

Request for Quotations (RFQ)

RFQ Number: 001

Issuance Date: December 11, 2014

Deadline for Offers: December 15, 2014

Description: Provision of Information Technology Equipment and Fireproof Safe

For: Joint National Association of Persons with Disabilities

Implemented By: Strengthen Advocacy and Civil Engagement (SACE)

Point of Contact: Ebenezer Ukpe , Admin Assistant, successukpe@gmail.com
suite 104, Gambo Sawaba Block, National Centre for Women Development,
Central Business District, Abuja.

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

JONAPWD is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. JONAPWD expects suppliers to comply with our Standards of Business Conduct.

JONAPWD does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of JONAPWD are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, JONAPWD will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with JONAPWD or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to JONAPWD's prohibitions against fraud, bribery and kickbacks.

Please contact Ebenezer Ukpe, successukpe@gmail.com, with any questions or concerns regarding the above information or to report any potential violations.

Section 1: Instructions to Offerors

1. Introduction: The Joint National Association of Persons with Disabilities (JONAPWD) is the umbrella body of and for organisations of persons with disabilities recognized by the Federal Government under the auspices of the Federal Ministry of Women Affairs and Social Development. JONAPWD is registered with the Corporate Affairs Commission with over 22 million Nigerians with Disabilities having chapters in the 36 states and the F.C.T. The Association has six major groups as follows:

1. The Deaf
2. The Blind
3. Persons Suffering from Physical Disabilities
4. Persons Suffering from Leprosy
5. Persons Suffering from Intellectual Disabilities
6. The Spinal-Cord Injured.

JONAPWD requires the purchase of Office equipments in order to provide effective support to JONAPWD project as it pertains to information technology. These include Laptops, printer, Office Safe and imprest box to improve the overall effectiveness of the project operations. The purpose of this RFQ is to solicit quotations for underlisted equipments.

Offerors are responsible for ensuring that their offers are received by JONAPWD in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. Offer Deadline and Protocol: Offers must be received no later than 5.00pm local Abuja time on December 15th 2014 by email or by hard copy delivery to the JONAPWD'S secretariat office. Any emailed offers must be emailed to successukpe@gmail.com. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the JONAPWD's secretariat at suite 1.04 Gambo Sawaba Block, National centre for Women Development, Central Business District, Abuja.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of JONAPWD.

3. Questions: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5.00pm local Abuja time on December 15th, 2014, by email to successukpe@gmail.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that JONAPWD believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by JONAPWD will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of JONAPWD or any other entity should not be considered as an official response to any questions regarding this RFQ.

- 4. Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

- 5. Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. **Pricing must be presented in Nigerian Naira.** Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

- 6. Delivery:** The delivery location for the items described in this RFQ is the JONAPWD's secretariat at suite 1.04 Gambo Sawaba Block, National centre for Women Development, Central Business District, Abuja, Nigeria. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

- 7. Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Nigeria.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

- 8. Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.

9. Taxes and VAT: The JONAPWD-SACE project is exempted from cooperating country taxes, duties and VAT. However, Withholding tax shall be deducted at the applicable rates and remitted to the Federal Inland Revenue Services (FIRS)

10. Eligibility: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. JONAPWD will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

11. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. JONAPWD reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, JONAPWD reserves the right to conduct any of the following:

- JONAPWD may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, JONAPWD may issue a partial award or split the award among various suppliers, if in the best interest of the JONAPWD-SACE Project.
- JONAPWD may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the JONAPWD-SACE Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. JONAPWD, at its sole discretion, will make a final decision on the protest for this procurement.

12. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate JONAPWD, the SACE Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to JONAPWD’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) JONAPWD’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a service level agreement to be drafted by the successful offeror.

- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to JONAPWD following delivery and acceptance of the goods by JONAPWD. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to JONAPWD.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

- Official quotation, including specifications of offered equipment (see Section 3 for example format)

- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to JONAPWD.

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit Price Naira	Total Price naira
1	Laptop: Hp Pavilion 15-p120na Laptop or equal Windows 8 operating system, Intel® Core™ i3-4030U with Intel HD Graphics 4400 processor, DVD/RW Optical Drive, Hard drive of 1 TB, 15" display. 8GB memory. One year Warranty	2			
2	Printer: HP Officejet Pro 8610 e-All-in-One or equal Wired/wireless Networking USB Other Connectivity Black and Colour resolution three years Warranty	1			
3	Office safe: 4-IN-One Metallic Security key Fire proof	1			
4	Imprest Box: Fire proof Metallic Security code Security key	1			
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____) :					
GRAND TOTAL naira:					

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment: _____ years

Location of service center(s) for after-sales service, including warranty repair: _____

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: JONAPWD-SACE PROJECT
Suite 1.04 Gambo Sawaba Block, National Centre for Women Development,
Central Business District, Abuja.

Reference: RFQ no. 001

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any JONAPWD or project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to JONAPWD’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

