

## REQUEST FOR QUOTATION

<b>A. RFQ No. and Date:</b> <b>Subject:</b>	<b>RFQ 003/16, June 22, 2016</b> <b>IT Equipment for USAID/Vietnam</b>			
<b>B. Issuing Office/Section:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"><u><b>Executive Office</b></u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam</td> <td style="width: 50%; padding: 5px;"><u><b>Executive Office</b></u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</td> </tr> </table>	<u><b>Executive Office</b></u> USAID/Vietnam 15th Fl, Tungshing Building 2 Ngo Quyen Street Hanoi, Vietnam	<u><b>Executive Office</b></u> USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand	
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<b>C. Closing date for receipt of quotation:</b>	<b>July 5, 2016 (5:00pm Bangkok/Hanoi time)</b>			
<b>D. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>			
<b>E. Basis for Award:</b>	<b>Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)</b>			

### 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.

USAID will accept submission of quotations only via email for this procurement by the time specified above with the relevant information. Email submissions shall be sent to the contacts listed in Article IV. Late submissions may be considered at 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 the contacts listed in Article IV. 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.

Vendors may offer some or all items (listed in this request) under separate or lump-sum offers. The proposed cost shall include installation charge and freight to USAID Vietnam office in Hanoi, Vietnam.

#### I. Equipment requested:

No.	Equipment	Quantity
1	<b>Server: HP ProLiant DL380 Gen9 - Xeon E5-2620V3 2.4 GHz + 36 GB RAM + (16 x) SAS 300GB + (02 x) power supplies</b>	<b>02 Sets</b>
2	<b>Monitor: Dell UP2716D 27" Widescreen LED Backlit UltraSharp LCD</b>	<b>10 Sets</b>
3	<b>Cisco Catalyst WS-C3650- 48FS-S (with dual power supply)</b>	<b>01 Set</b>
4	<b>Cisco Router 1921 /K9 with EHWIC-4ESG-P Interface Card</b>	<b>02 Sets</b>

#### II. Bidding dossier:

- Quotation (*written in English*): list detailed prices (including VAT tax, if applicable) in Vietnam Dong (VND), estimated delivery/installation time, quality commitment, all other expenses that may incur (such as dispatch cost, labor cost for installation, exchange rate insurance, etc.), and any provisions that USAID needs to be aware of.
- Company profile (*in English*): brief introduction document about bidder's company, services, and current



- customers;
- Copy of Business Registration certificate;
  - Bidder must sign/stamp on this RFQ and attach it to their bidding dossier for acknowledgement of its content.
  - **Bidding dossier should be in ".pdf" format and sent to the contacts listed in Article IV.**

### **III. Selection Criteria:**

- A) Detailed Price Quote (70%)
- B) Past Performance (30%)

All interested parties must submit a detailed price quotation along with documentation that demonstrates previous successful performance of similar service/product described in this request; this could include letters of recommendations, appreciation or other evidence of vendor capability from previous customers.

The USAID Contracting Officer will select the successful contractor using a Best Value approach, considering price factors and past performance. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.

### **IV. Contacts:**

All questions, comments, and bidding dossiers must be electronically sent to USAID Vietnam office via the following emails: [spoomtong@usaid.gov](mailto:spoomtong@usaid.gov) and [thuanguyen@usaid.gov](mailto:thuanguyen@usaid.gov) (please send to both emails).