

## Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Ukraine FSR Project, invites qualified vendors to submit quotations to supply and deliver Laptops, Printers and IT supplies, as follows:

1. RFQ No.	REQ-LVI-22-0005_UkraineFSR_ITProcurement
2. Issue Date	October 17, 2022
3. Title	Procurement of Laptops and IT equipment and supplies
4. Issuing Office & Email/Physical Address for Submission of Quotes	DAI/Ukraine FSR 72 Heroiv UPA Street Building 1, 2 <sup>nd</sup> Floor Office 220, Letter II-4 City of Lviv Ukraine
5. Deadline for Receipt of Quotes.	November 7, 2022 at 12.00 p.m. Kyiv time
6. Point of Contact	<a href="mailto:ProcurementFSR@dai.com">ProcurementFSR@dai.com</a> , <a href="mailto:overchuk.ok@gmail.com">overchuk.ok@gmail.com</a>
7. Anticipated Award Type	Firm Fixed Price Purchase Order Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
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.

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 corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 17 for more details.

## 1. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• All offers shall be submitted by November 7, 2022 at 12.00 p.m. Kyiv time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes electronically to <b>SubmissionsFSR@dai.com</b></li> <li>• Include a statement that the vendor fully understands that their quote must be valid for a period of 30 days or till all contractual obligations are fulfilled</li> <li>• Bidders shall sign and date their quotation. Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.</li> <li>• These services are not eligible for VAT exemption under the DAI prime contract.</li> </ul>
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> <li>1. A detailed list of technical specifications can be found on Attachment A. below</li> <li>2. Final delivery is required by November 30, 2022 (or another deadline agreed by the parties)</li> </ol>
<p>12. Prohibited Technology</p>	<p>Bidders MUST NOT provide any goods and/or services that utilize 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.</p>
<p>13. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in the host country.</li> <li>2. Evidence of an Unique Entity ID (SAM)(explained below and instructions contained in the Annex).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
<p>14. Geographic Code</p>	<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> </ul>

	<ul style="list-style-type: none"> <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>• Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.</li> <li>• Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.</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 quote in response to this RFQ, Bidders 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>
<p>15. Unique Entity ID (SAM)</p>	<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 an Unique Entity ID (SAM) 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.</p> <p>For those required to obtain an Unique Entity ID (SAM) you may request Attachment C: Instructions for Obtaining an Unique Entity ID (SAM) For those not required to obtain an Unique Entity ID (SAM), you may request Attachment D: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</p>
<p>16. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>17. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>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. <b>DAI does not tolerate the following acts of corruption:</b></p> <ul style="list-style-type: none"> <li>• Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee,</li> </ul>

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](http://www.DAI.ethicspoint.com), or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto: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 Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

**1.1 Attachment A: Price Schedule (also enclosed in Excel for convenience)**

Item Number	Item Name and Specifications	Part number	Quantity	Unit Price	Total Price
1.	<p>HP EliteBook 840 G8 - Core i7 1185G7 - 16 GB RAM - 512 GB SSD NVMe, TLC - 14" IPS HP SureView Full HD - Iris Xe Graphics - NFC, Bluetooth, Wi-Fi 6 - kbd:US - Win 10 Pro 64-bit</p> <p>Or equivalent Dell model</p>	<b>360W5UT#ABA</b>	<b>25</b>		
2.	<p>HP Slim - Power adapter - 65 Watt w/USB charging port - Smart Buy - for HP 250 G2; EliteBook 820 G1, 840 G1, 850 G1; ProBook 64X G1, 65X G1; ZBook 14</p> <p>or equivalent for Dell laptop</p>	<b>H6Y82UT#ABA</b>	<b>5</b>		
3.	14" laptop carrying case or backpack		<b>25</b>		
4.	Kingston 32GB DataTraveler Kyson USB 3.2 Gen 1 Type A Flash Drive	<b>DTKN/32GB</b>	<b>25</b>		

5.	Seagate Expansion STKM1000400 - Hard drive - 1 TB - external (portable) - USB 3.0  Or equivalent	<b>STKM1000400</b>	<b>5</b>		
6.	LG GP60NB50 Super Multi - DVDRW (R DL) / DVD-RAM drive - USB 2.0  or equivalent	<b>GP60NB50</b>	<b>1</b>		
7.	(220V) HP LaserJet Enterprise Flow MFP M528c - Multifunction printer - B/W - laser - Legal (8.5 in x 14 in) (original) - A4/Legal (media) - up to 45 ppm (printing) - 650 sheets - 33.6 Kbps - USB 2.0, Gigabit LAN, USB 2.0 host	<b>1PV66A#AAZ</b>	<b>2</b>		
8.	HP 89Y - High Yield - Black - original - LaserJet - toner cartridge (CF289Y) - for LaserJet Enterprise Flow MFP M528, M507 (yield 20,000 pages)	<b>CF289Y</b>	<b>2</b>		
9.	Cisco Meraki MX68W Cloud Managed Security Appliance with Wireless - desktop - dual band - 2 x WAN GbE + 10 x LAN GbE (2 POE+) - 1 x USB2.0	<b>MX68W-HW</b>	<b>1</b>		

10.	(220V) Eaton 5S 700G - UPS - 420 Watt - 700 VA - USB - (6) C13 output connector(s), 3yr warranty	<b>5S700G</b>	<b>1</b>		
11.	Cisco Meraki MR36 Wi-Fi 6 Indoor AP	<b>MR36-HW</b>	<b>2</b>		
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL</b>					

**Delivery Date:**

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_ Our attached quote is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of \_\_\_ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

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

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

Company Seal/Stamp:

## 1.2 Attachment B: 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/aq\\_sanctions\\_list.shtml](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. 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. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. 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.
9. Labor Laws – 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. 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 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.