



REQUEST FOR QUOTATION

A. RFQ no. and Date:	020/2015, August 28, 2015
B. Subject:	Purchase of Audio Visual Maintenance Agreement for USAID/RDMA &ARTC conference and training rooms
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of question:	September 2, 2015 – (05.00pm, Bangkok Time)
Closing date for receipt of quotation:	September 8, 2015 – (05.00pm, Bangkok 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 cost proposal of the services specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Quotation (RFQ) shall be ONLY via email to spoomtong@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. 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.

No	Item Name	Description	Service Period
1	Maintenance Service Agreement for USAID/RDMA Audio Visual system for 24 th -26 th floor (10 rooms)	<p>Perform 3 times preventive and corrective maintenance per requests for USAID/RDMA Audio Visual (AV) system for 24th- 26th floor system which includes:</p> <ul style="list-style-type: none"> - Rechecking all cables and connections - Rectifying the AV (Audio Visual) related equipment and its cleanliness - Managing all defective equipment for repair and coordinating the item logistics. - Providing the critical spare parts and equipment to USAID/RDMA while the equipment is under repair service. - Fine-tuning the audio and video signal and ensuring the system is operational - The maintenance hours are 8.00 hrs – 17.00 hrs, Monday – Friday including Saturday and Sunday - Providing the summary service report to USAID 	1 October, 2015 – September 30, 2016
2	Maintenance Service Agreement for USAID/ARTC Audio Visual system for 31 st floor (4 rooms)	<p>Perform 3 times preventive and corrective maintenance per requests for USAID/RDMA Audio Visual (AV) system for 31st floor system which includes:</p> <ul style="list-style-type: none"> - Rechecking all cables and connections - Rectifying the AV related equipment and its cleanliness - Managing all defective equipment for repair and coordinating the item logistics. - Providing the critical spare parts and equipment to USAID/RDMA while the equipment is under repair service. - Fine-tuning the audio and video signal and ensuring the system is operational - The maintenance hours are 8.00 hrs – 17.00 hrs, Monday – Friday including Saturday and Sunday - Providing the summary service report to USAID 	1 October, 2015 – September 30, 2016

Selection Criteria:

A) Detailed Price Quote (60%)

B) Past Performance (40%)

All interested parties must submit a detailed price quote along with documentation that demonstrates previous successful completion of services described in this Request for Quotation; 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 quotation 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.