

**COMMODITIES REQUEST FOR QUOTATIONS (RFQ)**  
**Aqaba Community and Economic Development (ACED) Program**  
**Telephone System for SMP**

**Issue Date: December 5, 2011**

**DUE DATE for Quotations is December 8, 2011 by 12:00 PM**

**I. INTRODUCTION**

This Request for Quotation (RFQ) is being issued on behalf of the USAID/Aqaba Community and Economic Development (ACED) Program. The purpose of this RFQ is to solicit quotations/offers from qualified Jordanian vendors to provide the required item(s)/services as detailed in Annex A.

The ACED Program will evaluate offers and an award will be made to the vendor who provides the best overall value and quality item(s)/services that comply with **Technical Specifications and conditions listed in Annex A**. Although price will be the major factor, bidders must be able to deliver the items in a timely fashion.

The ACED Program intends to award a fixed price purchase order payable in **Jordanian Dinar**.

**II. REQUIRED QUOTATION FORMAT:**

Vendors must provide separate technical and financial proposals per the below instructions:

a. **TECHNICAL OFFER:**

The technical offer should include the following:

- **Transmittal Letter** (one page).
- **Technical Specifications** – Vendors should provide quotations/offers for the specific item(s)/services listed and complete the template in **Annex A, “Technical Specifications.”** Items must be new/unused and of high quality and safety standards.
- **Source/Origin Certification**– Please provide a certificate stating the **SOURCE** (the country from which a commodity is shipped to Jordan) and the **ORIGIN** (the country where goods are mined, grown, or produced through manufacturing, processing or substantial and major assembling of components). Quotations that do not include this certification may not be considered.
- **Registration & Work Permit Certificates** – Eligible vendors must be Jordanian-owned companies and must be registered with the Jordanian government. Please provide a copy of your registration and work permit certificate with your offer.
- **Warranty & Support Plan**– A description of the warranty/support plan offered must be provided detailing how the vendor will provide support.
- **Delivery confirmation** – Confirm the time needed to deliver the items/services.

## **b. FINANCIAL OFFER**

Provide a total fixed price in Jordanian Dinar (JD) for all items/services using the template in **Annex B** which includes a breakdown of cost per item for items and other services. Vendor should quote separately any additional options, spare parts, and supplies not specifically addressed in this RFQ. Vendor shall note any exceptions to the specifications and describe any alternate proposals. **The ACED Program is sales tax exempt, so no sales tax should be included.** Prices should be final and valid for 60 days.

## **III. QUESTIONS**

Any questions or clarifications must be made in writing via email to both [aced.jordan@gmail.com](mailto:aced.jordan@gmail.com) and [rfq@aced-jordan.com](mailto:rfq@aced-jordan.com) or by fax to 03 201 7760. Vendors may be disqualified if ACED staff, the ACED Program and/or its counterparts relevant to this procurement are contacted directly or indirectly through any means other than formal email to the above email addresses.

## **IV. SUBMISSION OF QUOTATIONS/OFFERS**

Quotations are due on **December 8, 2011 by 12:00 PM**. Bidders must submit a technical and financial proposal in hard copy delivered by courier or hand-delivered to the ACED Program, Aqaba, 5th Residential Area, P.O. Box 2494, Aqaba 77110 Jordan by the deadline. Bidders must submit technical and financial proposals in separate sealed envelopes with each clearly marked.

## **V. Award**

The ACED Program will evaluate offers and may make an award without discussion. Therefore, the vendor's initial offer should contain the final price and offer. However, the ACED Program reserves the right to negotiate if necessary. The ACED Program may extend the period for evaluation, and may request that offerors extend the validity of their offers.

The ACED Program reserves the right to a) increase or decrease the quantity of an item if necessary and/or b) to purchase all or only portions of the commodities requested based on a best value determination. These options may be exercised, if at all, at the time the award is made.

A formal written notice of award in the form of a signed purchase order to the successful vendor shall serve as award. The ACED Program is under no obligation to award a contract and will not reimburse the vendor for any costs incurred in preparing a quotation/offer. The ACED Program may cancel this solicitation without notice/explanation and reserves the right not to make an award.

**ANNEX A**  
**TECHNICAL SPECIFICATIONS**  
**Telephone System for SMP**

<b>VENDOR NAME:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE NO:</b>	
<b>EMAIL:</b>	
<b>POINT OF CONTACT (Name/Title):</b>	

Item Name	Minimum Specifications Required	Specifications Offered	Quantity
<b>Telephone System*</b> (وحدة مقسم رئيسية)	• Operating System 2 outlines, 6 ext. lines (expandable)	Brand and Model:	
	• Main phone with LCD screen		1
	• Analogue Normal Phone		5
	• Answering Machine		1
	• One Year Warranty preferred		
	• Delivery Time:		

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**\*No cost/ prices should be included on this sheet. Prices must be provided separately using template in Annex B.**

**Please attach catalogue if available.**

**ANNEX B  
FINANCIAL OFFER  
Telephone System for SMP**

<b>VENDOR NAME:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE NO:</b>	
<b>EMAIL:</b>	
<b>POINT OF CONTACT (Name/Title):</b>	
<b>COMMODITIES/SERVICE DELIVERY DATE:</b>	

Item	Brand	Quantity	Unit Price (JD)	Total Price (JD)	Notes
Telephone System (وحدة مقسم رئيسية)		1			
Installation Fees					
<b>Grand Total</b>					

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Stamp: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_