



## REQUEST FOR PROPOSAL

<b>A. RFP no. and Date:</b>	008/2014 – July 7, 2014
<b>B. Subject:</b>	<b>Purchase of Audio Visual Maintenance Agreement for USAID/RDMA Conference and Training Room</b>
<b>C. Issuing Office/Section:</b>	<b>USAID RDMA, Executive Office 25<sup>th</sup> Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of question:</b>	<b>July 14, 2014 – (5pm, Bangkok Time)</b>
<b>Closing date for receipt of quotation:</b>	<b>July 21, 2014 – (5pm, Bangkok Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>
<b>F. 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 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 Proposal (RFP) shall be only via email to [spoomtong@usaid.gov](mailto: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 RFP 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 proposal.

No	Item Name	Description	Service Period
1	Maintenance Service Agreement for USAID/RDMA Audio Visual system for 24 <sup>th</sup> -26 <sup>th</sup> floor (10 rooms)	<p>Perform 3 times preventive and corrective maintenance per requests for USAID/RDMA Audio Visual (AV) system for 24<sup>th</sup>- 26<sup>th</sup> floor system which includes:</p> <ul style="list-style-type: none"> <li>- Rechecking all cables and connections</li> <li>- Rectifying the AV (Audio Visual) related equipment and its cleanliness</li> <li>- Managing all defective equipment for repair and coordinating the item logistics.</li> <li>- Providing the critical spare parts and equipment to USAID/RDMA while the equipment is under repair service.</li> <li>- Fine-tuning the audio and video signal and ensuring the system is operational</li> <li>- The maintenance hours are 8.00 hrs – 17.00 hrs, Monday – Friday including Saturday and Sunday</li> <li>- Providing the summary service report to USAID</li> </ul>	<b>1 October, 2014 – September 30, 2015</b>
2	Maintenance Service Agreement for USAID/RDMA Audio Visual system for 31 <sup>st</sup> floor (4 rooms)	<p>Perform 3 times preventive and corrective maintenance per requests for USAID/RDMA Audio Visual (AV) system for 31<sup>st</sup> floor system which includes:</p> <ul style="list-style-type: none"> <li>- Rechecking all cables and connections</li> <li>- Rectifying the AV related equipment and its cleanliness</li> <li>- Managing all defective equipment for repair and coordinating the item logistics.</li> <li>- Providing the critical spare parts and equipment to USAID/RDMA while the equipment is under repair service.</li> <li>- Fine-tuning the audio and video signal and ensuring the system is operational</li> <li>- The maintenance hours are 8.00 hrs – 17.00 hrs, Monday – Friday including Saturday and Sunday</li> <li>- Providing the summary service report to USAID</li> </ul>	<b>1 October, 2014 – September 30, 2015</b>