) and Vyshnivetska CC (Ternopil obalst).
7. Eligibility for participation in the tender.
	1. To be eligible to submit a proposal in response to this RFP, the Bidder must conform to the requirements in this RFP.
	2. The Bidder complies with the U.S. sanctions and embargo laws, including U.S. Executive Order 13235 on Terrorist Financing and U.S. laws that prohibit transactions with, and the provision of resources and support to, individuals or entities associated with terrorism. Any person or organization taking part in this tender as a bidder or a sub-contractor must certify and confirm together with submitting other documents that the person or organization is not listed on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN), and is eligible for participation in the tender. Global Communities must disqualify any offers from persons or organizations listed on the said OFAC SDN list or found not to be eligible for the participation in the tender on other grounds. Companies and persons listed on the Excluded Parties List System ([www.epls.gov](http://www.epls.gov/)) are not eligible for receiving funds.
8. The Buyer reserves the right to accept or reject any proposal, and to cancel the tender, reject all proposals at any time prior to the award without assuming any liability and without the duty to inform Bidders about reasons for Global Communities’ actions. In this case, **the Buyer shall not be liable to the Applicant or the Applicants or bear any obligation to inform the Applicant or Applicants of the reasons for such Program actions.**
9. This RFP may be modified by means of amendments. Copies of amendments shall be issued to all Bidders.
10. Any order of services to be made on the basis of this Request for Proposal shall be subject to Global Communities General Terms and Conditions of Goods and Service Procurement Contracts.

**11.** **The Buyer will not send any notices to Bidders with confirmation about proposals received. The Buyer will not send any notices to unsuccessful Bidders.**

1. **Evaluation Criteria**

Proposals will be evaluated in accordance with criteria listed below. First, the Buyer will evaluate proposals for meeting obligatory criteria to determine conformity to the requirements. While evaluating the proposal, the Buyer may seek additional information from any source it considers appropriate to obtain or confirm information about the Bidder’s proposal.

Following is an illustrative example of the criteria that might apply to evaluate proposals/bids.

1. Conformity to the order list specification Acceptable/Unacceptable
2. Validity of the proposal for 60 calendar days Acceptable/Unacceptable
3. VAT exemption Acceptable/Unacceptable
4. Eligibility for taking part in this RFP Acceptable/Unacceptable
5. Warranty (not less than 12 month) Acceptable/Unacceptable
6. **Prices 50 points**
7. **Terms of delivery up to 30 days - 25 points**
8. **Terms of payment – Post payment during 30 banking days after delivery 25 points**
9. **Questions with regard to this RFP**

All clarification requests shall be sent in writing to the addresses specified hereinabove by **12:00 pm on October 17, 2019,** at the latest. Please refrain from personal visits and phone calls. Any information provided to one Bidder with regard to this RFP will be made available to all Bidders.

Sincerely,

Global Communities

“Decentralization Offering Better Results and Efficiency” International Technical Assistance Program

USAID DOBRE

**Annex A: Proposal Requirements**

1. **Please confirm next mandatory requirements:**

Conformity to the order list specification Acceptable/Unacceptable

Validity of the proposal for 60 calendar days Acceptable/Unacceptable

VAT exemption Acceptable/Unacceptable

Eligibility for taking part in this RFP Acceptable/Unacceptable

Warranty (12 months) Acceptable/Unacceptable

Post payment during 30 (thirty) calendar days after delivery. Acceptable/Unacceptable

**If payment conditions are unacceptable, please indicate yours**

**Please specify delivery date**

1. **General information**

**Please fill the table with general information**

|  |  |
| --- | --- |
| Company name: |  |
| Code for Uniform State Register of Enterprises and Organizations (for legal entities) or Registration number of taxpayer's account (for private entrepreneur) |  |
| Address: | Postal code: | City: | Country: |
| P. O. Box and mailing address |  |
| Phone number:  |  |
| E-mail: |  |

**Annex B: Specification**

**LOT #1: IT equipment for Verkhnyanska CC (Ivano-Frankivsk oblast)**

|  |  |  |
| --- | --- | --- |
| **№** | **Item and description** | **Q-ty** |
| 1 | **Lap top Acer Aspire E 15 E5-576G** (NX.GVBEU.028) Obsidian Black or equivalent with Win 10 Pro software | 1 |
| 2 | **Printer Canon I-SENSYS MF264dw** (2925C016) or equivalent | 1 |

