

REQUEST FOR QUOTATION

A. RFQ No. and Date: Subject:	RFQ 003/2015, June 08, 2015 Printing rental service for USAID/Vietnam			
B. Issuing Office/Section:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;"><u>Executive Office</u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam</td> <td style="border: 1px solid black; padding: 2px;"><u>Executive Office</u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</td> </tr> </table>	<u>Executive Office</u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam	<u>Executive Office</u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand	
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C. Closing date for receipt of quotation:	June 26, 2015 (5:00pm Bangkok/Hanoi time)			
D. Type of Award:	Fixed Price – Purchase Order			
E. Basis for Award:	Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)			

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit quotations for the services and equipment specified below. This is to support the operation of USAID Vietnam in Hanoi.

Submission of quotations via email is ONLY AUTHORIZED for this procurement by the time specified above with the relevant information. Email submissions shall be sent to: thuanguyen@usaid.gov and sboomtong@usaid.gov. Late submissions may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

Any questions regarding this Request for Quotation (RFQ) should be sent to thuanguyen@usaid.gov or sboomtong@usaid.gov. Issuance of this RFQ does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a quotation.

Printing rental service:

Item	Description	Expected rental period
Printing rental service	<ul style="list-style-type: none"> • Provide 03 (three) new high-workload multi-function networked printers (which are equivalent to HP CM6040 model) with the following functions: <ul style="list-style-type: none"> • Can be managed from local network; • Can handle various types of paper size (including letter, A4, A3) • Print in color and black/white; • Photocopy multiple pages in color and black/white; • Scan multiple papers into pdf file(s) and send file(s) to email, relay server and/or network folder; • Allow local admin to fully control all security aspects of the devices and to upgrade firmware to fix any security issues; • Will not send any data out of USAID network in any cases; • Each printer must be equipped with at least 4 paper trays (which can handle at least letter/A4/A3 paper sizes, not including manual tray); supports high level of encryption security setting; can generate usage report and notify local admin in case of printing error. 	<i>from</i> <i>August 3, 2015</i> <i>to</i> <i>August 2, 2016</i>

	<ul style="list-style-type: none"> • Provide necessary ink cartridges, drum cartridges, and other required hardware parts and services to <i>maintain full and effective operation</i> of the rental printers <i>on daily basis during the whole service period</i>. • Provide monthly maintenance service for the rental printers to ensure their normal operation. • Commit to fix any normal printing issues within 02 working hours and major hardware issues within 01 business day after receive notification. • In case the rental service is extended in the next years, any printers that have bad performance history or 3 years of operation or 5 year of series introduction must be replace by a new one and/or a newer series product (if applicable). • The provider’s technicians must work closely with USAID technical staff to ensure the safety condition of the printer. 	
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Notes:

- Ownership of the rental printers still belongs to the provider. The provider is responsible for installation and removal of the printers in case the contract is terminated.
- Insurance of each printer must be maintained effective during the rental period.
- Quotation should list detailed prices (including VAT tax) in Vietnam Dong (VND), estimated installation time, quality commitment, fulfillment of the minimum technical requirement, all other expenses that may incur (such as equipment or labor, etc.), and any provisions that USAID need to be aware.
- Brief introduction document about provider’s company and services should be sent attached with the Quotation.
- Provider must sign on this RFQ and attach it to their Quotation for acknowledgement of its content.
- Paper is not required in the scope of this rental service; do not add paper cost in pricing plans.

Quotation should be sent to spoomtong@usaid.gov and thuanguyen@usaid.gov