**LOT #2: ІТ equipment, lighting and video equipment and photo devices for Myrivska CC (Dnipropetrovsk oblast)**

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| --- | --- | --- |
| **№** | **Item and description** | **Q-ty** |
| 1 | **SMD P5 Outdoor LED monitor (module)** or equivalent: overall dimensions, mm: 960х960; supply voltage, 220 V, 50 Hz; pixel spacing, mm 5; comfortable viewing distance 4 m; resolution is 40,000 pixels / square. m; glow color full color; number of colors 16,7 million; IP65 protection class; lifetime 100,000 hours; the dimensions of the module, mm 320х160; luminous intensity of the LED, kD 5000; viewing angle vertical 120º; viewing angle horizontal 120º; operating temperature range, Сº -40 ... +45; LAN management; estimated maximum power (when turned on) - 1400W per 1m2 screen; operating power consumption - 800W per 1m2 screen; monitor housing - aluminum | 12 |
| 2 | **Case for storage and transportation of LED module (monitor)**: a special box with wheels and handles for storage and transportation of LED monitors. Each case contains an average of 6 modules with a size of 960x960 mm; case material - plywood 15 mm, painted | 3 |
| 3 | **Novastar TB6 live video processor** or equivalent: LED controller designed to control color LED displays is controlled by a computer using software. Equipped with a built-in Wi-Fi module, controls the display of text, images, videos, animations; maximum pixels: 1300000, 2 GB RAM, 8 GB total memory. | 1 |
| 4 | **INKSYSTEM tabletop thermal press** (40 × 60cm) for thermal transfer / sublimation printing and **Epson PX 1004 printer with sublimation printing kit** or equivalent. Type of press: tablet (for t-shirts, metal, ceramic tile), size of the working surface 40x60 cm, temperature mode 0-250 C, timer 1-999 sec., Power consumption 1500-2000 W; Model features: pressure control, digital timer and temperature control panel, sound indicator. | 1 |
| 5 | **INKSYSTEM cup press and Epson XP-352 printer with sublimation set** or equivalent | 1 |
| 6 | **LED spotlight STLS Par S-715 RGBWA** or equivalent: waterproof LED spotlight, 7 LEDs on 15W 5in1 RGBWA, power: 100W, control mode: Auto / Master slave / DMX / Sound activ, beam angle: 45 degrees, moisture protection: IP65 | 24 |
| 7 | **Led STLS Led Spot Head**: SPOT LED Head with Powerful 200W LED, 200W White LED Light Source, 300W Power Consumption, 50,000 Hours of Low Energy Consumption, Double Prism 3-Sided Prism, 8-Sided Prism, Stroboscope 1- 25 flashes per second, 15/17 channels, DMX 512 control mode, master-slave and sound. | 4 |
| 8 | **STLS DMX 384** or equivalent: 384 channels, 12 units of 32 DMX channels, 30 banks of 8 programmable scenes, 16 faders for manual channel control, LED function display and program display, built-in microphone for music, DMX Input / Output: 3 pin connectors / mother XRL | 1 |
| 9 | **Set of cables to connect the equipment** | 1 |
| 10 | **Fastenings for lighting devices** | 28 |

**LOT #3: Office equipment for Halytsynivska CC (Mykolaiv oblast)**

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| --- | --- | --- |
| **№** | **Item and description** | **Q-ty** |
| 1 | **Lap top ASUS VivoBook 15 RZ542UF-DM208** (90RZ0IJ2-M04000) Dark Grey or equivalent, with Win 10 Pro software | 13 |
| 2 | **Screen for Lumi projector**, motorized, wall mounted, size 120" (16:9) 265 x 148 (ESAA120) White Case | 2 |
| 3 | **Printer Canon PIXMA G2411** (2313C025AA) + USB cable or equivalent | 2 |

**LOT #4: Photo equipment for Halytsynivska CC (Mykolaiv oblast)**

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| --- | --- | --- |
| **№** | **Item and description** | **Q-ty** |
| 1 | **Steadicam ZHIYUN Crane 2 (C030003)** or equivalent | 1 |
| 2 | **Blackmagic Pocket Cinema Camera 4K** or equivalent | 1 |
| 3 | **Object lens Panasonic Lumix G X Vario Micro 4/3 Lens 12-35mm f/2.8 II ASPH. POWER O.I.S. (H-HSA12035E)** or equivalent | 1 |
| 4 | **Lighting Falcon LH-ESB6060K** or equivalent | 1 |
| 5 | **Mircopro Green Chromeca background** 2.7х5.0 м (PBK-33G) or equivalent | 1 |
| 6 | **Benro A1682TV1 Kit 2v1 tripod and monopod** or equivalent | 1 |

**LOT #5: ІТ equipment for Vyshnivetska CC (Ternopil oblast)**

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| **№** | **Item and description** | **Q-ty** |
| 1 | **Wi-Fi router TP-Link TL-WR841N 300Mbit** or equivalent | 4 |

**Annex C: Detailed Budget**

**LOT #1: IT equipment for Verkhnyanska CC (Ivano-Frankivsk oblast)**

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Goods/Service Item | Quantity | Terms of Delivery (working days) | Warranty(months) | Price inUAH, withoutVAT | Total,in UAH,withoutVAT |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| Total in UAH, without VAT |  |

**LOT #2: ІТ equipment, lighting and video equipment and photo devices for Myrivska CC (Dnipropetrovsk oblast)**

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Goods/Service Item | Quantity | Terms of Delivery (working days) | Warranty(months) | Price inUAH, withoutVAT | Total,in UAH,withoutVAT |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
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| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |
| Total in UAH, without VAT |  |

**LOT #3: Office equipment for Halytsynivska CC (Mykolaiv oblast)**

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Goods/Service Item | Quantity | Terms of Delivery (working days) | Warranty(months) | Price inUAH, withoutVAT | Total,in UAH,withoutVAT |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| Total in UAH, without VAT |  |

**LOT #4: Photo equipment for Halytsynivska CC (Mykolaiv oblast)**

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Goods/Service Item | Quantity | Terms of Delivery (working days) | Warranty(months) | Price inUAH, withoutVAT | Total,in UAH,withoutVAT |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| Total in UAH, without VAT |  |

**LOT #5: ІТ equipment for Vyshnivetska CC (Ternopil oblast)**

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Goods/Service Item | Quantity | Terms of Delivery (working days) | Warranty(months) | Price inUAH, withoutVAT | Total,in UAH,withoutVAT |
| 1. |  |  |  |  |  |  |
| Total in UAH, without VAT |  |

Signature:

(Seal)

Date: